

**To: Natick Board and Committee Chairs**

**From: Town Administration**

**RE: Coronavirus Information for Board and Committee Meetings**

**Date: 03-13-2020**

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The spread of COVID-19 or Coronavirus to our community has prompted concerns regarding committee meetings. This memo will cover some of the more common questions regarding these issues and how to minimize exposure to the coronavirus, however, this is a fluid situation and it can and will change so please check with the Town website for any updates.

### **Committee Meetings**

**At this time the Select Board has suspended all Select Board Committees meetings until further notice. For all other committees we recommend following Governor Baker's recommendations for State agencies in his March 10<sup>th</sup> emergency order that provides that only legally mandated public hearings or board meetings be held at this time. It is recommended that the Chairperson of the committee determine whether the proposed meeting is:**

- Legally Mandated; or
- Vital for the Town's daily operations;
- Would not exceed 25 participants; and,
- Whether the meeting can be postponed to a later date.

If a meeting must be held, the Governor recommended that the meeting should be conducted using remote technology. Meeting organizers are strongly encouraged to utilize alternatives like conference calls." The Town's IT Department is available to assist with implementing remote technology for meetings.

Conference calls may be set up using your Town of Natick G-mail account. Go to Google Calendar and create a new event. Select Add Conferencing, and then select Hangouts Meet. Add / invite people you want to participate in the conference call including those outside of APU. You can use Google Meet to set up a conference call with up to 25 participants.

Also as part of the emergency declaration, Governor Baker has issued an executive order suspending part of the Open Meeting law to allow expanded remote participation and alternative access to all public meetings. Please review the advice provided by Town Counsel

(attached) if you must have a public meeting in order to make certain that you take every available precaution to limit the transmission of the coronavirus.

### **Steps to keep your meeting Safe**

The DPH and the CDC recommends that you take the following precautions when having a meeting:

- Actively encourage sick committee members to stay home:
  - Persons who have symptoms of acute respiratory illness are recommended to stay home until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
- Make certain that all committee members have updated information about the coronavirus. (see attached)
- Try to hold the meeting in a facility that allows committee members to avoid close contact maintaining a minimum open space of 7 feet between participants.
- Use technology whenever possible to allow members to participate remotely.
- Provide COVID-19 prevention supplies to committee meeting participants. Ensure that your meeting has supplies, such as hand sanitizer that contains at least 60% alcohol, tissues and trash baskets. Please contact the facilities department assistance. Supplies are provided based on availability.

### **Cleaning**

The Town's facilities staffs regularly clean common areas with disinfectant and take the following additional steps:

- Building Custodians perform a daily extensive disinfecting with Facilipro A-456 II Disinfectant Cleaner;
- Additional Hand sanitizer dispensers will be added, if they are available;
  - Hand sanitizer is available in the restrooms;
  - Hand sanitizer stations will be added to areas outside of restrooms and other strategically identified common areas;
  - Unfortunately shortages of hand sanitizer have been reported by our suppliers which may delay the deployment;
- Maintenance staff are also providing support:

- The HVAC equipment has been adjusted to increase fresh air flow from 10% to 20%.
- The HVAC equipment has been adjusted to change the occupancy times in the buildings to an earlier time to increase the airflow in the buildings.

Meeting rooms will be cleaned before all scheduled meetings. If you have any last minute rooms changes or have any other questions regarding cleaning, please contact John Gadson at (508)-647-6400 ext. 1503.

Circumstances regarding the coronavirus are changing almost daily so please watch for further updates. If you have any other questions please feel free to contact the Health Department at 647-6466.