NOTE: Given the comprehensive affect of COVID-19 on all municipal functions, I have directed all departments to prioritize public health and safety issues. Our second priority is essential functions to municipal government operations. Expect information and all levels of government action(s) to change on short notice to quickly respond to the COVID-19 pandemic.

ALL Easthampton public buildings are closed to the public, at least, through Monday, April 6th, 2020, except the lobby at the Public Safety Complex, 32 Payson Avenue. Per Governor Baker, gatherings are limited 25 individuals and on-premises consumption of food or drink at bars and restaurants are prohibited beginning on March 17th and effective until April 6th.

Coronavirus Disease 2019 (COVID-19) causes a respiratory (lung) infection and is HIGHLY contagious. As a result, national, state, and city Declarations of Emergency has been issued until further notice. We urge everyone to stay at home during this unprecedented public health crisis. Every person must do there part to avoid personal exposure or exposing others. You can spread COVID-19 even if you have no symptoms.

The Baker/Polito Administration issued additional Executive Orders on March 15th, 2020. Below is a summary of those order with the full text at Governor Baker’s March 15th, 2020 Executive Orders That further restrict public activity. Important to note, as of today, the MA Department of Health will be reporting presumptively positive and positive COVID-19 people as one number.

Below is key information by city function. For full updates, please visit the list of resources at the very bottom of this report:

**Easthampton Municipal Government**

For continuity, core City operations and services will continue through the State of Emergency. City employees are checking e-mails and voicemails as frequently as possible. The majority of City employees are working remotely or on a limited schedule. During the State of Emergency, e-mails and calls directly related to COVID-19 are answered first. Direct urgent inquiries to mayor@easthamptonma.gov or 413-529-1400 ext 143.

**Easthampton Public Buildings**

All public buildings are closed to the general public. Only the Public Safety Complex lobby at 32 Payson Avenue is an accessible area to the public. Public contact with Dispatch will be via the lobby phone. Drug drop
off, and firearms licensing processing are suspended until further notice. Additionally, the sharps dispensary container is in the lobby.

**Mayor's Office**

The Mayor's office will send out a daily 3:00 PM, Coronavirus (COVID-19) Situation Awareness Report for the duration of the City’s State of Emergency. The report will be released over verified City Facebook pages, the City's website www.easthamptonma.gov. Both e-mail (mayor@easthamptonma.gov) and voice mail (413-529-1400, ext.146) are being monitored with COVID-19 urgent matters prioritized. Press inquiries should also be sent to the Mayor’s Office.

First and foremost, we face the most extraordinary public health crisis in our lifetimes. Accordingly, I have strongly encouraged city employees to only perform essential activities – professional & private. Our nation and state populations are on the upward turn of the curve of community – based transmission. There is no way to stop the uptick of case is how much we can mitigate infection – THE NEXT 10 DAYS are crucial to limit COVID-19 spread.

My office is working to collect and community resources for small businesses, food and housing – related payments. Many unemployment benefits requirements have been waived going forward. Individuals can apply for these benefits online. I will reassess CORE services (& expanding them) on Friday, March 20th with the possibility that decisions may be made sooner.

**City Council**

Governor Baker issued an Executive Order regarding Open Meeting Law and COVID-19. Per his order, the City Council President is working to enable remote participation by Council, Committee and Board members for meetings essential to the operation of City business.

The City will release a separate directive regarding Open Meeting Law, COVID-19, and core public meetings in the next two days. All non-essential committees meetings are postponed through April 7, 2020.

**Audit**

The Auditor and Assistant Auditor are approving financial warrants remotely while monitoring their e-mails.

**Building Inspection**

Subject to change, all inspections will be suspended except for time-sensitive inspections. For smaller projects, pictures will be accepted for inspections per the State Building Department. For large projects, structural inspections are still happening. Please call the Building Inspection Department at 413-529-1400, ext. 128 with any questions about inspections.

**Collections and Assessors**
From March 13th through March 30th, 2020, late fees and processing of warrants are suspended. The Drop Box is still available to the public. It will be emptied daily, but the City cannot guarantee that the Drop Box or any outside surface of public buildings are disinfected.

**Department of Public Works**
Essential services – provision of water, sewer and wastewater – continue to operate on normal protocols. Staffing has been split in smaller working group with social distancing. If an emergency occurs outside business hours, please call the non-emergency Dispatch line to report the issue.

**Fire Department**

If you are seeking a burning permit, come into the Public Safety Complex lobby to obtain one. At this time, we are not collecting the five-dollar fee. If you have a seasonal burning permit, call the Fire Department to see if the state is allowing burning on that day.

**Health Department**

The Health Departement staff are working remotely. Health Agent is best reached via e-mail at beichstaedt@easthamptonma.gov Inspections at this time are suspended until further notice. All scheduled inspections are in the process of being rescheduled to a later date to be determined by our alternate inspector. Food Establishments, bars, convenience stores, etc. should e-mail the Health Agent and ask to be added to the e-mail list if they have not been receiving our e-mails. Information including sample signage that food establishments can use can be found on our website at [https://easthamptonma.gov/health-department.html](https://easthamptonma.gov/health-department.html) Updates can also be found on our Facebook at [https://www.facebook.com/EasthamptonHealth](https://www.facebook.com/EasthamptonHealth)

Our Health Agent has put in for additional medical staff in the case the City needs medical support to state and federal agencies.

**Payroll**

City employees are asked to check their work e-mail for further information about payroll and benefits. If you cannot access your e-mail remotely, please call Personnel at 413-529-1400.

**Police Department**

The current inventory of firearms licenses will be mailed via the US Mail.

Effective 12:00 AM, Tuesday, March 17th, 2020, all on-premise consumption licensees are prohibited from selling alcohol to the public until 11:59 PM on April 5th, 2020. This order includes restaurants, bars, hotels, general on-premise, clubs, war veterans' clubs, continuing care retirement communities, pub-brewers, farmer – series pouring permits, and manufacturing pouring permits. These establishments are also prohibited from serving any food or drinks for on-premise consumption; only takeout and delivery of food are permitted.
The department has put in for supplies and equipment to protect our public safety employees as they respond to emergency calls.

**Private Schools**

All private elementary and secondary school were ordered to shut down per the Governor’s Executive Order.

**Public Schools**

Please e-mail or call. Do not come to the Easthampton Public School's central office or individual school buildings – EXCEPT MAPLE FAMILIES THAT ARE PICKING UP BROWN BAG MEALS AT EHS. School staff will be checking e-mails and voice mails remotely.

Food Support for Students: We have worked with food services to develop breakfast and lunch brown bag options. We have prioritized the Maple Elementary School due to its status as a Community Eligibility Program. They will be able to pick up breakfast and lunch between 8:30 AM and 10 AM at Easthampton High School beginning on Monday.

Please refer to the School Messenger service to get detailed updates and plans for our students, families and staff.

**School Employee Information**

It is expected that all staff will check work e-mail during this closure to remain informed. More information will be distributed directly to the staff. Custodial staff is reporting to the schools to clean and disinfect using deeper disinfection equipment.

**Treasurer**

Payroll services have been set up for remote processing. Bank accounts and essential financial services continue on a normal schedule. As to date, no financial transactions have been deferred but given the financial markets and emergency banking protocols.

**Veteran Services**

Checks will be processed normally. However, if a Veteran does NOT have a direct deposit, their check will be available at the Public Safety Complex in Dispatch. All other checks will be mailed via USPS.

**Council on Aging and Enrichment (COA)**

The COA is suspending all on-site programs and services until further notice. The COA serves residents who are most at risk of contracting the virus. The closing of the building is a proactive step to protect the patrons of the COA. The staff of the COA is working and available during regular business hours to provide alternative
arrangements for seniors who need access to essential services. The COA is doing wellness calls to seniors and are working on a protocol for volunteers. For questions, call 413-527-6151.

Keep Informed through RELIABLE Sources

Please access these reliable sources of information for the coronavirus (COVID-19) throughout the State of Emergency:

- www.cdc.gov
- www.mass.gov/2019coronavirus
- www.Easthamptonma.gov
- www.epsd.us
- www.facebook.com/easthampton413
- https://www.facebook.com/easthamptonfire/
- https://www.facebook.com/EasthamptonPD/
- https://www.facebook.com/EasthamptonHealth/