



Town of Needham, Massachusetts Media Release

Office of the Town Manager
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Town of Needham Announces Initial Reopening Plans

Appointments for Service Begin June 1, Safety Precautions in Place

Needham – Wednesday, May 27, 2020 -- The Town of Needham today announced its initial reopening plans, following the Phase 1 reopening [guidelines](#) issued by the Commonwealth.

Beginning June 1, 2020, all Town buildings except for the Center at the Heights and Needham Free Public Library will re-open to the public by appointment only.

Programming at the Center at the Heights will remain virtual for the time being. The Library will begin curbside pickup service for books and other materials June 1. More information on accessing library items can be found [here](#). Both buildings will reopen to the public at a later date.

To book appointments, please visit the [Town Departments webpage](#) and select your intended department. Each department will have their own plans for servicing the public.

Requirements for the Public

Under this initial reopening, any member of the public entering a Town building or facility must wear a face covering while in the building. In addition, the public is asked to maintain physical separation from employees and other visitors of at least six feet. Markings will be located on the floor to provide guidance and plexiglass barriers have been installed at customer-facing counters for protection. Buildings will be locked and those with appointments will need to ring the doorbell for entry. Only one person at a time will be allowed at a counter for service.

Any individual who has [symptoms of COVID-19](#) is asked to stay home and reschedule their appointment.

Many departments offer residents and businesses the ability to conduct transactions by phone, online or by mail. Individuals should check with their intended department to see if there are options for service in lieu of in-person.

Additional Health and Safety Practices:

The Town is taking numerous precautions to protect the health and safety of the public and employees.

The first phase of the Town's reopening plan allows staff to return to their offices within the state's guidelines. All employees will be required to wear face coverings in shared offices and in communal space such as lobbies, restrooms and hallways.

Employees will be required to sanitize high-touch areas frequently, including the plexiglass divider and counter between customers.

Employees are also required to check for COVID-19 symptoms daily before entering offices. Those who display symptoms must remain at home.

Future phases of reopening will depend on public health measures and will be announced when they are determined. The Town will follow the State and CDC guidelines, but may choose to take additional precautions beyond those.

For more information visit www.needhamma.gov/reopeningneedham.

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