

To: All Residents and Other Town Building Users  
From: Town Administrator and Board of Selectmen  
Re: **Temporary Suspension of Non-Essential Town Services**  
**Modified Town Building Access**  
**Continuation of Meals for Students and Seniors**  
**Activation of Medical and General Help Lines**  
Date: March 16, 2020 at 5:15 pm

#### **Temporary Suspension of Non-Essential Town Services**

Following Governor Baker's Executive Order of March 15, 2020, reducing executive branch services to emergency services only in order to further slow the spread of COVID-19, **essential personnel only will report to work**. The executive order was silent on the time frame for municipal buildings reopening. **The Town is temporarily suspending non-essential government functions and town services effective immediately and for the next 2 weeks, until Monday, March 30, 2020, which may be extended or modified as the COVID-19 situation evolves.**

#### **Modified Town Building Access**

Access to the Town Building will be closed. Residents will be able and are encouraged to conduct business by email or phone. Residents are also being asked to use the drop-off boxes at the front and back (Council on Aging) entrances to the building for any correspondence to Town offices. In-person business will be by appointment only. Residents are directed to call the Department with which they seek to do business. In-person meetings will be limited to essential services only, and residents will be asked to maintain social distancing (6 or more feet).

#### **Continuation of Meals for Students and Seniors**

At this time, the Town is planning to continue providing meals for reduced fee or free lunch eligible students. At this time, the Town will also continue delivery of "meals on wheels" to seniors.

#### **Activation of Medical and General Help Lines**

We continue to urge all residents to evaluate their own health and determine if they are feeling mildly ill with a head cold, headache, cough and/or experiencing any CDC identified symptoms of COVID-19, which include fever, cough, and shortness of breath. If you are feeling any symptoms, we advise you to contact the Wayland Health Department at the Coronavirus Hotline [508-358-6805](tel:508-358-6805) and your primary care physician for guidance.

The Town will also provide general help for residents who may need assistance obtaining basic and important life necessities, such as food or medications, by calling [508-358-7701](tel:508-358-7701).

As always, additional information can be found on the Town's website at [www.wayland.ma.us](http://www.wayland.ma.us). Other questions can be addressed to the Town Administrator's Office at [508-358-7701](tel:508-358-7701).