

## TOWN OF GRAFTON

### FOR RESEARCHERS, LAWYERS AND LEGAL ASSISTANTS – By Appointment Only

Researching is by appointment **ONLY**, on Mondays, Tuesdays and Thursdays and must be scheduled ahead of time

- Anyone who is ill or has cold like symptoms with cough and fever will not be permitted to enter
- Only 1 person from the public per office at any given time will be allowed in Town Offices
- Everyone coming into the Town Hall **MUST** always wear a mask
- During the research you must remain 6-feet away from others
- Researchers must leave all books out, so that we may wipe them down after use
- Areas where the researchers work will be cleaned thoroughly before and after use.
- Researchers must stay in the designated work areas but may make their own copies. We will retrieve items from other files should you need them
- Restrooms are restricted from public use

### REOPENING FOR NOTARY SERVICES – By Appointment Only!

- Anyone who is ill or has cold like symptoms with cough and fever will not be permitted to enter the any town office
- Anyone entering the office **MUST** always wear a mask
- While in the office, you **MUST** remain 6-feet away from others.

Any questions please feel free to call or email:

Kim Record, Town Clerk/Treasurer - 802-843-2419 [krecord@graftonvt.org](mailto:krecord@graftonvt.org)

Or

Bill Kearns, Town Administrator - 802-843-2552 [townadmin@graftonvt.org](mailto:townadmin@graftonvt.org)