

## **Annual Town Meeting COVID-19 Safety Precautions**

The Annual Town Meeting originally scheduled for May 2, 2020 was rescheduled by the Board of Selectmen until June 13, 2020. Town officials, including the Board of Selectmen, Board of Health Agent, Police Chief, Fire Chief/Emergency Management Director, Town Manager, Town Moderator, Town Clerk, Information Technology Director, and Public Access have assessed and developed a comprehensive plan on how voters could safely attend the Annual Town Meeting. This safety plan includes maintaining social distancing procedures during entry, a seating plan, use of the microphones for voters to ask questions, hand count voting instead of voice voting, and social distancing while exiting town meeting.

### **Attendance**

- If you are sick- stay home. If you are exhibiting a fever, cough, shortness of breath, chills, muscle pain, headache, sore throat, or new loss of taste or smell - stay home. If you have been exposed to someone with confirmed or suspected COVID-19 or have been told to isolate or quarantine- stay home.
- No hugging or hand shaking should occur.
- Attendees will not be allowed to congregate before, during, or after the town meeting.
- All attendees are encouraged to wear face coverings before, during and when exiting the building. Anyone that does not have a face mask will be offered one. Those not wearing face masks will enter the auditorium through a separate entrance and will be seated in a separate area in the auditorium.

### **Social Distancing Procedures**

#### **Entering and Exiting the MS/HS:**

- Every effort will be made to ensure the orderly arrival and exiting of individuals attending the town meeting in a manner that adheres to social distancing guidelines.
- The Town Moderator will announce how people can safely exit in an orderly fashion to maintain social distancing during their departure. Police officers will be present to assist attendees safely exiting the building maintaining six foot distances.

#### **Check-in Procedures:**

- Check-in will begin at 8 AM. All attendees will enter at the main entrance of the Middle/High School. Check-in will be outside the main entry, weather permitting, and if inclement weather requires check-in to be inside, the check-in stations will be placed outside the auditorium in large, open spaced area and social distancing will be enforced during this process.
- The Town Clerk will have tables set up on both sides of the entrance to separate check-in by precinct. Check-in lanes will be separated with pylons and caution tape to ensure attendees checking in maintain their social distance and attendees will be required to be spaced 6 feet apart from one another in the two, single file lines. There will be signage to direct voters with check-in line to get into by precinct and ground markings to indicate 6 foot spacing and police officers will be available to direct people to help maintain social distancing.

- There will be a hand sanitizer station placed ahead of the check-in tables so that attendees have an opportunity to use the hand sanitizer prior to checking in.
- Police Officers will be assigned to assist with the check-in process. One Police Officer will offer masks to anyone in the check-in line without a mask. If the attendee chooses not to wear a mask, a Police Officer will assist them from the check-in table to the separate entrance to the auditorium for non-masked attendees to the separate seating area for non-masked attendees.
- The Registration Workers checking in attendees will use personal protective equipment including masks, gloves, and face shields. They will supply attendees a copy of the warrant if the attendee did not bring the copy that was mailed to them and a pre-stapled packet of any handouts.
- At the time of check-in, voters will be given their voting card that they will need to keep as they will not be issued a second one.
- Voters not wearing a face mask will be directed to enter the auditorium through the opposite side of the auditorium and will be seated in a separate seating area than those wearing masks.

### **Speaking at the Microphone**

- There will be two microphones for voters to use on either side of the stage observing the 6 foot rule. Microphones will be positioned at 5 feet high to minimize any adjustments. If a voter needs the microphone to be adjusted, a public access employee will be available to make the adjustment so the microphone is only touched by one person.
- The aisles that voters will get in line to speak at the microphone will be set up with spaced markings on the floor in 6 feet intervals and two seats on either side of the aisle leading up to the microphone will be left vacant to allow social distancing.
- After a voter speaks at the microphone on the right side of the stage floor, they will be directed to exit to the right of the stage to get back to their seat. This will ensure attendees are not passing each other in the aisles. After a voter speaks at the microphone on the left side of the stage floor, they will be directed to exit out the closest door and reenter the auditorium through a separate door.
- Anyone that knows they will be speaking at the microphone during the meeting are encouraged to sit near the aisle that leads up to the microphone.
- All town officials on the stage and the Finance Committee seated on the floor of the auditorium will have individual microphones.

### **Face Coverings**

- All attendees are encouraged to wear face coverings before, during and after the town meeting.
- Any person that chooses not to wear a mask will be seated in a separate section of the auditorium for individuals that choose not to wear a mask.

### **Seating**

- Police Officers will be present to usher attendees to permitted seating areas and assist non-masked attendees to the separate seating area.

- To maintain social distancing, there should be three seats between each person and every other row will be blocked off to allow social distancing between rows.
- If families wish to sit together, they should group their seats keeping in mind there should be 4 seats between them and the next person not within their group.
- All town officials on the stage and on the auditorium floor will be spaced 6 feet apart.
- The front row seats will be left unoccupied, to create a more comfortable distance for microphone users and the Finance Committee members, unless it becomes necessary to use them.
- Unmasked citizens will be to the right lower seating area, facing the stage. Seating will start in the front from the second row working towards the rear.
- Guests will be seated to the left lower seating area, facing the stage.
- Overflow seating and audio will be set up in the gymnasium in the event additional seating is needed. Those seats will be spaced in 6 foot intervals to maintain social distancing.

### **Voting**

- There will be no voice votes during the town meeting. When the Town Moderator calls for a vote, all registered voters will vote by raising their hands holding the voting card they received during the check-in process, either in favor or opposed to the motion on the floor for each article.

### **Pre, During and Post Protocols**

- The MS/HS Auditorium has maintained a regular cleaning schedule even through closure. The Auditorium will be cleaned prior to the town meeting and will include a focus high touch surfaces (e.g. bathrooms, microphones, door knobs).
- The restrooms will be cleaned every 30 minutes throughout the town meeting and will focus on high touch areas.
- Attendees will not be allowed to congregate before, during, or after the town meeting.
- There will not be any food or drink for sale and no food or drink, other than water, is allowed in the auditorium.
- Hand sanitizer stations will be set up in advance of the check-in area and at tables as voters enter into the auditorium.
- No hugging or hand shaking should occur.
- Presentations during town meeting will be kept as short as possible.

**MAP FOR COVID-19 SAFETY PLAN FOR ANNUAL TOWN MEETING:**

