



TOWN OF HOPKINTON
18 Main Street
Hopkinton, MA 01748

Town Hall Reopening Plan

As first published in Hopkinton's [COVID-19 Updates & Precautions dated August 7, 2020](#)

On Monday August 10th, Town Hall reopened to the public by appointment only. This is due to the state's COVID-19 limits on building occupancy. Currently, only one visitor will be allowed, per floor, at a time. Under this initial reopening, any member of the public wishing to visit Town Hall in person must schedule an appointment in advance. To make an appointment with Town Hall staff, please [contact the department](#) directly to schedule a mutually available time slot. When arriving for your confirmed appointment, all visitors must wear a face-covering for the duration of the visit. In addition, visitors will be required to complete a COVID-19 attestation form in advance or upon arrival. Any individual who has symptoms of COVID-19 is asked to stay home and reschedule their appointment..

In order to support physical distancing, the Town has installed signage and markings to provide guidance, as well as plexiglass barriers at customer-facing counters for protection. Hand-sanitizers have also been installed throughout Town Hall.

All Town departments continue to offer residents and businesses the ability to conduct transactions online, by mail, by phone, and via the drop-boxes located in the rear and front of Town Hall. The Town encourages residents and businesses to use online services to conduct business.

Under this initial reopening phase, the Town continues to protect the health and safety of the public and its employees by following state guidelines. Adhering to the state's reduced capacity requirement, 50% of staff will be at Town Hall at any given time. All staff are required to complete a COVID-19 attestation form daily before entering the office and wear a face-covering in shared spaces, including corridors, lobbies and restrooms. Staff who have COVID-19 symptoms must remain at home.

The Facilities Department is sanitizing high touch areas frequently.

Future phases of the reopening of Town Hall will depend on public health measures, state guidelines, and will be announced when they are determined.

You can find more Hopkinton Covid-19 info [here](#)