



Update on Available Municipal Services (Effective March 19, 2020) IMPORTANT COVID-19 INFORMATION FOR TOWN OF EAST GREENWICH

The following steps have been implemented as a part of the [Emergency Declaration](#) passed by the Town Council on Monday, March 16, 2020. Please return to this site often as we will be posting updates as things change in this very dynamic pandemic response.

Senior Center at Swift Community Center (401-886-8669 – 121 Peirce Street)

Given the unique health risks associated with COVID-19 and senior populations, age 60 and over, we have moved to close the Center, effective immediately.

- All programs have been canceled.
- Administrative Offices will remain open for normal business hours, 8:30am – 4:30pm (Monday - Friday) but are subject to change; please call before visiting.
- As of March 17, 2020, the on-site congregate lunch program will be replaced with box lunches, with pre-registration still being required, (pickup and delivery options may be available – call for more information);
- Based on guidance from the Office of Policy and Government Affairs, and the Office of Healthy Aging it has been strongly recommended that municipalities cease group transportation options, due to the social spacing policies that have been implemented. Transportation to medical appointments and grocery shopping has been restricted, although this may change as we are attempting to maintain a minimal service level with appropriate spacing and limits on the number of riders. Individual client trips on various dates/times are being considered as well as potential other options, to accommodate the need within the community.

Parks and Recreation (401-886-8626 – 1127 Frenchtown Road)

To minimize potential exposure to the virus that may be passed from children and adults to more vulnerable populations, we have taken the following interim steps:

- Administrative Offices will remain open for normal business hours, 8:30am – 4:30pm (Monday - Friday) but are subject to change; please call before visiting.

- All programs have been canceled through April 3, 2020; this will be revisited for the next series of programs and subsequent sessions later in the spring;
- All outdoor permits for organized field /park /facility use have been withdrawn until further notice; Staff will be in constant communication with League, group and individual permit requests in the coming weeks/months as we plan for when access is again allowed;
- All parks and outdoor facilities/fields/playgrounds will remain open and accessible to the public FOR THE TIME BEING, although **minimizing crowd size and hygiene is strongly recommended**;
- All outdoor parks, field preparation work, grounds cleanups and equipment maintenance and installation will continue, as scheduled.

Public Works/Engineering/Mechanics/Wastewater (401-886-8618 – 111 Peirce Street)

- Administrative Offices will remain open for normal business hours, 8:30am – 4:30pm (Monday - Friday) but are subject to change; please call before visiting.
- All normal work activities are continuing, as planned. Street sweeping, road work, tree work, fleet maintenance and other indoor/outdoor maintenance/repair and construction projects are underway and continuing during this time.

Fire Department (401-886-8686 - Station One, 284 Main Street)

- Interim guidelines have been implemented for its internal personnel to safely detect and care for individuals suspected of having COVID -19. These guidelines will change as additional information is released from the CDC and RIDOH and are also applicable to protecting the well-being of the staff.
- Fire Department has suspended in home smoke detector inspections for 14 days in accordance with social separation guidance. This service will be reactivated once the community-wide restrictions have been lifted.
- The Department is continuing to offer a full complement of services traditionally offered, with less emphasis on calls of a non-emergency nature.

Police Department (401-884-2244 – 176 First Avenue)

- Interim guidelines have been implemented for its internal personnel to safely detect and care for individuals suspected of having COVID -19. These guidelines will change as additional information is released from the CDC and RIDOH.
- Internal protocols have been implemented to provide for the safety and protection of personnel.
 - DO NOT enter the building if you are sick. Most services, such as documentation, lost/stolen/missing items and other complaints can be

handled over the phone. Please call Dispatch at 401-884-2244 and advise the Dispatcher what service(s) you need. Leave your name, contact information and reason for your call and a patrol officer will return your call.

- V.I.N. Checks – Please call 401-884-2244 and advise the Dispatcher that you need a V.I.N. check. DO NOT come into the lobby. V.I.N. check protocol will be changing and you will be advised how to obtain a V.I.N. check. This service is being offered to residents only.
- BACKGROUND CHECKS/FINGERPRINTING – ALL background checks and fingerprinting will be handled by calling 401-886-8629 (Holly Zenga) and leaving your call back information. DO NOT come into the lobby asking to speak to someone about obtaining these services. These will be handled by phone call only and for the time being only for E.G. residents.
- COURT ORDERED CUSTODY CHANGES – DO NOT come into the lobby. There is a dedicated video surveillance camera above the front door that will capture the exchange.
- POLICE COMMUNITY ROOM IS UNAVAILABLE UNTIL FURTHER NOTICE.

Town Clerk's Office (401-886-8605 – 125 Main Street) (**RESTRICTED ACCESS TO WALK-INS**)

ALL services will be managed by mail, on-line or over the phone as much as possible.

Individual appointments (made by and under the discretion of the Deputy Town Clerk) are available for access to the vault *strictly for the purpose of title searching and the recording of deeds/mortgages (essential recordings)*. PLEASE USE THE DROPBOX LOCATED OUTSIDE THE OFFICE ON THE SECOND FLOOR FOR NON-ESSENTIAL RECORDINGS, APPLICATIONS, PAYMENTS, ETC. AND CALL 401-886-8607 TO CONFIRM RECEIPT.

- **Land Records** (Deeds and Mortgages) ~ CONTACT DIANNE POTTER (401) 886-8607
 - * Access to vault for title searching available by appointment only for essential documents. All others must mail originals to the Town Clerk's office, PO Box 111, East Greenwich, RI 02818 or deposit in lockbox outside office. Records are currently NOT available on-line. <http://www.eastgreenwichri.com/186/Land-Evidence>
- **Elections and Voting** ~ CONTACT ELAINE VESPIA (401) 886-8603
 - * Mail Ballot Applications and Voter Registration information <https://vote.sos.ri.gov/>
- **Probate Court** ~ CONTACT DIANNE POTTER (401) 886-8607
 - * Forms can be printed and mailed to PO Box 111, East Greenwich, RI 02818
 - * No court in March. Next session scheduled for April 16th @ 9AM
 - <http://www.eastgreenwichri.com/190/Probate-Court>

- **Municipal Court** ~ CONTACT NANCY PHILLIPS (401) 886-8606
 - * Parking tickets can be mailed in (cash/check) OR paid by credit card over the phone
 - * Court session for March & April have been cancelled. Next court scheduled for May 21st @ 6PM
- **Vital Records** (Marriage, Birth and Death) ~ CONTACT NANCY PHILLIPS (401) 886-8606
 - * Forms can be found at <http://www.eastgreenwichri.com/191/Vital-Records>
 - * Order directly from State DOH <https://health.ri.gov/records/>
- **Marriage Licenses** ~ CONTACT NANCY PHILLIPS (401) 886-8606
 - *Suspended until further notice
 - <https://health.ri.gov/records/about/marriagelicenses/>
- **Dog Licenses** ~ CONTACT MARYJO GREIG (401) 886-8602
 - <http://www.eastgreenwichri.com/DocumentCenter/View/121/Dog-License-Application-PDF>
 - (PLEASE CONTACT YOUR OWN VETERINARIAN FOR RABIES VACCINE. RABIES CLINIC CANCELLED).
- **Overnight Residential Parking Permits** ~ CONTACT MARYJO GREIG
 - <http://www.eastgreenwichri.com/188/Licensing-and-Permits>
- **Business Licensing** ~ CONTACT ELAINE VESPIA (401) 886-8603

Special circumstances will be considered on a case by case basis by the Town Clerk, Leigh Carney (401-886-8604 or 401-261-7729 or lcarney@eastgreenwichri.com)

Finance Department (401-886-8612 – 125 Main Street) (**RESTRICTED ACCESS TO WALK-IN S**)

- The Finance Department will continue to remain open in providing public services. The general business of this office can be addressed via phone contact and mail service. Anyone seeking to engage a member the Finance Department staff, on a particular transaction, will be advised to contact the office to schedule an appointment.
- The Tax Assessor’s office remains open during normal hours. Tax Assessor, Anthony Davey can be reached at (401-886-8614 – 111 Peirce Street). Please call in advance to have your questions answered and to limit in-person contact.

Special circumstances for in-person meetings will be considered on a case by case basis by the Finance Director, Patricia Sunderland (401-886-8609)

Planning/Zoning Department (401-886-8645 - 111 Peirce Street)

- Administrative Offices will remain open for normal business hours, 8:30am – 4:30pm (Monday - Friday) but are subject to change; please call before visiting.
- The standard practice of **scheduling an appointment** for Application Submittals remains in effect.

School Department (401-398-1200 – Administration - 125 Main Street)

- Consistent with Governor Raimondo’s statewide emergency order, East Greenwich Public Schools remain closed through April 3, 2020.
- Distance learning begins March 23 through April 3, 2020.
- Chromebooks are available to those in need; email chromebooksupport@egsd.net
- Breakfast and Lunch Grab N’ Go Meals for ALL East Greenwich Public School Students 18 and under will be available through drive up service beginning Tuesday, March 17th from 11:30am to 12:30pm until further notice at Frenchtown and Eldredge Schools. Children must be present in order to receive meals [Additional Details](#);
- The status of spring sports has not yet been resolved.
- [LINK TO EAST GREENWICH SCHOOL DEPARTMENT](#)

Drug Prevention and Mental Health Counseling (401-230-2246 or rhoughtaling@eastgreenwichri.com)

Mental health is always important, particularly in challenging times like these.

- Director Bob Houghtaling will be available to meet with clients at the Swift Community Center, 121 Peirce Street from 8:30am – 4:30pm (Monday - Friday). This service will be by appointment only. Call 401-230-2246 or email rhoughtaling@eastgreenwichri.com. Residents under the age of 18 will require parental permission;
- The focus is on individuals experiencing substance related conditions or mental health concerns;
- Articles and information through the Town website and local media will be provided about mental health, substance and stress related conditions, as well as inspirational messages;
- Mr. Houghtaling will also be conducting weekly walks through the community with residents in small groups of 3-4 to check in with neighbors and others that may be in need.

Business Community and General Gatherings

- Governor Gina M. Raimondo and the Director of the RI Department of Health, Dr. Nicole Alexander-Scott announced that, effective March 17 and continuing through March 30, there will be **NO** on-premise food consumption for restaurants, bars, coffee shops, or other food

establishments in Rhode Island. Establishments with a food license can continue to conduct pick-up, drive-thru and delivery only.

- Based on input received from the business community, on a temporary basis, relief is being provided to our local business community, from Ordinance 888, adopted on Oct. 15th 2019, Chapter 212 Solid Waste Management – Article VI Plastic Carry-out bags: This action is specifically designed to support the increased local efforts to expand take-out food options. The Town stands fully committed in support of the Plastic Bag ban and the increased use of reusable carryout bags, although in light of the circumstances we find ourselves and the pressures being placed on local business, in maintaining operations and in supplying our local community with prepared food and other needed products, this relief will support this effort, in support of the health and well-being of our community, until such time that the Emergency Declaration can be lifted in the coming months. At that time, the full force and effect of this Ordinance will again be in place and enforced.
- Should other forms of relief (in whatever form that may take) be considered a priority at this time, we ask that you please contact the Town Manager’s Office at 401-886-8665 for a discussion as to any viable options.

Town Meetings

- The Town is postponing all less critical committee meetings that are not as time sensitive to government operations, [please check the Town Web site for specific meeting updates](#);
- The Town is preparing for increased use of live streaming capabilities to host Town Council, Planning and Zoning Board and School Committee meetings and working on options to receive remote public participation and possible tele-conferencing. The first tentative meeting scheduled in this new format is for the Town Council on Monday, March, 30th at 7:00pm. Additional updates will be forthcoming on this subject.

Crowd Size/Gatherings

This information has been changing rapidly and we urge you to check back frequently for current guidance.

- The Governor and Dr. Alexander-Scott also directed all Rhode Islanders not to host or attend gatherings of 25 people or more;
- Effective March 17 – March 30, 2020, gatherings of 25 people or more are prohibited in Rhode Island. Gatherings subject to this order include, but are not limited to, community, civic, public, leisure, or faith-based events, sporting events with spectators, concerts,

conventions, fundraisers, parades, fairs, festivals, and any other similar activity that brings together 25 people or more.

- President Trump's Task Force and the CDC has recommended limiting gatherings to 10 or fewer people

Revised Town Government Personnel Policies

We are here to serve the people of East Greenwich throughout this pandemic. We will continue to serve our residents while taking every measure possible to ensure the safety of our staff and the people who interact with our staff.

- The majority of our staffing is made up of essential employees that do not work directly in contact with larger groups from the general public;
- All public safety officials are essential Police/Fire/EMS, along with senior Administrative personnel, Public Works, EMA, and Parks personnel.
- Town Hall will remain open during regular business hours for as long as possible with restricted access to walk-in customers.
- Administrative employees will continue to work in all departments, with the possibility of streamlining the number of staff working at any one time;
- The next phase of scale down, if required, may include reduced hours, or the closing of smaller offices;
- Evaluate policies to rotate employees to minimize staff interactions;
- Employees that are showing any signs of being sick are directed to use sick leave and stay home.
- [New HR Emergency Personnel Policies COVID-19](#)

The General Policy moving forward is for everyone to please call in advance of coming to Town Hall to get the most up to date information on accessing various forms/types of public services.

Thank you.