Town staff continue to be available during normal business hours to assist you. Starting May 24, 2021 the Town Hall offices will now be open to the public on the following conditions, adhering to COVID safety protocols:

- 1. One public entry and exit located on the Ground Floor at the back of the building (by the Veterans Monuments) it is handicap accessible.
- 2. Visitors are reminded to not enter the building if they have a temperature or other COVID related symptoms.
- 3. Mask wearing shall be in accordance with CDC guidelines. If you are vaccinated you do not need to wear a mask. If you are NOT vaccinated you are required to wear a mask.
- 4. Practice social distancing (3' apart).
- 5. Appointments are highly encouraged to limit the number of people per department. You may be asked to wait in your car.
- 6. Limit the number of family members/business colleagues joining you to reduce the number of individuals in the building and potentially exposing all parties.
- 7. Public restrooms will be available on the Ground Floor only.
- 8. No food or beverages are allowed in the building.
- 9. Visitors are asked to immediately exit the building after conducting town business.
- 10. No soliciting.

Department staff email addresses are available online <u>www.portlandct.org</u> as well as telephone numbers and forms.

Taxes can be paid online. Water and Sewer can be paid by check and placed in the Drop-Off Box behind Town Hall.

We appreciate your patience and understanding as we take necessary steps to ensure the health and safety for all. Please remember to be considerate and mindful of the people around you.