



# Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

## Guidelines for Making Appointments for Town Services

And

## Travel Advisory for Patrons, Residents and Visitors

To protect the health and safety of our residents, patrons, and staff, the Town of Simsbury's municipal buildings (excluding Recreation facilities currently open for patron restroom use) will remain closed to walk-ins through at least **September 8, 2020**. At the earliest, the Senior Center will not open until sometime in the fall. However, appointments for service can be made but are limited to patrons that have business with the Town that can't be completed by phone, mail, email, or virtually. Upon request, reasonable accommodations will be made as required by law for disabled persons on a case by case basis.

If you need to schedule an appointment with Town staff, please call (860-658-3200) or email the applicable department. If an appointment is needed, staff will screen potential patrons over the phone and when they arrive for their appointment utilizing the list following questions:

- ✓ Do you have a cough?
- ✓ Do you have a fever?
- ✓ Have you been around anyone exhibiting these symptoms within the past 14 days?
- ✓ Are you living with anyone who is sick or quarantined?
- ✓ Are you sick with any symptoms?

Within the last 14 days have you traveled to a location that has a new daily positive test rate higher than 10 per 100,000 residents or a location with a 10% or higher positivity rate over a 7-day rolling average? Locations as of August 11, 2020 include: **Alabama, Arkansas, Arizona, California, Florida, Georgia, Hawaii, Iowa, Idaho, Illinois, Indiana, Kansas, Kentucky, Louisiana, Maryland, Minnesota, Missouri, Mississippi, Montana, North Carolina, North Dakota, Nebraska, Nevada, Oklahoma, Puerto Rico, South Carolina, South Dakota, Tennessee, Texas, Utah, Virgin Islands, Virginia, Washington, and Wisconsin.**

- ✓ **NOTE: If a person answers yes to any of these questions, the patron will not be scheduled for an appointment.**

When authorized for an appointment, only one patron will be permitted per department at any time. Exceptions may be made for customers with disabilities in need of assistance. Staff, residents and patrons will be required to wear face coverings. Patrons will be required to complete forms, applications, etc. to the extent practicable before entering the building. No dogs will be allowed in our buildings unless they are a service or therapy dog.

Telephone (860) 658-3230  
Facsimile (860) 658-9467

[townmanager@simsbury-ct.gov](mailto:townmanager@simsbury-ct.gov)  
[www.simsbury-ct.gov](http://www.simsbury-ct.gov)

An Equal Opportunity Employer  
8:30 - 7:00 Monday  
8:30 - 4:30 Tuesday through Thursday  
8:30 - 1:00 Friday

We will not be accepting cash transactions through September 14<sup>th</sup>. Payments can be made by check, debit card, or credit card. Checks may be mailed to the Town at 933 Hopmeadow Street, Simsbury, CT 06070 or left at our secure drop box at Town Hall (same address).

Governor Lamont has issued a Travel Advisory. Anyone traveling into Connecticut from a location that has a new daily positive test rate higher than 10 per 100,000 residents or a location with a 10% or higher positivity rate over a 7-day rolling average is required to self-quarantine for a 14-day period from the time of last contact within the identified state.

As of August 11, 2020, the list of locations includes: **Alabama, Arkansas, Arizona, California, Florida, Georgia, Hawaii, Iowa, Idaho, Illinois, Indiana, Kansas, Kentucky, Louisiana, Maryland, Minnesota, Missouri, Mississippi, Montana, North Carolina, North Dakota, Nebraska, Nevada, Oklahoma, Puerto Rico, South Carolina, South Dakota, Tennessee, Texas, Utah, Virgin Islands, Virginia, Washington, and Wisconsin.** This list will be continually updated as the situation develops across the country.

We respectfully request that patrons who have visited one of the noted locations for which the Travel Advisory is in effect to please stay home and self-quarantine for a 14-day period from the time of last contact within the identified state. Please refrain from using municipal services and visiting municipal facilities during this time.

Thank you for your patience, understanding, and cooperation as we move forward during these challenging times.