

#### Update on status of City Buildings:

Due to increasing cases of COVID-19 and based on the revised emergency orders from the Governor, the City of South Portland has made changes to the status of some of its buildings and the requirements to enter each, effective Monday, Nov. 9, 2020. Effective immediately, masks are required at all times in each building AND while outside. If you cannot wear a mask due to a medical condition or simply refuse to do so, you may not enter our facilities. We will make alternate arrangements for you to conduct business via phone, mail, email, or potentially outdoors. Similarly, the City is in the process of installing thermal temperature scanners at each building to detect whether any staff or visitors have a high temperature, which could be a sign of a COVID-19 infection. Those with a high temperature reading will be required to exit the building and conduct their transaction via another method (as outlined above).

Here is the status of each building/service as of 11/9:

Bus Service: Reducing maximum capacity per bus to 20.

City Hall (Executive, Clerk, IT, HR, Sustainability, GA): Open without appointment via rear entrance only. Door greeter will monitor to prevent overcrowding.

Community Center (Recreation, Finance): Limited opening for Recreation, masks required for all events. Use Nelson Rd entrance. Finance open without appointment on Nutter Road side of facility.

Hamlin Building (Code Enforcement, Planning, Economic Development): Appointment only.

Library: Closed to the public, curbside pickup still available.

Public Safety (Central Fire, Police): Foyer area open as usual, no appointment.

Municipal Services Facility (Bus, Public Works, Parks): No appointment necessary.

All Other Facilities: By appointment only.

Outdoor Parks, Trails, Etc.: Remain open but MASKS REQUIRED per Governor's Order.

Please note that some employees will begin working from home, so staffing levels in certain departments may be lower than normal for the time being. We will make every effort to ensure timely provision of service, but there may be instances where certain requests take a bit longer than normal.

Thank you for your understanding and for helping to keep South Portland safe.