



# Town of Plymouth

## Fire • Rescue

42 Highland Street • Plymouth NH 03264

Business (603) 536-1253 • Fax (603) 536-0035 • Emergency 911

[www.plymouthfd.org](http://www.plymouthfd.org)



*Thomas Morrison, Fire Chief*

**Date:** May 13, 2020

**From:** Tom Morrison, Fire Chief

**Subject:** Re-opening Fire Department to Public

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In following the governor's order town offices were closed to the public and all in person operations were ceased. Employees were still available to the public by phone or email for any assistance they might need. This closure was to be in effect until May 4, 2020.

After discussion with the Town Manager, Emergency Management Director, Public Health Officials and Chief of Police, and providing the Governor does not extend the order to a later date, we will reopen on June 3, 2020.

- Visitors are to enter in the single, side door one at a time and exit by the same door.
- It is strongly suggested that Visitors wear a face mask when entering a town office.
- The Fire Department will be open to the public Wednesday, Thursday and Friday from 10AM to 2PM. We are asking for people to continue to use our online services when possible to avoid close quarters, but will accept walk-ins according to posted guidelines.
- Fire Department staff will be in-office and available by phone Monday through Friday from 8AM to 4PM.
- We will only allow one person at a time at our counter with the next person 6' behind, continuing social distancing.
- We will have hand sanitizer on the counter and ask the customer to apply once before transferring paperwork and apply again once your transaction is done.
- We will have plexiglass across the service window with a space to slide information across.
- Make sure to wipe down counters, phones, furniture, copier, etc. with disinfectant wipes
- Face masks should be worn when you are dealing with others outside of the plastic shield at our counter.

**\*\* Dates are subject to change based on the Governor's/CDC Orders changing.**  
If you have any concerns come see the Fire Chief.