

# **TOWN OF WILTON**

## **REOPENING PLAN**



Dated: May 24, 2020  
Updated: June 15, 2020  
Updated: June 17, 2020  
Updated: July 15, 2020  
Updated: September 15, 2020  
Updated: October 8, 2020  
Updated: January 4, 2021

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- Town Buildings/Services
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**WE ARE CURRENTLY IN PHASE 2.1**

# OVERVIEW

## GOALS

The goals of this Plan are to:

- Provide a road map to the reopening of all Town of Wilton owned buildings and facilities.
- Provide a road map to ensure the safety of all Town residents and employees who utilize or work in Town owned buildings and facilities.

## PRIORITIES

A number of factors must be considered when determining access to building and facilities, when, how and if to provide Town services, and required staffing levels during the Coronavirus pandemic. The following priorities will guide decision making:

- The health and safety of the public and Town employees.
- Providing sufficient and effective public emergency services, including Police, Fire and EMS.
- Providing sufficient and effective essential services to residents, including health and social services.
- Providing essential internal services, including finance and information services.
- Providing assistance to Wilton businesses and nonprofits.
- Providing assistance to Wilton families, including childcare services.

## EMPLOYEE SAFETY

Multiple strategies will be utilized to minimize risks to the health of Town of Wilton employees:

- Adequate and appropriate personal protective equipment (PPE).
- Enhanced and frequent cleaning.
- Social distancing and physical barriers within the work areas.
- Restricted and controlled public access to the building, including by appointment only services and use of drop boxes for services.
- Increased availability of online services and resources.
- Staggered shifts.
- Cross-training between departments.
- Working remotely.

## RESIDENT SAFETY

Multiple strategies will be utilized to minimize risks to the health of Town of Wilton residents:

- Social distancing and physical barriers within the visitor areas.
- By appointment only services and use of drop boxes for services.
- Increased availability of online services and resources.

- Enhanced and frequent cleaning.

### **STATE OF CT GUIDELINES**

The Town of Wilton will follow the Governor's Executive Orders and the guidelines set forth by the Governor and the State Departments regarding reopening. Those would include but not be limited to the use of face coverings or masks, reduced capacity, restriction on the size of gatherings, and physical distancing.

The Town of Wilton will be following the State of Connecticut Reopening Phases, with Phase 1 being the most restrictive to Phase 4 being the least restrictive. Those found in violation of these guidelines may be subject to enforcement measures. State guidelines are subject to change and may be adjusted based on the current health situation.

### **COMMUNITY WIDE GUIDELINES**

The Town of Wilton encourages the public to continue practicing good hygiene by washing hands well and frequently, avoiding touching your face, and avoiding close contact with people who are sick. Those who feel sick must stay home and stay away from others in the household. Individuals should always cover a cough or sneeze with a tissue and then throw it away.

Please clean and disinfect frequently touched objects and surfaces. Those who are at increased risk, including those age 65 and older and those with serious underlying health conditions are strongly encouraged to continue sheltering in place until further notice.

### **BUSINESSES and NONPROFITS**

The Town of Wilton Reopening Plan is for municipal facilities and services. Businesses and non-profits are advised to follow the State of Connecticut guidelines.

The Town of Wilton Reopening Plan is subject to review and may change depending on local conditions.

## REOPEN WILTON COMMITTEE

### Members

First Selectwoman  
**Lynne Vanderslice**

Director of Health  
**Barry Bogle**

Director of Public Work and Town  
and School Facilities  
**Chris Burney**

Director of Social Services  
**Sarah Heath**

Chief Financial Officer-Town and BOE  
**Anne Kelly-Lenz**

Director of Parks and Recreation  
**Steve Pierce**

Director of Information Services  
**John Savarese**

Director of Human Resources & Administration  
**Sarah Taffel**

Director of Land Use Management and Town Planner  
**Michael Wrinn**

Chief of Police and Director of Emergency Management  
**John Lynch**

Police Captain and Deputy Director of Emergency  
Management  
**Tom Conlan**

Wilton Fire Department  
**Jim Blanchfield**

Police Captain  
**Rob Cipolla**

Community Affairs Coordinator  
**Sarah Gioffre**

### Advisors to the Committee

**Superintendent of Wilton Public Schools**  
Kevin Smith

**Parks and Recreation Commission Chair**  
Anna Marie Bilella

**Wilton Chamber of Commerce Vice President**  
Carol Johnson

**PHASE 2**  
JUNE 17, 2020

**RECREATIONAL FACILITIES**

**Private Gathering Size Restrictions (subject to social distancing and sector rules): 25 people indoors, 100 people outdoors.**

- **Town of Wilton Trails**
  - Hours of Operation: Open.
  - Additional Details: Face covering required if can't maintain 6-feet of distance from others and medical condition allows while walking/hiking/running/biking. Observe trail rules.
  - For more information visit [Town of Wilton Walking Trails](https://www.wiltonct.org/town-of-wilton-walking-trails) website.
- **WHS/RT 7 Tennis Courts**
  - Hours of Operation: Open
  - Access: Walk on
  - Restrictions: Wilton residents only. USTA Coronavirus rules of play only. No teams.
- **Middlebrook Tennis Courts**
  - Hours of Operation: Open
  - Access: Walk on
  - Restrictions: Wilton residents only. USTA Coronavirus rules of play only. No teams.
- **WHS Stadium/Lilly Turf Field/All Town Fields**
  - Hours of Operation: Daily
  - Access: As of June 17<sup>th</sup>, no team play except for approved official Wilton sport groups.
  - Wilton Sports Groups: As of June 17<sup>th</sup>, subject to Phase 2 sector rules and Health Director approval. Documented plan required. Submit draft plans to [steve.pierce@wiltonct.org](mailto:steve.pierce@wiltonct.org) for submission to the Health Director.
  - Restrictions: No benches, goals or nets provided by the Town of Wilton. Events limited to two teams, officials and limited family members. Stadium seating and stairs closed.
- **WHS Stadium Track**
  - Hours of Operation: Daily
  - Access: As of June 17<sup>th</sup>, no team play, except for approved official Wilton sports groups.
  - Wilton Sports Groups: As of June 17<sup>th</sup>, subject to Phase 2 DECD sector rules and Health Director approval.

Documented plan required. Submit plans to [steve.pierce@wiltonct.org](mailto:steve.pierce@wiltonct.org) for submission to the Health Director.

- Restrictions: Face covering required if can't maintain 6-feet of distance from others and medical condition allows while on and off the track. Events limited to two teams, officials and limited family members. Stadium seating and stairs closed.

- **All Baseball and Softball Fields**

- Hours of Operation: Daily
- Access: As of June 17<sup>th</sup>, no team play, except for approved Wilton sports groups.
- Wilton Sports Groups: As of June 17<sup>th</sup>, subject to Phase 2 DECD sector rules and Health Director approval. Documented plan required. Submit plans to [steve.pierce@wiltonct.org](mailto:steve.pierce@wiltonct.org) for submission to the Health Director.
- Restrictions: Events limited to two teams, officials and limited family members. Dugouts closed.

- **WHS Lacrosse Wall**

- Hours of Operation: Daily
- Access: As of June 17<sup>th</sup>.
- Restrictions: One player per side of wall.

- **Merwin Meadows**

- Hours of Operation: Daily
- Access: As of October 8, 2020, maximum capacity of 150. Wilton residents only.
- Restrictions: No lifeguards, no bathhouse, no pavilion, no benches, no picnic tables, no grills, no playground equipment. Face covering required if can't maintain 6-feet of distance from others and medical condition allows or if not under 2 years old. **SWIM AT YOUR OWN RISK.**
- Due to the COVID-19 pandemic, there are no lifeguards at the park. Lifeguarding can require mouth to mouth contact and other close contact, which can spread the COVID-19 virus and create a health risk to the individuals involved and the Wilton Community at large. If you swim or allow your child to swim, you do so at your own risk.

- **Town and School Basketball Courts**

- Access: All town and school courts closed to public.
- Restrictions: All town and school courts closed to public.

- **Playground Equipment**

- Locations: All
- Hours of Operation: Closed

- **Comstock Community Center Parking Lots and School Parking Lots**

- Locations: All
- Hours of Operation: Daily
- Access: Unrestricted

**For the above recreational facilities, the Town offers additional guidelines and information:**

- Attendance and capacity will be dictated by State of Connecticut.
- Decisions to close will be made in conjunction with local law enforcement and the local health department.

## **TOWN BUILDINGS AND SERVICES**

- **Town Hall**

- Hours of Operation: Monday – Friday 8:30 a.m. – 4:30 p.m.
- Access: Closed to the public. Services available by drop box in the vestibule in the back entrance of Town Hall, by email and by phone during normal business hours.
- Public meetings continue to be held remotely.
- Visit [www.wiltonct.org](http://www.wiltonct.org) for more details.

- **Town Hall Annex**

- Hours of Operation:
  - Planning and Zoning, Health and Environmental Affairs: Monday – Friday 8:00 a.m. – 4:00 p.m.
  - Building: Monday – Friday 7:30 a.m. – 4:00 p.m.
  - Department of Public Works: Monday – Friday 8:30 a.m. – 4:30 p.m.
  - Town Clerk: Monday, Wednesday, Friday from 8:30 a.m. – 4:30 p.m. Closed Tuesday and Thursday.
- Access: Closed to the public. Services available by drop box in the vestibule in the front entrance of the Annex, by email and by phone during normal business hours.
- Public meetings continue to be held remotely.
- Visit [www.wiltonct.org](http://www.wiltonct.org) for more details.

- **Police Headquarters**

- Hours of Operation: 24/7
- Access: Lobby or by appointment only.

- **Fire Headquarters/Fire Station II**
  - Hours of Operation: 24/7
  - Access: Closed to the public. Services available by drop box by the front entrance of Fire Headquarters, by email and by phone.
- **Comstock Community Center**
  - Hours of Operation: 8:30 a.m. to 4:30 p.m.
  - Access: Closed to individuals not involved with essential programs. [Parks and Recreation Department](#) and [Social Services Department](#) available by email and by phone during normal business hours.
- **Comstock Senior Center**
  - Hours of Operation: Outdoor and Zoom programs only.
  - Additional Details: Contact Stephanie Rowe, Social Services Activities Coordinator at [Senior Center](#).
- **Food Pantry**
  - Hours of Operation: Open to clients and staff on Monday and Wednesday from 12:00 p.m. to 4:00 p.m. and Friday from 9:00 a.m. to 12:00 p.m.
  - Donation Drop Off: Shed located on the side of Comstock Community Center parking lot.
  - Additional Details: Contact [Food Pantry](#).
- **Transfer Station**
  - Hours of Operation: Monday, Tuesday, Thursday 7:00 a.m. – 3:30 p.m. and 2<sup>nd</sup> and 4<sup>th</sup> Saturdays 9:00 – 12:00 p.m.
  - Additional Details: Vehicle permit and fee tickets, available from the Town Clerk, required. Household, bulky waste, electronics and appliances accepted during normal business hours.
  - For more information, visit [Town of Wilton Transfer Station website](#).

## SCHOOL BUILDINGS/SERVICES

- **All Public Schools**
  - Visit [www.wiltonps.org](http://www.wiltonps.org) for more information.

## **PHASE 3**

OCTOBER 8, 2020

### **RECREATIONAL FACILITIES**

**Private Gathering Size Restrictions (subject to social distancing and sector rules): up to 50% capacity, capped at 100 people indoors, capped at 150 people outdoors.**

- **Town of Wilton Trails**
  - Hours of Operation: Open.
  - Additional Details: Face covering required if can't maintain 6-feet of distance from others and medical condition allows while walking/hiking/running/biking. Observe trail rules.
  - For more information visit [Town of Wilton Walking Trails](#) website.
- **WHS/RT 7 Tennis Courts**
  - Hours of Operation: Open
  - Access: Walk on
  - Restrictions: Wilton residents only. USTA Coronavirus rules of play only. No teams.
- **Middlebrook Tennis Courts**
  - Hours of Operation: Open
  - Access: Walk on
  - Restrictions: Wilton residents only. USTA Coronavirus rules of play only. No teams.
- **WHS Stadium/Lilly Turf Field/All Town Fields**
  - Hours of Operation: Daily
  - Access: As of June 17<sup>th</sup>, no team play except for approved official Wilton sport groups.
  - Wilton Sports Groups: As of October 8, 2020, subject to Phase 2 and Phase 3 DECD sector rules and Health Director approval. Documented plan required. Submit draft plans to [steve.pierce@wiltonct.org](mailto:steve.pierce@wiltonct.org) for submission to the Health Director.
  - Restrictions: No benches, goals or nets provided by the Town of Wilton. Events limited to two teams, officials and limited family members. Stadium seating and stairs closed.
- **WHS Stadium Track**
  - Hours of Operation: Daily

- Access: As of June 17<sup>th</sup>, no team play, except for approved official Wilton sports groups.
  - Wilton Sports Groups: As of October 8, 2020, subject to Phase 2 and Phase 3 DECD sector rules and Health Director approval. Documented plan required. Submit plans to [steve.pierce@wiltonct.org](mailto:steve.pierce@wiltonct.org) for submission to the Health Director.
  - Restrictions: Face covering required if can't maintain 6-feet of distance from others and medical condition allows while on and off the track. Events limited to two teams, officials and limited family members. Stadium seating and stairs closed.
- **All Baseball and Softball Fields**
    - Hours of Operation: Daily
    - Access: As of June 17<sup>th</sup>, no team play, except for approved Wilton sports groups.
    - Wilton Sports Groups: As of October 8, 2020, subject to Phase 2 and Phase 3 DECD sector rules and Health Director approval. Documented plan required. Submit plans to [steve.pierce@wiltonct.org](mailto:steve.pierce@wiltonct.org) for submission to the Health Director.
    - Restrictions: Events limited to two teams, officials and limited family members. Dugouts closed.
- **WHS Lacrosse Wall**
    - Hours of Operation: Daily
    - Access: As of June 17<sup>th</sup>.
    - Restrictions: One player per side of wall.
- **Merwin Meadows**
    - Hours of Operation: Daily
    - Access: As of October 8, 2020, maximum capacity of 150. Wilton residents only. Check in with attendant, when on duty.
    - Restrictions: No lifeguards, no bathhouse, no pavilion, no benches, no picnic tables, no grills, no playground equipment. Face covering required if can't maintain 6-feet of distance from others and medical condition allows or if not under 2 years old. **SWIM AT YOUR OWN RISK.**
    - Due to the COVID-19 pandemic, there are no lifeguards at the park. Lifeguarding can require mouth to mouth contact and other close contact, which can spread the COVID-19 virus and create a health risk to the individuals involved and the Wilton Community at large. If you swim or allow your child to swim, you do so at your own risk.
- **Town and School Basketball Courts**
    - Access: All town and school courts closed to public.
    - Restrictions: All town and school courts closed to public.
- **Playground Equipment**
    - Locations: All

- Hours of Operation: Closed
- **Comstock Community Center Parking Lots and School Parking Lots**
  - Locations: All
  - Hours of Operation: Daily
  - Access: Unrestricted

**For the above recreational facilities, the Town offers additional guidelines and information:**

- Attendance and capacity will be dictated by State of Connecticut.
- Decisions to close will be made in conjunction with local law enforcement and the local health department.

## **TOWN BUILDINGS AND SERVICES**

- **Town Hall**
  - Hours of Operation: Monday – Friday 8:30 a.m. – 4:30 p.m. Town Clerk: Monday, Wednesday, Friday from 8:30 a.m. – 4:30 p.m. Closed Tuesday and Thursday.
  - Access: Closed to the public. Services available by drop box in the vestibule in the back entrance of Town Hall, by email and by phone during normal business hours.
  - Public meetings continue to be held remotely.
  - Visit [www.wiltonct.org](http://www.wiltonct.org) for more details.
- **Town Hall Annex**
  - Hours of Operation:
    - Planning and Zoning, Health and Environmental Affairs: Monday – Friday 8:00 a.m. – 4:00 p.m.
    - Building: Monday – Friday 7:30 a.m. – 4:00 p.m.
    - Department of Public Works: Monday – Friday 8:30 a.m. – 4:30 p.m.
  - Access: Closed to the public. Services available by drop box in the vestibule in the front entrance of the Annex, by email and by phone during normal business hours.
  - Public meetings continue to be held remotely.
  - Visit [www.wiltonct.org](http://www.wiltonct.org) for more details.
- **Police Headquarters**
  - Hours of Operation: 24/7
  - Access: Lobby or by appointment only.

- For more information, call (203) 834-6260 or visit [Wilton Police Department](#).
- **Fire Headquarters/Fire Station II**
  - Hours of Operation: 24/7
  - Access: Closed to the public. Services available by drop box by the front entrance of Fire Headquarters, by email and by phone at (203) 834-6247. For more information, [Wilton Fire Department](#).
- **Comstock Community Center**
  - Hours of Operation: 8:30 a.m. to 4:30 p.m.
  - Access: Closed to individuals not involved with essential programs. [Parks and Recreation Department](#) and [Social Services Department](#) available by email and by phone during normal business hours.
- **Comstock Senior Center**
  - Hours of Operation: Outdoor and Zoom programs only.
  - Additional Details: Contact Stephanie Rowe, Social Services Activities Coordinator at [Senior Center](#).
- **Food Pantry**
  - Hours of Operation: Open to clients and staff on Monday and Wednesday from 12:00 p.m. to 4:00 p.m. and Friday from 9:00 a.m. to 12:00 p.m.
  - Donation Drop Off: Shed located on the side of Comstock Community Center parking lot.
  - Additional Details: Contact [Food Pantry](#).
- **Transfer Station**
  - Hours of Operation: Monday, Tuesday, Thursday 7:00 a.m. – 3:30 p.m. and 2<sup>nd</sup> and 4<sup>th</sup> Saturdays 9:00 – 12:00 p.m.
  - Additional Details: Vehicle permit and fee tickets, available from the Town Clerk, required. Household, bulky waste, electronics and appliances accepted during normal business hours.
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## SCHOOL BUILDINGS/SERVICES

- **All Public Schools**
  - Visit [www.wiltonps.org](http://www.wiltonps.org) for more information.

## **PHASE 2.1**

November 6, 2020

### **RECREATIONAL FACILITIES**

**Private, Social, and Recreational Gathering Size Restrictions – Commercial Venue (subject to social distancing and sector rules): cap of 25 people indoors, cap of 50 people outdoors.**

- **Town of Wilton Trails**
  - Hours of Operation: Open
  - Additional Details: Face covering required if can't maintain 6-feet of distance from others and medical condition allows while walking/hiking/running/biking. Observe trail rules.
  - For more information visit [Town of Wilton Walking Trails](#) website.
- **WHS/RT 7 Tennis Courts**
  - Hours of Operation: Open
  - Access: Open. Walk on
  - Restrictions: Wilton residents only. USTA Coronavirus rules of play only. No teams.
- **Middlebrook Tennis Courts**
  - Hours of Operation: Open
  - Access: Open. Walk on
  - Restrictions: Wilton residents only. USTA Coronavirus rules of play only. No teams.
- **WHS Stadium/Lilly Turf Field/All Town Fields**
  - Hours of Operation: Daily.
  - Access: No team sports on any fields. Open for free play.
  - Restrictions: No benches, goals or nets provided by the Town of Wilton. Stadium seating and stairs closed.
- **WHS Stadium Track**
  - Hours of Operation: Daily.
  - Access: No team sports on any fields/track. Open for walking/running.
  - Restrictions: Face covering required if can't maintain 6-feet of distance from others and medical condition allows while on and off the track. Stadium seating and stairs closed.

- **All Baseball and Softball Fields**
  - Hours of Operation: Daily
  - Access: No team sports on any fields. Open for free play.
  - Restrictions: Dugouts closed.
- **WHS Lacrosse Wall**
  - Hours of Operation: Daily
  - Access: Open.
  - Restrictions: One player per side of wall.
- **Merwin Meadows**
  - Hours of Operation: Daily
  - Access: As of November 6, 2020, maximum capacity of 50. Wilton residents only. Check in with attendant, when on duty.
  - Restrictions: No lifeguards, no bathhouse, no pavilion, no benches, no picnic tables, no grills, no playground equipment. Face covering required if can't maintain 6-feet of distance from others and medical condition allows or if not under 2 years old. **SWIM AT YOUR OWN RISK.**
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- **Town and School Basketball Courts**
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  - Restrictions: All town and school courts closed to public.
- **Playground Equipment**
  - Locations: All
  - Hours of Operation: Open
- **Comstock Community Center Parking Lots and School Parking Lots**
  - Locations: All
  - Hours of Operation: Daily
  - Access: Unrestricted

**For the above recreational facilities, the Town offers additional guidelines and information:**

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- Decisions to close will be made in conjunction with local law enforcement and the local health department.

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- **Police Headquarters**
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  - Access: Closed to individuals not involved with essential programs. [Parks and Recreation Department](#) and [Social](#)

[Services Department](#) available by email and by phone during normal business hours.

- **Comstock Senior Center**
  - Hours of Operation: Outdoor and Zoom programs only.
  - Additional Details: Contact Stephanie Rowe, Social Services Activities Coordinator at [Senior Center](#).
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  - Hours of Operation: Open to clients and staff on Monday and Wednesday from 12:00 p.m. to 4:00 p.m. and Friday from 9:00 a.m. to 12:00 p.m.
  - Donation Drop Off: Shed located on the side of Comstock Community Center parking lot.
  - Additional Details: Contact [Food Pantry](#).
- **Transfer Station**
  - Hours of Operation: Monday, Tuesday, Thursday 7:00 a.m. – 3:30 p.m. and 2<sup>nd</sup> and 4<sup>th</sup> Saturdays of each month from 9:00 am – 12:00 p.m.
  - Additional Details: Vehicle permit and fee tickets, available from the Town Clerk, required. Household, bulky waste, electronics and appliances accepted during normal business hours.
  - For more information, visit [Town of Wilton Transfer Station website](#).

## SCHOOL BUILDINGS/SERVICES

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