Grafton Guidelines for Combination Actual / Virtual Meetings of the Selectboard and all Town Boards, Commissions, Committees, etc.

These guidelines, based on ACCD guidelines, are the guidelines for all Town Selectboard, Commission, Board, Committee meetings held actually and virtually during the COVID-19 pandemic and while under the Emergency Order of the Governor, and will be deemed amended as the ACCD Guidelines are amended and posted on the site cited below.

These guidelines were sent to the Deputy Director of ACCD, who read and approved them on October 27, 2020 as follows:

Bill, Thanks for the note.  This looks thorough and thoughtful.  Ted.

Ted Brady  
Deputy Secretary  
Vermont Agency of Commerce and Community Development  
(802) 622-4200

These guidelines are based on those found at: accd.vermont.gov/news/update-new-work-safe-additions-be-smart-stay-safe-order

Grafton has determined that its future regular and special SB meetings shall be combination virtual and actual public meetings. The site chosen is the Brick Meeting House in Grafton at 2 Main Street. The following ACCD guidelines, adapted for Grafton meetings, guide those meetings:

**MANDATORY HEALTH & SAFETY REQUIREMENTS:**

**For all its combination virtual and actual public meetings Grafton shall follow Vermont Department of Health and CDC guidelines:**

* All attendees, Selectboard members, employees of Grafton, the public, have the choice to attend in person or virtually.
* Employees shall not report to, or be allowed to remain at, work or job site if sick or symptomatic (fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, fatigue, muscle or body aches, headache, congestion or runny nose, sore throat, new loss of taste or smell, nausea or vomiting, diarrhea).
* Employees must observe strict social distancing of 6 feet while on the job.  Businesses and non-profit or government entities shall ensure customers (attendees) observe strict social distancing of 6 feet while on location, to the extent possible.
* Employees must wear face coverings over their nose and mouth when in the presence of others.
* Prior to the commencement of each work shift, all employees (except those that work alone and have no contact with other people during their shift such as those who work from home remotely) shall complete a health survey either in-person at the worksite or prior to arriving at the worksite. This screening survey shall require an employee to verify that he or she has no symptoms of COVID-19 (fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, fatigue, muscle or body aches, headache, congestion or runny nose, sore throat, new loss of taste or smell, nausea or vomiting, diarrhea) before they enter the workplace. It is strongly recommended that a temperature check be conducted by the employee at home or a non-contact temperature check be conducted by the employer or the employee at the worksite. Employers may create systems that work best for their unique operations – but must be able to demonstrate, if asked by employees or state health officials, that all employees have been pre-screened for symptoms before they enter the workplace.
* Signs must be posted at all entrances clearly indicating that no one may enter if they have symptoms of respiratory illness.
* No symptomatic or COVID-19 positive workers are allowed on site and any worker(s) who have close contact for more than 15 minutes with a worker or any other person who is diagnosed with COVID-19 are required to quarantine for 14 days. See the [Department of Health’s guidance](https://www.healthvermont.gov/sites/default/files/documents/pdf/COVID-19-What-employers-should-do-if-their-employee-tests-positive.pdf) on work place exposures.
* All operations shall designate a health officer on-site at every shift responsible for ensuring compliance with the Executive Order and the Addenda thereto and applicable ACCD Guidance.  This person shall have the authority to stop or modify activities to ensure work conforms with the mandatory health and safety requirements.
* All employees, including those already working (except healthcare workers, first responders, and others already trained in infection control, personal protection/universal precautions), must complete, and employers must document, a training on mandatory health and safety requirements as provided by VOSHA, or another training program that meets or exceeds the VOSHA-provided standard. Employers who need translations of the training have one week from the release of the translated training to complete this requirement.
* Grafton will provide access to hand washing and/or hand sanitizer for all persons attending at the Meeting House.

**In addition, Grafton shall follow a combination of the guidelines for Religious Facilities and Places of Worship and Occupancy limits for Event Venues… as follows:**

* Operations are limited to 50 percent of fire safety occupancy or 1 person per 100 square feet, whichever ensures physical distancing.
* Physical distancing between household/family units should be observed.
* Facial coverings are required.
* Meeting attendance may not exceed **75 total people** regardless of their fire safety occupancy or square footage calculation; AND
* Selectboard members and Graton staff are not counted in the maximum number.
* Grafton staff must maintain an easily accessible log of customers and their contact information for 30 days in the event contact tracing is required by the Health Department. This must include at least the name and phone number of every attendee, including staff.

Guidelines above are taken and adapted from: <https://accd.vermont.gov/news/update-new-work-safe-additions-be-smart-stay-safe-order>

Memo Info:

FROM:   Lindsay Kurrle, Secretary, Agency of Commerce and Community Development  
TO:           Vermont Businesses and Employers  
DATE:     October 26, 2020 || Modifications and new sections are in red.  
RE:            Update 26 – New Work Safe Additions to the Be Smart, Stay Safe Order