



TOWN OF EAST LYME DEPARTMENT OF POLICE SERVICES

◇ Office of the Chief of Police ◇
278 Main Street, Niantic Connecticut 06357



COVID-19 Response

March 13, 2020

The following is an executive summary of protective actions taken by agencies in the Town of East Lyme due to the COVID-19 global pandemic.

East Lyme Public Schools – The East Lyme Public Schools will be closed to students for an “indefinite” period of no less than two weeks. Follow-up correspondence will be provided by the Superintendent of Schools on Monday March 23, 2020. Buildings will remain open.

East Lyme Parks & Recreation – The East Lyme Parks & Recreation Department is temporarily suspending all program activities until further notice. The P&R Office will remain open to the public.

East Lyme Senior Center – The East Lyme Senior Center will be suspending all programs/activities/trips until further notice. No café meals will be served, but meals on wheels will continue to be delivered Monday-Friday. Transportation will be offered for medical purposes and grocery shopping only. The number of passengers will be limited to 3. The AARP Tax-Aide program will continue to run. The Senior Center Office will remain open to the public.

East Lyme Emergency Services –

Flanders Fire Department – Reduction in number of EMT’s in close proximity to patients to limit exposure. Use of appropriate PPE when needed. No visitors allowed at FFD building.

Niantic Fire Department – Limit the number of EMT’s accessing patients in long term care facilities (BBR/Crescent Point). Use of appropriate PPT at facilities with request that they bring patient to lobby when feasible.

East Lyme Police Department – Heightened state of awareness. Limiting exposure when possible.

East Lyme Fire Marshal – Prioritizing inspection schedule, by evaluating the type of occupancy and making adjustments to the time of the inspection to limit contact with people and protect our staff.

Preparation for personal to work remotely if necessary is in progress.

Town Clerk - Mutual Aid Agreement with Waterford Town Clerk's Office for issuance of absentee ballots once they become available (April 7th) through the Primary Day (April 28th). There is currently no alternate plan if the Waterford Town Office's also close. The Town Clerk's Association is addressing this matter with the Secretary of State's Office at the current time. If they do end up closing the Town Clerk has asked IT for instruction on how to forward office phone calls to cell phones, and for instruction on how to log in to work emails from home.

Assessor - Staff is instructed to disinfect after every public visitor leaves and to not share pens. They have canceled any out of state educational programs they were supposed to attend and have transitioned to virtual meetings.

Registrar of Voters - The ROV office is currently reviewing Emergency Plans and working in conjunction with the Secretary of State's office to develop protocols for the April 28th Presidential Preference Primary.

Building Official – Preparing for possibility of closure and continuity of operations in response. Examining procedures to work remotely, including permit processing, phone calls, emails, etc.

No cash transactions, check or money order only. Examine setting up a secure drop box for applications and submissions, in the hallway and/or outside. Suggestion to schedule all work with the public in the office by appointment only, and only when absolutely necessary.

Stress to contractors that we must consolidate inspections whenever possible.

Starting immediately, they will accept photographic proof on a case by case basis going forward, except for life safety issue. I.e.

Photos: footings, foundations, pre-backfill, roofing, plumbing, deck piers, etc.

Non-Critical inspections can be rescheduled.

Such as: finals on decks, basements, remodels, hot water makers, mini-splits,

Land Use - Land use is in the process of developing protocols and will have something by Monday.

Water Department - Have been reviewing plans on how to support staff in the event of absenteeism in order to still carry on with critical water and sewer operations.

Library - Still in discussions about the library opening/closure, cancellation of programs, etc. There will be updated information this afternoon.

Still awaiting responses from Public Works, Finance, Engineering, Sewer