

**TOWN OF NORTHBRIDGE
BOARD OF SELECTMEN'S MEETING
VIRTUAL MEETING USING ZOOM
June 22, 2020 at 7:00 PM**

The public is invited to attend/join this meeting from your computer, phone or tablet.

Join Zoom Meeting:

<https://us02web.zoom.us/j/81116229574?pwd=ZDdmYWVhVRI95dUjSTTh2cytrcGpVQT09>

Meeting ID: 811 1622 9574

Password: 982075

Dial by Phone: 1-646-558-8656

Please mute your microphone unless you are speaking or want to speak. Inappropriate comments and/or disruptive behavior will result in immediate dismissal.

I. Call Meeting to Order: Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order concerning imposition on strict limitations on the number of people that may gather in one place, meetings of the Northbridge Board of Selectmen will be conducted via remote participation to the greatest extent possible. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings as provided for in the Order.

II. APPROVAL OF MINUTES

III. PUBLIC HEARING

IV. APPOINTMENTS:

A. By the Board of Selectmen:

- 1) **Constables** - Officer Thomas DeJordy and Officer Levon Derkosrobian/Vote to appoint
- 2) **2020 Annual Reappointments**/Vote to reappoint [per the list enclosed in agenda packet]

B. By the Town Manager:

- 1) **2020 Annual Reappointments**/Vote to affirm [per the list enclosed in agenda packet]

V. CITIZENS' COMMENTS/INPUT

VI. DECISIONS

C. Therecka Inc. d/b/a Grille 122/Request permission to extend the licensed premises on a temporary basis

D. Purgatory Beer Company/Request permission to extend the licensed premises on a temporary basis

VII. DISCUSSIONS

VIII. TOWN MANAGER'S REPORT

- E. 1) Town Meeting Update
- 2) Town Election Update
- 3) Town Hall Reopening Update

IX. SELECTMEN'S CONCERNS

X. ITEMS FOR FUTURE AGENDA

XI. CORRESPONDENCE

XII. EXECUTIVE SESSION

✓ Town Clerk: 2 Hard copies
✓ Web: Post time-stamped copy

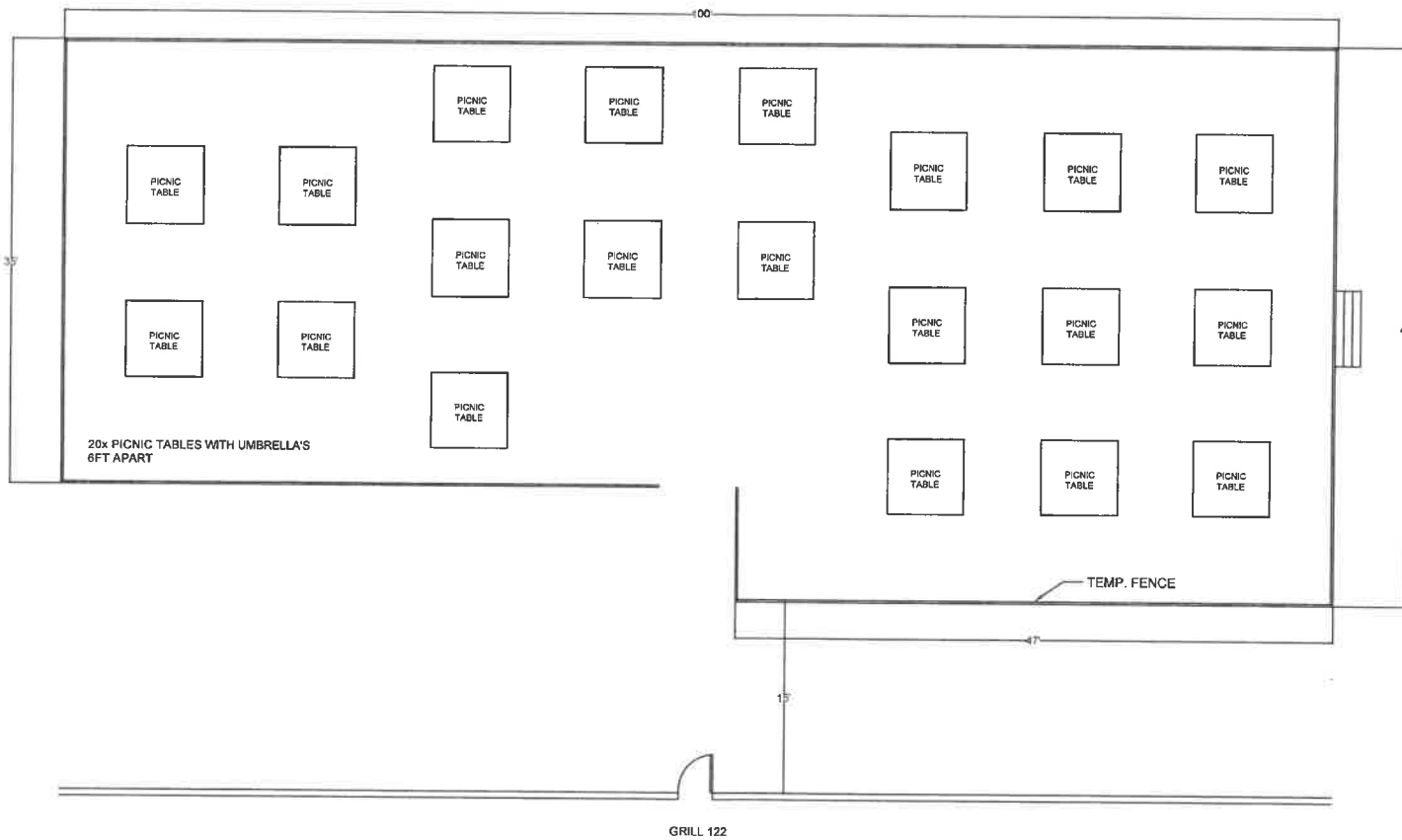
**2020 TOWN MANAGER
ANNUAL REAPPOINTMENTS**

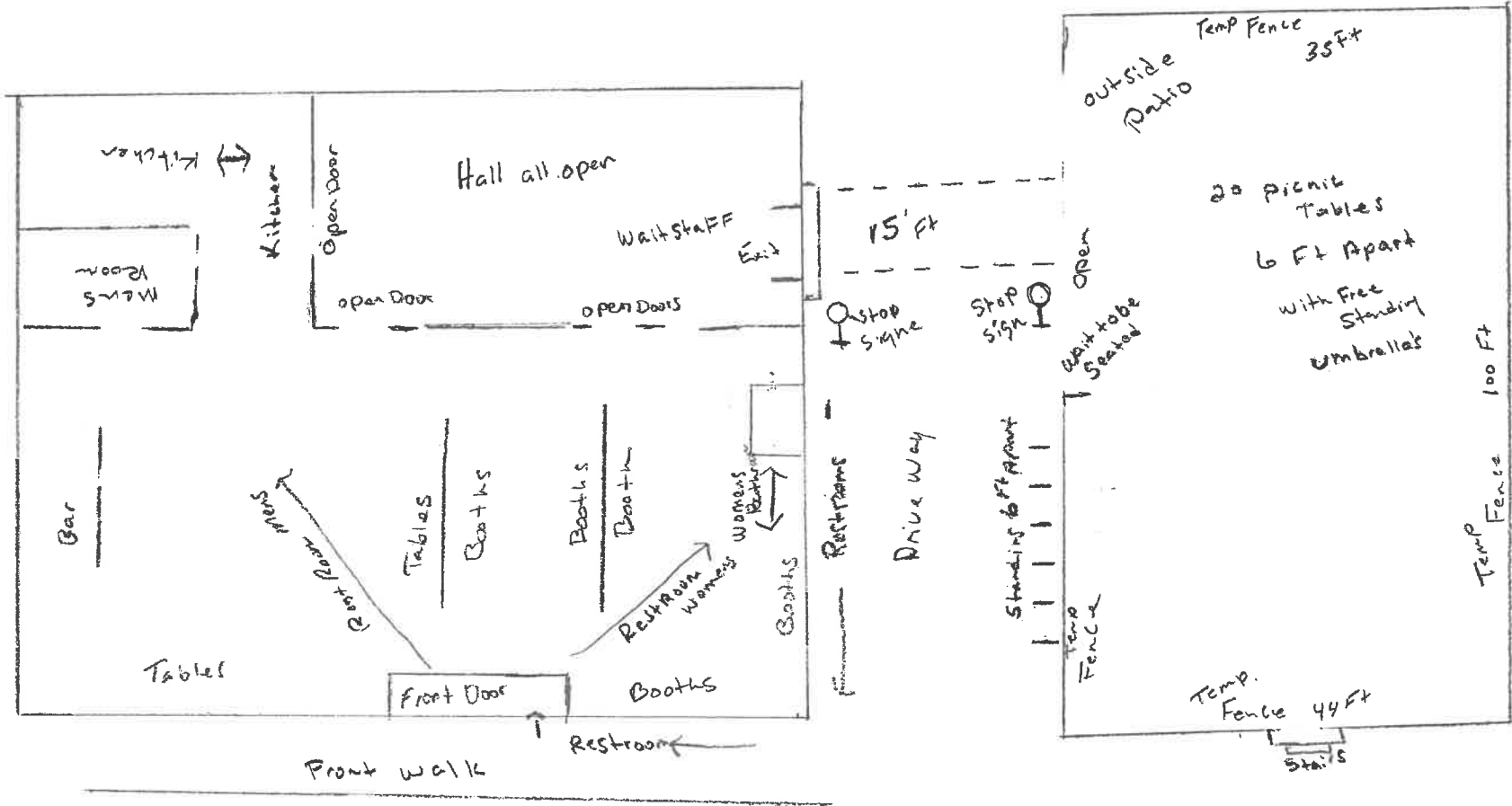
	A	B	C	D	E	F	G	H	I	J
1	RESPONSE	Name	Address 1	City, ST Zip	Committee	Term	Due to Expire	Expiration	Apptd. By	Salutation
2		TOWN MGR'S APPTS. (PLEASE VOTE TO AFFIRM)								
3	YES	Mr. Daniel Chauvin	181 Providence Road	Whitinsville, MA 01588	Animal Control Officer	1-yr. Term	April 30, 2020	4/30/2021	Town Manager	<i>Already apptd by TM and affirmed by the BOS</i>
4	NO	Mr. Richard A. Wallis	72 North Street	Douglas, MA 01516	Wiring Inspector	1-yr. Term	June 30, 2020	6/30/2021	Town Manager	Dear Mr. Wallis:
5	YES	Mr. George A. Duhamel	27 Tanager Drive	Shrewsbury, MA 01545	Asst. Wiring Inspector	1-yr. Term	June 30, 2020	6/30/2021	Town Manager	Dear Mr. Duhamel:
6	YES	Mr. James Sheehan	7 Main Street	Whitinsville, MA 01588	Fence Viewer	1-yr. Term	June 30, 2020	6/30/2021	Town Manager	Dear Mr. Sheehan:
7	NO RESPONSE	Mr. Larry P. Wiersma	21 Torrey Road	Sutton, MA 01590	Gas & Plumbing Inspector	1-yr. Term	June 30, 2020	6/30/2021	Town Manager	Dear Mr. Wiersma:
8	YES	Mr. Robert Harris	17 Martin Road	Uxbridge, MA 01569	Asst. Gas & Plumbing Inspector	1-yr. Term	June 30, 2020	6/30/2021	Town Manager	Dear Mr. Harris:
9	YES	Mr. Robert E. Wheeler	25 Third Street	Bellingham, MA 02019	Parking Clerk	1-yr. Term	June 30, 2020	6/30/2021	Town Manager	Dear Mr. Wheeler:
10	YES	Chief Walter J. Warchol	7 Main Street	Whitinsville, MA 01588	Lockup Officer	1-yr. Term	June 30, 2020	6/30/2021	Town Manager	Dear Chief Warchol:
11	YES	Mr. Louis H. Sakin	1 Ford Lane	Framingham, MA 01701	Sealer of Weights & Measures	1-yr. Term	June 30, 2020	6/30/2021	Town Manager	Dear Mr. Sakin:

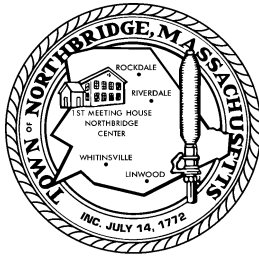


W PVC1120 330 PSI @ 73 F ASTM D2665 ASTM D1785 NSF @ DW-G-01W U.P. Code J150 ME J09

USER REV/DATE FNAME








**TOWN OF NORTHBRIDGE
OFFICE OF THE TOWN MANAGER
NORTHBRIDGE TOWN HALL
7 MAIN STREET
WHITINSVILLE, MASSACHUSETTS 01588
Phone- (508) 234-2095 Fax- (508) 234-7640
www.northbridgemass.org**

**Adam D. Gaudette
Town Manager**

To: *Board of Selectmen*
From: *Melissa Ciaramitaro, Sr. Administrative Assistant/H.R Assistant* 
Subject: *Temporary Outdoor Seating Application [Therecka Inc., dba Grille 122]*
Date: *June 19, 2020*

In regard to the application for Therecka Inc, dba Grille 122, the following items are required to be completed before the licensee is allowed to operate under the new guidelines for temporary outdoor seating:

- Fire Inspection
- Building inspection
- Pre-opening inspection from the Board of Health
- Real Estate taxes paid in full
- Hours to be currently approved licensed hours of 11 AM to 10 PM (Change of hours application submitted but not complete, needs approval from LLA and ABCC)
- Subject to revocation if continuous noise complaints are received by the Northbridge Police Department

Thank you

cc: file

NTM License Slips

Row 2

Current Status	On 6/22/20 Agenda
Done	<input type="checkbox"/>
License ID:	NTM#16105
License Type:	Temporary Outdoor Seating W/Alcohol
Description:	Therecka, Inc dba Grille 122, 91 Providence Road, William Therecka [Mgr.] is looking to expand for outdoor seating, per the Governor's order, and under the guidelines of the ABCC Advisory. Plans include 20 tables for up to 80 people and no more that 6 people per table. Sunday through Saturday 11 AM - 1 AM. Area to be sectioned off using PVC pipes cemented into buckets with roped attached to them. See attached application
Business:	Therecka, Inc dba Grille 122
Applicant:	William Therecka
Address:	95 Providence Road (open lot for expansion 91 Providence Road (Physical Restaurant address)
Approval Target	06/18/20
Slip Started on:	06/16/20 3:10 PM
PLANNING Approve:	<input checked="" type="checkbox"/>
PLANNING Comments:	Subject to any requirements of BLDG INSP
POLICE Approve:	<input checked="" type="checkbox"/>
POLICE Comments:	Police Department has concerns with late night noise concerns; my recommendation would be that applicants should be informed if we receive continuous complaints of noise/disturbance that the authorization for their temporary seating could be revoked/rescinded.
FIRE Approve:	<input checked="" type="checkbox"/>
FIRE Comments:	Fire inspection required
BUILDING ZONING Approve:	<input checked="" type="checkbox"/>
BUILDING	Inspection required, permit required for tent.

ZONING
Comments:

CONSERVATION
Approve:

CONSERVATION N/A
Comments:

HEALTH
Approve:

HEALTH Comments: Subject to pre-opening inspection to ensure compliance with COVID-19 guidelines and subject to any further restrictions as may be ordered by the Northbridge Board of Health (meeting scheduled for June 24, 2020) such as restrictions on outdoor smoking.

ASSESSORS
Approve:

ASSESSORS
Comments:

TREASURER
COLLECTOR
Approve:

TREASURER Comments: 95 Providence Road has FY 2020 real estate taxes due. The entire year is outstanding. As of today \$1164.54
COLLECTOR

TOWN OF NORTHBRIDGE – RE-OPENING GUIDELINES
Temporary Extension of Premises: Outdoor Dining Area

This guidance provides step-by-step instructions if you would like to temporarily extend your dining outside of your restaurant in order to increase business activity and revenues in a safe and responsible way during the COVID-19 pandemic.

Before the expanded area is approved by the Board of Selectmen, as the Local Licensing Authority, the restaurant owner/manager or designee must submit a completed application to Melissa Ciaramitaro in the Town Manager’s/Selectmen’s office at mciaramitaro@northbridgemass.org or you can drop off a hard copy in the mailbox outside of the Town Hall. Your application will then be shared with the following individuals. However, please feel free to reach out to them directly with your questions.

Name	Email Address	Contact for Questions About...
Jeanne Gniadek, BOH Admin	jgniadek@northbridgemass.org	Board of Health Requirements and COVID requirements
James Sheehan, Building Inspector	jsheehan@northbridgemass.org	Building code
David White, Fire Chief	dwhite@northbridgemass.org	Fire Codes and regulations, safety protocols
Walter Warchol, Police Chief	wwarchol@northbridgemass.org	Safety protocols
For additional information regarding COVID safety and sector-specific guidance for reopening, go to: https://www.mass.gov/info-details/reopening-massachusetts		

REQUIRED DOCUMENTS:

- I. Application Basic Information** – fill out the attached form and include it with your submittal.
- II. Plan** – submit a drawing showing the area you would like to use for outdoor dining that includes the following information:
 - a.* Dimensions of the area you would like to use.
 - b.* Distance between the entrance to your restaurant and the outdoor seating area.
 - c.* Layout and dimension of tables and chairs.
NOTE: Tables must be 6’ apart to facilitate social distancing and no more than 6 patrons per table.
 - d.* Photo or description of barriers to be used around the perimeter of the outdoor dining area.
 - e.* Description of any Tenting/umbrellas/overhangs - may be strictly limited and requires approval of the Building and Fire Departments. Tents may not have walls greater than 50% of the wall area.
 - f.* Establishments with a liquor license must adhere to the ABCC’s Guidelines for Extension of Premises to Patio and Outdoor Areas (see attached).
 - g.* Proof of permission under a lease or written permission from property owner to use the outdoor premises for extended dining.
 - h.* The outdoor dining area and barriers must be accessible and meet ADA and Massachusetts Architectural Access Board’s regulations. <https://www.mass.gov/law-library/521-cmr>.
 - i.* Provide a Certificate of Insurance for the new dining space

Responsibilities of the Restaurant

The restaurant, through its owner and/or manager, is responsible for the following as it pertains to outdoor dining:

1. Adherence to the plans and documents submitted, reviewed, and approved;
2. Procurement of tables, chairs, disinfecting stations, and any other physical items that will be inside the outdoor dining area;
3. Procurement and installation of temporary safety barriers to be placed around the perimeter of the outdoor dining area identifying the space and providing a buffer from pedestrian traffic; and
4. Provide evidence of liability insurance over the new dining space.

Rights of the Town of Northbridge

The Town of Northbridge reserves the right to revoke its permission to allow the outdoor dining area for the following reasons:

1. The operation of the outdoor dining area is not in compliance with submitted safety protocols;
2. The operation of the outdoor dining area is negatively impacting pedestrian travel and/or is not facilitating safe passage in accordance with Americans with Disability Act requirements;
3. The Health Agent, Chief of Police, and/or their designees determine that the operation of the outdoor dining area is negatively impacting public health and safety.

Reopening plan:
Purgatory Beer Company
670 Linwood Avenue BLDG C.

Detailed below outlines our proposed reopening plan effective as soon as any required updates and town approvals have been made.

We will abide by all terms of both the Massachusetts Restaurants COVID-19 Checklist (attached) and the Massachusetts Restaurants Safety Standards (attached) issued by the Commonwealth. Including the following updates:

As stated in the guidelines we would like to “maximize outdoor dining space, including patios and parking lots where available, where municipal approval is obtained.” In this case, we would like to expand our space to the front of the building. All tables will be positioned at least six feet apart from all other tables. All party sizes will be kept to a max of six. We will also erect approved outdoor seating barriers per town recommendation.

Face coverings for all customers (unless seated at their tables) and workers are required at all times, except where an individual is unable to wear a face covering due to medical condition or disability.

We will re-configure bar area to accommodate table seating that complies with all other COVID-19 safety requirements. Directional hallways and passageways will be established for foot traffic, to minimize contact.

The proper alcohol-based hand sanitizers will be made available at entrances, exits, and in the dining area.

We will only staff a maximum of two people at a time who will all be wearing face coverings. They will be stationed 6+ feet apart and will have different roles in order to maximize social distancing. All employees will complete the self-certification process (attached) mandated by the state prior to commencing outdoor table service.

- A. One employee will be responsible for taking and completing orders and bringing them to customers or serving the at the service area.
- B. One employee will be responsible for charging customers and cleaning up after them. We will encourage contactless payment whenever possible.

Menus:

We will display our menu and also provide electronic menus (via purgatorybeer.com).

Call ahead seating will be made available and our outside waiting area will allow for proper social distancing. We will also encourage customers to wait in their cars till their reservation time.

We will also institute a Green (Want Service) and Red (No Service Needed) cards at tables to limit un-necessary staff/ customer interactions.

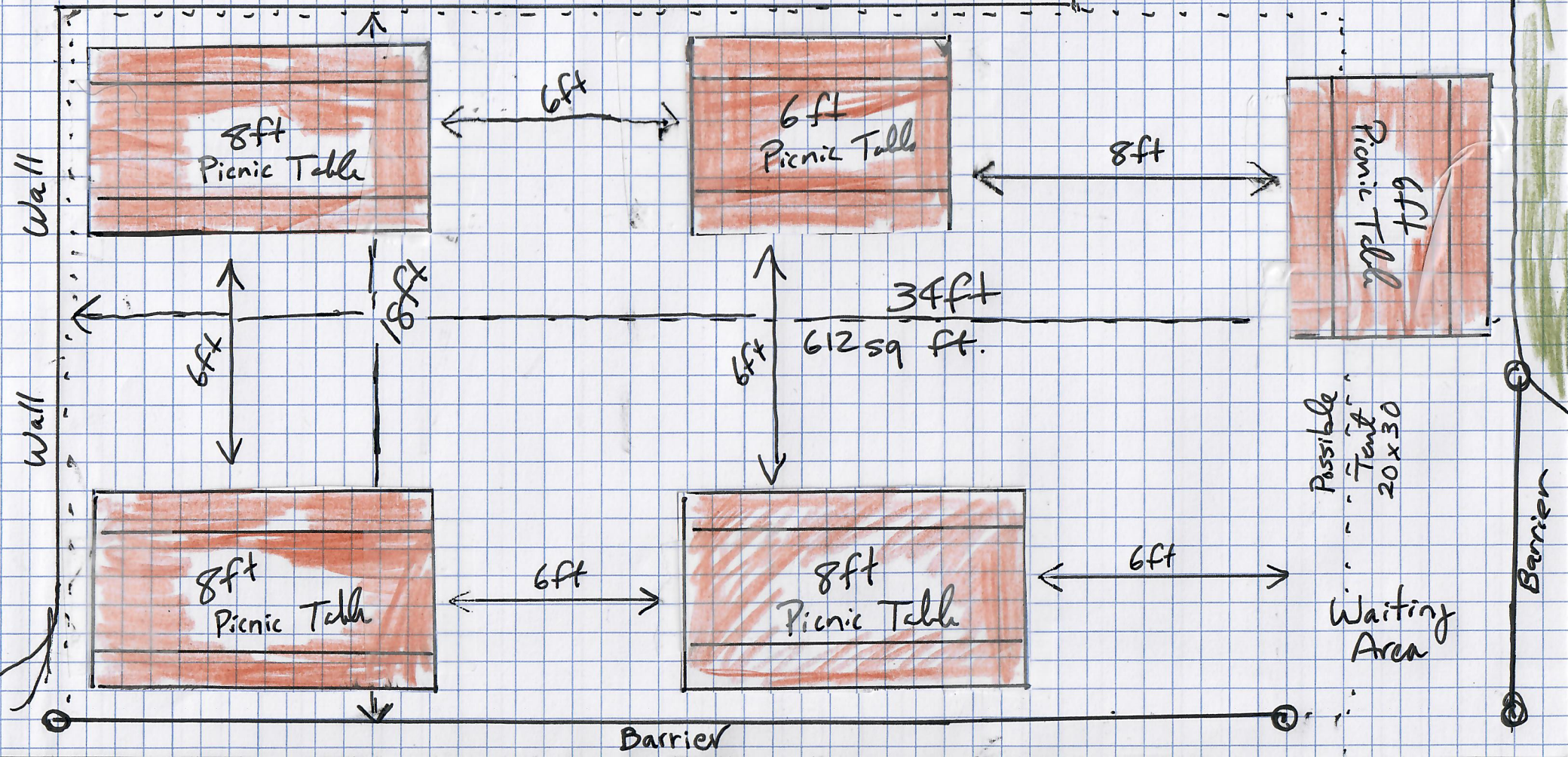
Additional plans/upgrades
Outdoor tenting

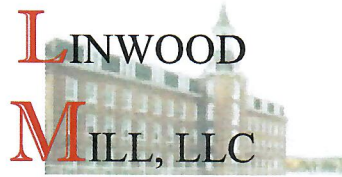
We appreciate your consideration, support, and ideas.

670 Linwood Ave Bldg C
1st Floor

Approved
Alley
Space
367 sq ft

Front of Building





670 Linwood Ave, Linwood, MA, 01525

June 16, 2020

Town of Northbridge
7 Main Street
Whitinsville, MA

Re: Purgatory Beer Company

To Whom It May Concern,

Please be advised that Linwood Mill LLC, lessee, grants Purgatory Beer Company, lessor, temporary access to three parking spaces directly in front of leased premises and patio. This area will be segregated and barricaded for safety at lessor's expense.

This will be a temporary extension for the use of the parking area until the state and local officials lift restrictions due to the Covid-19 pandemic at which point the access to the parking spaces will expire. Tenant shall also contact their insurance company and extend liability coverage. Insurance coverage will be for all space used, including temporary parking area.

Brian and Kevin, we are very happy to see you take advantage of the next phase of this unprecedented situation we are in. Please know that we are truly all in this together and are happy to help in any way we can to get your business up and running again.

Best Regards,

Bill Giannopoulos



THE HARTFORD
BUSINESS SERVICE CENTER
3600 WISEMAN BLVD
SAN ANTONIO TX 78251

October 22, 2019

Town of Northbridge
7 MAIN ST
WHITINSVILLE MA 01588-2247

Account Information:

Policy Holder Details :	PURGATORY BEER CO
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Contact Us

Business Service Center
Business Hours: Monday - Friday
(7AM - 7PM Central Standard Time)
Phone: (866) 467-8730
Fax: (888) 443-6112
Email: agency.services@thehartford.com
Website: <https://business.thehartford.com>

Enclosed please find a for the above referenced Policyholder. Please contact us if you have any questions or concerns.

Sincerely,
Your Hartford Service Team



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/22/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER SELECTSOLUTIONS INS SRVCS LLC/PHS 57101077 The Hartford Business Service Center 3600 Wiseman Blvd San Antonio, TX 78265	CONTACT NAME: PHONE (866) 467-8730 (A/C, No, Ext):		FAX (888) 443-6112 (A/C, No):
	E-MAIL ADDRESS:		
INSURED PURGATORY BEER CO 670 LINWOOD AVE BLDG C WHITINSVILLE MA 01588-2068		INSURER A: Sentinel Insurance Company Ltd.	NAIC# 11000
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> General Liability			57 SBA ID5729	09/01/2019	09/01/2020	EACH OCCURRENCE	\$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	
	UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE	OTH-ER
A	LIQUOR LIABILITY			57 SBA ID5729	09/01/2019	09/01/2020	Common Cause Aggregate	\$1,000,000 \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations.

CERTIFICATE HOLDER

Town of Northbridge
 7 MAIN ST
 WHITINSVILLE MA 01588-2247

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Susan S. Castaneda

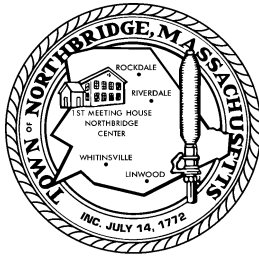
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R CO.


PERFORMANCE
PARKING

NO
PARKING
IN
ALLEY



**TOWN OF NORTHBRIDGE
OFFICE OF THE TOWN MANAGER
NORTHBRIDGE TOWN HALL
7 MAIN STREET
WHITINSVILLE, MASSACHUSETTS 01588
Phone- (508) 234-2095 Fax- (508) 234-7640
www.northbridgemass.org**

**Adam D. Gaudette
Town Manager**

To: *Board of Selectmen*
From: *Melissa Ciaramitaro, Sr. Administrative Assistant/H.R Assistant* 
Subject: *Temporary Outdoor Seating Application [Purgatory Beer Co., LLC]*
Date: *June 19, 2020*

In regard to the application for Purgatory Beer Company, LLC, the following items are required to be completed before the licensee is allowed to operate under the new guidelines for temporary outdoor seating:

- Fire Inspection
- Building inspection, including approval of tent permit
- Pre-opening inspection from the Board of Health
- Personal Proper taxes paid in full
- Subject to revocation if continuous noise complaints are received by the Northbridge Police Department

Thank you

cc: file

NTM License Slips

Row 1

Current Status	On agenda for 6.22
Done	<input type="checkbox"/>
License ID:	NTM#16106
License Type:	Temporary Outdoor Seating W/Alcohol
Description:	Purgatory Beer Company is looking to have temporary outdoor seating in the parking spaces in front of the building. See attached application and plan for more details. Please note he wishes to use a roped off separation in place of the metal barricade, as they are costly.
Business:	Purgatory Beer Company
Applicant:	Kevin Mulvehill
Address:	670 Linwood Ave, Building C
Approval Target	06/18/20
Slip Started on:	06/18/20 12:36 PM
PLANNING Approve:	<input checked="" type="checkbox"/>
PLANNING Comments:	-subject to requirements of Bldg. Insp.
POLICE Approve:	<input checked="" type="checkbox"/>
POLICE Comments:	Police Department has concerns with late night noise concerns; my recommendation would be that applicants should be informed if we receive continuous complaints of noise/disturbance that the authorization for their temporary seating could be revoked/rescinded.
FIRE Approve:	<input type="checkbox"/>
FIRE Comments:	
BUILDING ZONING Approve:	<input type="checkbox"/>
BUILDING ZONING Comments:	

CONSERVATION
Approve:

CONSERVATION
Comments: N/A

HEALTH
Approve:

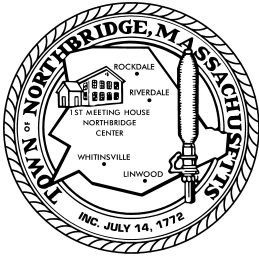
HEALTH
Comments: Applicant currently DOES NOT possess the required food permit to allow for outdoor seated dining. A food permit application has been received to re-heat frozen pretzels. The Board of Health, at their meeting on June 24th, will review the application, specs for equipment, and will determine if they have the necessary equipment to "prepare" food and whether re-heated pretzels meets the State's guidelines for the re-opening of breweries.

ASSESSORS
Approve:

ASSESSORS
Comments:

TREASURER
COLLECTOR
Approve:

TREASURER
COLLECTOR
Comments: Outstanding personal property for FY 2020 as of today \$147.87



Adam D. Gaudette
Town Manager

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2020 SPRING ANNUAL TOWN MEETING
SAFETY PROTOCOLS & PROCEDURES PLAN
ISSUED JUNE 18, 2020

I. Purpose

The purpose of the plan herein is to provide for proper safety protocols and procedures to allow for a safe environment for attending voters, as well as staff, for the purposes of conducting the Town's Spring Annual Town Meeting during the current COVID-19 pandemic.

The State of MA Department of Public Health has issued Town Meeting Guidance and the Town has learned from our fellow communities that have already conducted spring annual town meetings; whether it be virtual, outside, or indoors.

This guidance, along with having valued knowledge of our Town facilities, our own Town Meeting procedures, and our staff's proven ability to conduct business during this time, we are fully confident that we have outlined a process such that we can conduct this important Town event in a safe and efficient manner.

II. Date/Time/Location

The Spring Annual Town Meeting was originally scheduled for May, 5, 2020 and was rescheduled by the Town Moderator to Tuesday, June 23, 2020 to allow for time to properly plan the event which is to be held during the pandemic, but also to allow for the pandemic to subside and thus limit the potential for voters and staff to be exposed to the virus while attending the event.

The Meeting is scheduled for 7:00 p.m. as per norm, however attendees are encouraged to start arriving up to 1 hour in advance to allow for timely safe check-in.

The Meeting will be held at the Northbridge Middle School, 171 Linwood Ave, however, will be held in the Middle School Gym to allow for a better social distancing environment.

The Moderator will open the meeting at 7:00 p.m. in the auditorium by himself with the Town Clerk as a witness, and then immediately reconvene for the start of the meeting to the gym, where voters will be seated and awaiting.

The auditorium space will only be used for emergency overflow if the seating in the gym is at capacity.

III. Face Coverings

All attending residents over the age of 5 and staff must wear face coverings or masks in accordance with COVID-19 Order No. 31 and the Department of Public Health's Guidance while inside and while entering and exiting Town Meeting, except if a person is unable to wear a face covering or mask because of a medical or disabling condition.

A person who declines to wear a face covering or mask because of a medical or disabling condition is not required to produce documentation verifying the condition, however, will be required to sit in a designated area within the meeting space to allow for social distancing from other attendees.

Individuals addressing the Town Meeting should not remove his or her face covering while doing so.

IV. Attendance / Check in

Registered voters that are interested in attending the meeting, are asked that if they are feeling sick, are exhibiting any of the following symptoms (fever, cough, shortness of breath, chills, muscle pain, headache, sore throat, or new loss of taste or smell), or have potentially been exposed to someone with confirmed or suspected COVID-19, then they should not attend town meeting.

A potential exposure means having household contact or having close contact (within 6 feet) with an individual with confirmed or suspected COVID-19 for prolonged periods of time (over 15 minutes) while the person is symptomatic or 48 hours before symptoms developed.

Persons who are particularly vulnerable to COVID-19 according to the Centers for Disease Control (e.g., due to age or underlying conditions) are also encouraged to stay home.

Attendees of the meeting will be required to conduct sign-in in the lobby area of the Middle School before entering and heading to the seating area in the gym. There will be a queueing area ahead of the sign-in tables on the sidewalk in front of the building along Linwood Ave. There will be cones on the sidewalk, spaced 6-10 feet apart with signage, advising residents to social distance and to be wearing a mask (see more on masks/face coverings below).

Upon entering the lobby from the sidewalk area, there will be 3 lines set up for 3 tables, with an Election Official wearing a mask and being behind a counter shield, checking residents in and confirming voting status.

Staff wearing masks and gloves will be handing handouts to voters after check-in on their way to the gym such that residents aren't able to touch multiple booklets/other materials that others may eventually be using.

Staff will then be located at the entrance to the gym providing guidance to voters on seating protocols.

V. Social Distancing

Gym Seating

- Gym floor seating will be arranged ahead of the meeting with rows of fold-up chairs to permit attendees to sit at least 6 feet apart.

- The floor seating shall be considered “fixed-seating” and will be set up in rows to allow for social distancing between rows and allow for viable and safe entry and exit to each row.
- Staff will be placed along floor row seating aisles to guide voters to available single seats, to remind of social distance protocols, and answer any questions.
- Residents will be asked by staff to remain at their seats once seated to ensure “mingling” does not occur and proper social distancing remains in place.

Bleacher Seating

- Tape and signage will be used to designate a “non-PPE” section of the bleachers for residents unable to wear face covering due to an underlying condition.
- The remaining section of the bleachers (only one side will be pulled out to allow for ample floor seating) will be reserved for overflow from the floor seating, as well as a section reserved of non-registered voters.
- There will be signage encouraging social distancing in the bleachers and a staff person will be designated for monitoring this area.

Moderator/Board/Committee/Staff Seating

- The Moderator (podium and chair) and Town Clerk (desk and chair) will have sole seating at the front of the gym, distanced at least 6 feet apart from other seated speakers.
- There will be multiple tables situated at the front of the gym, with chairs spaced 6 feet apart, for the Board of Selectmen, Finance Committee, and Town Manager.

Auditorium Seating

- It is estimated that the gym floor seating will contain 200 seats, and that the bleacher areas will contain approximately another 100-150 seats depending on social distancing.
- We will be prepared to have emergency overflow seating in the auditorium where staff will be stationed to assign seating that is socially distant from each other utilizing spacing between rows and sections.
- There will be sound capability for voters sitting in the auditorium and also question/comment capability relayed via walkie-talkie to a staff counterpart in the gym.

Speaking

- The Moderator will have his own microphone not to be shared, as well as each member of the Board of Selectmen, Finance Committee, and the Town Manager will each have their own microphone so as to avoid sharing.
- There will be two (2) staff “runners” for questions or comments from voters. The staff runners will be the only persons touching the portable microphones. The staff runner will have the microphone on an extension and will reach the microphone to each person wishing to speak. If you wish to speak, you will be asked to stay at your seat and stand, until such time the Moderator call on you and the staff runner arrives with the microphone.
- A screen and projector will be provided for the presenters; mainly for Article 19 (Middle School Boilers) and Article 22 (New Fire Station).

Entering and Exiting

- Signage will be posted at entry ways and also for when exiting the building.
- In addition, when the meeting is adjourned, attendees will have to follow the signage and markings to exit the building such as to allow for multiple exit points and to encourage social distancing. The Moderator will announce the exit protocols – by rows / designated areas) and staff will be stationed along the exit routes to monitor and ensure safe exiting.

Secret Ballot Procedures (if necessary)

- Tellers/Staff will be stationed at the end of each row, starting at the back row, and will hand out ballots to each voter as they exit the row.
- Each row will take turns and head towards the ballot box at the front of the gym and return up the opposite side to return and re-enter their row.

Other

- Due to June temperatures, ventilation with fans and open doors may be in place to allow for proper airflow.
- Due to the stair from the lobby to the Gym, staff will guide those in need of handicapped access to the side/rear entrance of the gym, following check-in.

VI. Cleaning and Disinfecting and Hygiene Protocols

- The areas of the Middle School to be used for the meeting will be cleaned and disinfected before and after the meeting, including disinfection of heavy transit areas and high-touch surfaces (e.g., doorknobs, bathrooms, microphones, shared instruments) that are applicable.
- Markings should be placed outside of bathrooms to adhere to the 6 ft distance between each attendee.
- Residents and staff will have access to bathrooms for handwashing facilities, including soap and running water, and to alcohol-based hand sanitizers which will be placed strategically at check-in, gym entrance, and bathroom doorways.
- Wastebaskets will be placed in multiple locations for resident and staff use during and after the meeting and at exit areas.
- If Town Meeting officials learn that an individual with COVID-19 attended a meeting or otherwise entered the building, the Town will conduct a deep cleaning and disinfecting of any areas visited by the infected individual consistent with the Centers for Disease Control guidance: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

VII. Notification of Positive Case

- Town Meeting officials will work with the Board of Health in the event that anyone is exposed to COVID-19 at the meeting. Meeting attendees will need to be identified and contacted by the Board of Health or Contact Tracing Collaborative if such an incident occurs.



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**Adam D. Gaudette
Town Manager**

TOWN OFFICES REOPENING PLAN

JUNE 15, 2020

I. Reopening Phases

As a result of the Governor's Phased Reopening Plan, and the implementation of Phase 1 on May 26th and now Phase 2 which began last week on June 8th, I am herein establishing guidelines, procedures and processes in preparation for reopening our municipal offices to the public with restrictions based on public health guidelines set by the Center for Disease Control (CDC); the Massachusetts Department of Public Health (MH DPH); the Governor, his COVID-19 Command Center, and his Reopening Advisory Board; and the Northbridge Board of Health.

As we move forward with our own phases of reopening, we must remain committed to being responsive to the needs of our residents and local businesses, providing quality public services to the best of our ability, under safe conditions such that we protect our employees and the public in a manner that limits potential exposure to the virus.

Throughout the COVID-19 pandemic, the Fire Station, Police Station, and DPW Buildings and their staff have continued to operate as essential employees, although building access has been restricted for the public. As far as Town Offices such as the Town Hall and Annex Building, as well as the Whitinsville Social Library and the Senior Center, the majority of employees have been working remotely and office presence has been restricted to those functions that cannot be coordinated remotely. Employees were asked to perform remote work so as to maintain services for the public while successfully performing electronic communications and transactions. As we begin to plan for eventual reopening, we will now begin with bringing back employees that were working remotely, in staggered shifts (days), alternating work from home and in the office with each other so as to promote safe social distancing and decrease the likelihood of virus spread.

While the Town will continue to provide essential services, we will not resume all services at once or have normal office hours for the public. Instead, we will open in phases. Some offices such as the Library and Senior Center, and Treasurer/Collector, have already started with bringing remote employees back to the workplace safely on alternating days. Starting today, Monday, June 15th, all office staff that have been working remotely, shall be required to implement their staggered return. Please note that we must maintain office capacity levels at 25% per the State's Guidelines for Office Space for the time being.

Certain employees by exception may also be allowed to continue working strictly remote due to the impact of school and daycare closure temporarily through the end of June, if approved by the Department Head and Town Manager, and if the work they perform continues to meet the needs of the Town.

We have identified planned precautions, self-screening processes and risk mitigation procedures that will be applied as we move forward.

Varying plans for the reopening of Town buildings, with site specific procedures, are discussed in Exhibits A - F. The schedule of phased employee return to worksite, and reopening of services, programs, and buildings to the public is depicted in Table 1 below. Dates cannot yet be assigned to Phases Three and Four, as they are dependent on orders from the Governor, who we fully expect will make decisions relative to allowed business, service and sector openings, based on changing public health data. This plan is intended to be a living document, with amendments expected and administrative updates to follow, as new best practices in fighting this virus are unveiled and State guidance continues to evolve; and we continuously learn and adapt to the most effective and efficient methodologies in delivering public services within the context of the changing environment we currently find ourselves operating within.

Table 1

DPH PHASES:	DATES:	DESCRIPTION:
Initial Shutdown	March 16 2020	Closed offices to public. Essential Services remained open. Reduced staff to remote on 3/23. All meetings virtual.
Phase 1	May 18 2020	Closed to public/remote work/virtual meetings continued. Starting 5/25, for General Office space - 25% occupancy allowed.
Phase 2	June 8 2020	Some offices (WSL/COA/TrCo) returning with alternating schedules. Some shields in place. PPE/supplies on order. Library implementing Parking Lot Pick-Up Plan.
Phase 2 cont.	June 15 2020	Remaining offices return with alternating schedules while supplies still on order and await installation.
Phase 3	July 6 2020 (Tentative)	All staff returns. Protections in place. Limit office hours open to the public (M-Th 10 am - 2 pm/Fri 10 am - 12 pm). Appointments with public other times – safety protocols.
Phase 4	TBD	All services and public access return (following strict guidelines). Senior Center may still be restricted.

II. Daily Self-certification

Beginning with the return of employees on an alternating schedule this coming June 15th, and on each day, every employee must self-certify to their supervisor that they:

1. Have no signs of a fever or temperature above 100.3 degrees, a cough, or difficulty breathing within the past 24 hours.
2. Are not aware of having “close contact” with any individual diagnosed with COVID-19. “Close contact” means:

- Living in the same household as a person who has tested positive for COVID-19;
 - Caring for a person who has tested positive for COVID-19;
 - Being within 6 feet of a person for more than 15 minutes who has tested positive for COVID-19, or coming in direct contact (e.g., sharing utensils, being coughed or sneezed on) from a person who has tested positive for COVID-19, while that person was symptomatic.
3. Have not been asked to self-isolate or quarantine by their health care provider or a local public health official.

Employees exhibiting symptoms or unable to self-certify will be directed to leave the workplace, seek medical attention and testing (if applicable) by their health care provider. They are not to return to Town Hall until they have been cleared by a medical professional.

III. General Guidance and Procedures while at Work

Social Distancing:

- All persons, including employees, residents, contractors, and vendors should remain at least six feet apart to the greatest extent possible.
- Face coverings or masks to cover nose and mouth in accordance with CDC guidelines are required for all residents, contractors, and vendors.
- Face coverings or masks to cover nose and mouth in accordance with CDC guidelines are required for employees when leaving personal workspace, and social distance of 6' minimum is not possible or when interacting with the public.

Hygiene Protocols:

- Hand washing or hand sanitizing supplies will be available throughout the workplace.
- Employees are urged to clean hands frequently.
- Supplies will be on hand for sanitization of high touch areas, such as workstations, equipment, doorknobs, door handles throughout work site.

IV. Other Specifics to Stop the Spread of Covid-19

1. Signage and notification will be posted relative to self-certification, social distancing, face coverings, disinfecting, and hand washing.
2. Currently, all interaction with the public is taken place by telephone, email, video conference and through mail. Starting with Phase 3, when appropriate precautions are taken, and it is safe for the public to enter Town buildings (which will follow the prescribed guidelines of social distancing, facemasks, etc.), the public shall not be

allowed in employee-only areas, and employees shall remain in the office, unless a facemask is worn and social distancing is maintained to exit the office.

3. Plexiglass barriers will be installed at building and office service counters prior to allowing for public access.
4. All office and inter-office doors will remain closed and locked.
5. Every employee will be required to view the training presentation located at the following link <http://archive.uxbridgetv.org/Video/5786> for returning safely to the workplace.
6. Every employee is required to have a clean face covering on their person and must wear it whenever social distancing of 6' minimum is not possible.
7. Every office workstation will have hand sanitizer.
8. Employees are not authorized to use another employee's workspace or use their work implements. If it is necessary to do so, permission must be sought and the workplace or implements shall be disinfected before and after.
9. Shaking hands and other physical contact is not considered appropriate or recommended under the COVID-19 guidelines.
10. Employees are encouraged to wash hands often with soap for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol.
11. A "No Congregation" policy is in effect; individuals must implement social distancing by maintaining a minimum distance of 6-feet from other individuals.
12. Avoid face to face meetings – critical situations requiring in-person discussion must follow social distancing guidelines.
13. Conduct all staff / vendor meetings via conference phone/video calls, if possible. Do not convene meetings of more than the Governor's allowable maximum attendance (10 people allowed at the date of this plan release). We recommend the use of cell phones, texting, videoconferencing and conference calls for discussion.
14. Board and Committee meetings shall be required to be conducted remotely through at least the start of Phase 3 as to limit larger gatherings, with the Annual Town Meeting being an exception.
15. Restrooms will be cleaned and sanitized daily by the contracted vendor and handwashing stations will be provided with soap, paper towels and waste baskets near doors.
16. All high touch surfaces will be professionally cleaned daily, including, but not limited to door handles, and counter tops.
17. Spray bottles and wipes will be available for employees to clean touch pads on copiers and printers, door handles, doorknobs and other high contact areas multiple times during the workday.

18. In lunch or breakrooms, or at workstations, employees should not share utensils or other food containers. All food should be in sealed containers.
19. Employees must maintain social distancing guidelines during meal breaks.
20. Cover coughing or sneezing with a tissue, then throw the tissue in the trash and wash your hands; if no tissue is available, cough into your elbow.
21. Avoid touching eyes, nose, and mouth with your hands.
22. If you or a family member is feeling ill, stay home. Report this to your supervisor immediately.
23. Supervisors may ask an employee displaying symptoms of illness to go home.
24. Once buildings are again open to the public, every effort should be made by departments to request residents, contractors, and other clients to do their business through online permitting and licensing, online payment, make use of payment slots, emails and calls to setup appointments/requests for service or request. Town Manager/Board of Selectmen and IT staff can assist with messaging to the public in this regard whenever needed by Departments.
25. The Senior Work and Veterans Work Program has been cancelled until at least January 1, 2021.

V. Department Building/Department Complex Specific Plans

Individual facility safety plans and reopening plans are attached to this document as Exhibits. They include:

- A. Town Hall and Town Hall Annex
- B. Library
- C. Department of Public Works (Highway Dept. and Sewer Dept)
- D. Police Station
- E. Fire Station
- F. Council on Aging/Senior Center

Exhibit A - Town Hall & Town Hall Annex

In addition to phased employee return to work, daily self-certification, general guidance, procedures while at work, and specifics to stop the spread of Covid-19 (all detailed in Sections I – IV of the above Reopening Plan), the following shall also apply to Town Hall and the Town Hall Annex:

1. Improve hygiene procedures for cleaning and disinfecting common areas (lobby, elevator, copy machine, mail area.
2. Hand Sanitizer Stations available throughout each floor.
3. Staff workstations shall be modified to accommodate social distancing as necessary.
4. For Phase 3, in order to reduce the number of people in the building at any given time and to reduce line back-ups promoting social distancing, the buildings will be accessible to the public for the reduced hours of 10 am to 2 pm for Monday through Thursday and 10 am to 12 pm on Friday. Appointments may be made with the public during other times for special instances as determined by the Department Head.
5. For Phase 3, Staff to wear protective gear such as masks & gloves while managing public services, as well as remaining behind glass shields.
6. For Phase 3, the public shall be required to wear masks upon entering the building.
7. At public desk counters, and for public signatures required, there shall be two pen/pencil canisters; one labeled as “sanitized” and one labeled “used-requires cleaning”, or similar. Staff shall disinfect pens/pencils after use and prior to being returned to the sanitized canister.
8. Staff will continue to promote services that can be performed electronically and also encourage the use of the Drop Box and discourage the cash monetary transactions and instead encourage on-line payments and check/money orders.
9. Through at least the start of Phase 3, use of Conference Rooms and the Selectmen’s Meeting Room is discouraged and meetings with the public or staff should still be conducted electronically.
10. Phase 4 – Date TBD, guidelines for full opening to be provided at later date.

Addendum B – Whitinsville Social Library

The Whitinsville Social Library will implement the following:

Phase 1 - Staff return to library building (May 26)

- Staff will begin working on-site in separate areas, follow social distance protocols, and wear masks/gloves.
- Supplies for cleaning and masks procured.
- Book drop will accept returns. Items in quarantine for 72 hours then backdated check in. Returns in quarantine will continue for as long as advised. No overdue fines on Whitinsville Social Library items returned to WSL through August 31, 2020.
- Staff offer remote assistance to patrons via phone and email.
- Rearrange furniture and computers to adhere to social distancing protocols for future library use.
- Clean and dust.
- Shelve returns and take down book displays.
- Virtual programs will continue.
- Shelf read, fix erroneous spine labels, and other collection maintenance.
- Catalog and process physical items in collection.
- Set up an area in the ground floor lobby for future hold pick up.

Phase 2 - Parking Lot Pick Up begins (June 8)

- Staff call patrons who have items that were placed on the hold shelf before the closure to ask them if they'll would still like them and to set up appointment for Parking Lot Pick Up
- Patrons may submit their hold requests through their CWMARS account. Staff receive hold requests by phone and email at whitinsvillelibrary@cwmar.org. Once staff have collected requested items, staff will call patrons to set up a time to pick up their requests. No more than 20 requests per household per pick up day.
- Due to the pause in MLS delivery, patrons will only be able to place holds for pick up for items that are currently in Whitinsville Social Library.
- Patrons will pick up items they requested in the ground floor lobby at their scheduled times. All items will be in brown paper bags and clearly labeled with cardholder's first name.
- Residents who do not have library cards can sign up for a Temporary Library Card remotely at www.tinyurl.com/WSLCardSignUp. These accounts last three months and must be renewed in person after the library reopens.
- Signage and plastic partitions installed in anticipation of Phase 3.

Phase 3 – Limited walk-in service (Estimated Date July 6)

- Patrons must wear masks to enter the building.
- Patrons enter building to pick up holds and/or quickly grab items they want to check out and bring home.
- The library will not be open as a space for socializing or working for periods of time longer than 30 minutes. No greater than 25 people can be inside the building including staff.
- Patrons are highly encouraged to research item availability and location in the online catalog and place item on hold before arriving at the library.
- One public computer will be available for 30 minutes per session.
- Staff will retrieve requested titles from the stacks.
- Patrons must wipe down computer area / copy machine when finished.
- Patrons must adhere to social distancing and one-way aisle requirements marked on the floor.
- Toys, AWE Station (kid's computer) and Chromebooks will not be available for use.
- New patrons can sign up for library cards in person.
- Tables will not be available for use. Only a few chairs will be available on each level.
- Staff will disinfect circulation desks, phones, computers, and mice 2x daily.
- Patrons are encouraged to use MeeScan, a self-check out app, to check out their own items or use the self-check out computer.
- Handling of physical items by staff will be limited as much as possible. Patrons will be encouraged to pay fines online instead of cash.
- Public bathroom available for washing hands.
- Volunteers have the option to return.
- Library Assistant works at the circulation desk, Senior Library Assistant roams the building to help patrons quickly and ensure people are social distancing and keep the occupancy level correct. Library Director or Youth Services Librarian will speak to those who are not wearing masks.
- Friends of the Whitinsville Social Library ongoing book sale is accessible on the first floor back hallway by the elevator. Patrons pay for books in the cash box attached to its bookshelf.

Phase 4 – Full-service (Estimated September 2020)

- When advised by the Northbridge Board of Health or public health officials, resume in-person programming, increase the number of computers available for use, and return tables and chairs to public areas.

Exhibit C – Department of Public Works

General Guidance for Phase 1 and 2:

- All DPW Employees were given face masks and were directed to abide by Governor Baker's Order requiring face masks or face coverings in public places where social distancing is not possible.
- The Sewer Superintendent and Highway Superintendent will continue to perform normal office hours at each of their respective facilities.
- The DPW Director and DPW Administrative Assistant will continue to work both remotely and after-hour normal office hours to avoid having more than 1-person in the shared office at any time.
- All field staff were also directed to practice social distancing during break times, in vehicles and in the performance of their work tasks (where applicable).
- All facility areas and equipment will continue to be sanitized (via Lysol/Chlorox wipes) on as needed/daily basis and access from the Public will be prohibited (with signage on the entrance doors). All employees were directed to wash their hands/etc. frequently.
- Continue to perform resident/developer follow-ups; receipt/payment of invoices; processing of water/sewer/road opening/contractor licensing; payroll/time-off requests; etc. under current normal office/remote office hours conditions.
- Continue monitoring and applying daily COVID-19 Response Command Center (MEMA) Situation Updates and recommended measures.

Phase 3 (06 July 2020):

- All DPW Employees will continue to wear face masks and and to abide by Governor Baker's Order requiring face masks or face coverings in public places where social distancing is not possible.
- **All staff returns.**
- The Sewer Superintendent and Highway Superintendent will continue to perform normal office hours at each of their respective facilities.
- Limited office hours will be Monday through Friday from 10 a.m. to 2 p.m. Appointments with the public at other times will be in accordance with COVID-19 safety protocols at all times.
- All DPW staff will continue to practice social distancing during break times, in vehicles and in the performance of their work tasks (where applicable).
- All facility areas and equipment will continue to be sanitized (via Lysol/Chlorox wipes) on as needed/daily basis and access from the Public will be prohibited (with signage on the entrance doors). All employees were directed to wash their hands/etc. frequently.
- Continue to perform resident/developer follow-ups; receipt/payment of invoices; processing of water/sewer/road opening/contractor licensing; payroll/time-off requests; etc. under current normal office/remote office hours conditions.

- Beginning on June 15th and on each day, every employee must self-certify to their supervisor that they: (a) Have no signs of a fever or temperature above 100.3 degrees, a cough, or difficulty breathing within the past 24 hours; (b) Are not aware of having “close contact” with any individual diagnosed with COVID-19, whereas “close contact” means: living in the same household as a person who has tested positive for COVID-19; caring for a person who has tested positive for COVID-19; being within 6 feet of a person for more than 15 minutes who has tested positive for COVID-19, or coming in direct contact (e.g., sharing utensils, being coughed or sneezed on) from a person who has tested positive for COVID-19, while that person was symptomatic; have not been asked to self-isolate or quarantine by their health care provider or a local public health official.
- Employees exhibiting symptoms or unable to self-certify will be directed to leave the workplace, seek medical attention and testing (if applicable).
- Continue monitoring and applying daily COVID-19 Response Command Center (MEMA) Situation Updates and recommended measures

Phase 4 (Date TBD):

- All services and public access will return following strict guidelines (TBD).
- Continue monitoring and applying daily COVID-19 Response Command Center (MEMA) Situation Updates and recommended measures (if applicable).

Exhibit D – Police Station

Phase 1, 2 & 3:

In response to the Governor’s State of Emergency, and to protect the members of the Department and the public, the Northbridge Police Department implemented the following changes as it relates to the Police Station Building and Service and are in effect until further notice.

- **Illness** – Employees who have flu-like symptoms should not come to work. These symptoms include, but are not limited to, fever, cough, shortness of breath, and body aches. Prior to returning to work, an employee who had these symptoms shall check with Lt. Labrie or Chief Warchol. They may determine that the employee should stay out briefly beyond the cessation of symptoms. Employees may not return to the building prior to receiving permission from the Chief or the Lieutenant.
- **Exposure** – Employees who have been exposed, or think they have been exposed, should report that exposure to their supervisor via telephone immediately and avoid contact with others.
- **Time in the Station** – Officers should minimize employee-to-employee close contact. Employees should not congregate in groups in the station. This includes Dispatch and the lunch room. When employees are in contact with one another, they should attempt to use social distancing – standing at a distance of six feet to ten feet – to prevent any spread of a virus.

Officers will minimize their time in the station, Officers who do not have their own computer/office work station will read the log on their cruiser MDT. Sergeant’s/OIC will make sure that officers are apprised of any critical information.

Unless absolutely necessary, officers will not ride together in patrol vehicles.

- **Common Areas** – Employees should wipe down common areas such as in the report room or the lunch room prior to use. They should take extra care when using common computers or phones to ensure that they disinfect those surfaces prior to each use. These areas need to be kept free of all clutter to make wiping the surfaces easier. There are bottles of disinfectant available on the counters.
- **Dispatch** – Dispatchers are to wipe down their work areas at the start of each shift. This includes their computer keyboards and their phones and surrounding work areas/spaces.

Officers should stay out of the dispatch area and not approach dispatchers. If officers need to enter the dispatch area they should remain in the area of the back counter. Any communication with dispatchers is to be done from the back counter area. If you print something and need to retrieve it from the printer go around and not through the dispatch area.

Dispatchers should attempt to handle minor calls via telephone or email. If the call cannot be handled by the dispatcher it will be forwarded to either the shift supervisor or sector cruiser and they will decide on the appropriate response.

- **Shift Change Procedures** – In an effort to minimize contact and reduce potential exposure to the “Novel Corona Virus”, the following procedures will be followed.

During shift change, members of separate shifts will not be present in locker rooms at the same time. The incoming shift will report to work, prepare their uniforms and equipment

for duty then exit the locker room. After all of the incoming shift has cleared the locker room, the outgoing shift will enter the locker room and remove their equipment and uniforms. The outgoing shift will make all efforts to expeditiously leave the station. All shift change briefings between shift supervisors will take place from a distance of six feet. The incoming shift will be responsible for decontaminating their work areas. All Officers that are assigned a workstation, will utilize their own.

- **Contact With the Public** – Members of the public should be discouraged from entering the police station if their complaints can be handled by phone or email. If writing implements are provided to the public they should be discarded, disposable pens are available in dispatch.
 - **Masks** – all members of the public entering the station are required to wear a mask that covers both the nose and mouth as required by law.
- **Hand Washing** – Employees should make it a habit to wash their hands with warm soapy water, for at least 20 seconds, after each interaction with the public whenever possible. If necessary, officers should check with Dispatch upon clearing a call and return to the station to wash up. In the alternative, and where possible, they should use an alcohol based gel to clean their hands until they can wash them. Hand sanitizer is available in each cruiser.
- **Food** – Food brought to the station by members of the community shall not be accepted. Eating from a large common tray of food is an effective way to spread an illness; therefore we shall not take these trays in until further notice. There should only be one (1) person in the station eating lunch at any time.
- **Training** – All training in the station training room shall be suspended if deemed necessary.
- **Cruisers** – Officers should disinfect commonly-touched areas of their vehicle at the start and end of each shift. This process should include computer/MDT keyboards, all accessory buttons, door handles, and any other surfaces generally touched. Decontamination of work areas is directed as the Officer's first task during their tour of duty.

Officers should drive with windows open (at least partially) to ventilate the patrol vehicle. Weather permitting, Officer's shall leave windows open when their patrol vehicle is parked.

- **Medical Calls** – When dispatchers receive a medical call, they should obtain as much information as possible about the patient's symptoms and notify responding police officers and ambulance personnel of any symptoms that could be related to the COVID-19 virus by stating: *Please respond to 1 Hope Street for a medical, please call the station.* Dispatchers will avoid using the radio to notify officers and paramedics of the above medical symptoms so as to avoid creating panic in the community. Officers will still be dispatched to medical calls; however if the call involves symptoms that include fever, cough, difficulty breathing or shortness of breath or flu like symptoms the officers will not enter the premises and will wait for the arrival of the Northbridge Fire Department Ambulance; additionally, if possible officers should maintain a safe distance of 6-10 feet from all patients and the officer should refrain from entering the premises. If the situation is a life threatening situation the officers will respond and render aid, using appropriate

protective equipment. Officers will continue to respond to serious medical call's, mental health evaluations and anytime EMD is initiated. Lower priority medical calls (gastrointestinal discomfort, lift assists, etc.) or when patients are identified as a high risk of COVID-19 exposure will be treated by the Northbridge Fire Department.

If no ambulance is available officers may have to enter the premises to render aid. Appropriate PPE gear to be worn as the situation may require.

If required to go to a hospital emergency room for any reason, the officer should wear an N95 mask.

Nursing homes across the country are experiencing high rates of residents testing positive for COVID-19. Officers should not enter a nursing home except in the case of a dire emergency or when requested by members of the Northbridge Fire Department.

- **Calls for Service** - Officers should attempt to handle calls via telephone when no one is in immediate danger. Reports of past thefts, property damage, landlord tenant disputes, parental disciplinary consultations, civil matters, unspecified request for service's (further dispatch screening when possible), can be taken over the telephone.

When arriving at a call for service, if the circumstance allows, officers should make an initial inquiry about whether anyone in the home or business is ill. If exposure to COVID-19 is suspected and the circumstance allows, officers should ask the person who initiated the call for service to meet outside of the home or building.

- **Arrests – Officers** are encouraged to exercise discretion and avoid arrests for minor offenses that do not endanger others, including property crimes. A concern for law enforcement is the spreading of COVID-19 to officers. Additionally, with courts throughout the State being closed, these arrests will only further backlog the system. Supervisors/Officers are encouraged to evaluate on a case by case basis the need for arrest or to use complaint application process as an alternative to arrest where appropriate. The close contact needed during an arrest is an opportunity to spread illness. Complaint applications are the preferred option during the COVID-19 epidemic unless the law requires arrests or a serious felony has occurred.

Department vehicles must be disinfected after the transport of any third party so that the next passenger will not be exposed. Thus, limiting the number of transports by discouraging non-essential arrests it reduces the number of exposures. Vehicles will be disinfected immediately after each transport by the Northbridge Fire Department.

- **Traffic Enforcement** – During the COVID-19 epidemic officers should minimize any activity of a minor nature that would create physical contact with the operator. If officers make a traffic stop for a minor violation, it is suggested that you give the operator a verbal warning. If a written citation is issued, officers should sanitize their hands immediately with hand sanitizing gel.

I am expecting officers to remain visible to the public by parking and monitoring traffic in high traffic areas.

When responding to motor vehicle accidents officers should evaluate the scene upon arrival and if there are no injuries maintain social distancing. If there are minor personal injuries, officers should maintain control of the scene and await the Northbridge Fire Department Ambulance. If officers are required to administer medical aid to the victims, they will use suitable personal protection equipment.

Phase 4:

- Implementing Phase 4 allowing for full public access and restoring all public services by the Police Department will be a simple transition as the Police Department had maintained restricted public access and continued to provide all public services during the height of the COVID-19 Pandemic.
- Police Department personnel will continue to follow all health and safety protocols established during Phase 1 and Phase 2 of the COVID-19 Pandemic.
- The Police Department will communicate with the public through social media on restoring full public access to the Police Department and what community members should expect including how officers will continue to limit physical contact and continue to maintain social distancing and the importance of wearing a mask.
- The Police Department will continue promote the use of some online services.
- The Police Department will begin to revise its Arrest and Traffic Enforcement Policies following the International Association of Chiefs of Police policy on “Enforcement during the COVID-19 Pandemic”.

Exhibit E – Fire Department

Currently in place:

- On March 17, 2020 the Northbridge Fire Department closed its stations to the public.
 - No Public Education.
 - No family admitted into the station.
 - Fire Prevention was and is being done by the mail, both normal mail service as well as Email.
 - Exterior inspections only at this time.
 - Suspension of all inside inspections (Smoke detectors, Oil burners, etc).
- An employee health screening process was also implemented.
 - Health questionnaire and temperature check each morning.
 - Social distancing is encouraged as best as possible.
 - Employees must wear a mask whenever they are out of the station and cannot maintain social distancing.
 - Because of the nature of our work, there is not a mask policy when inside the station or when operating on the fire ground.
 - Clothes washing machine and dryer was purchased to clean soiled uniforms and employees must keep their uniforms in the station. This is to prevent cross contamination and reduce the chance that the employee will bring any contaminant home with them at the end of their shift.
- A cleaning policy was developed for the station in general as well as all fire apparatus and especially both ambulances.
 - The stations are cleaned twice each day and all common rooms are disinfected using a fogger machine.
 - Ambulances are cleaned thoroughly each shift as well as after each EMS call.
 - The ambulances are disinfected at the beginning of each shift using the fogger as well as after any call that had possible COVID-19 symptoms.
 - Fire apparatus is cleaned weekly as well as after any incident.
 - Fire apparatus is disinfected each week using fogger.
- Personal Protective Equipment
 - All personnel are to wear N95 masks, Tyvek suits, gloves and eye protection on all calls that have possible COVID-19 symptoms.
 - Dispatchers are to ask a series of questions to help determine if the victim or family has possible symptoms. Any call that either the dispatch is unable to obtain the needed information, or the caller answered positive to any question then full PPE is worn.
 - On COVID-19 calls the EMS personnel attempt to have as little patient contact as possible, upon arrival one Paramedic enters the building in full PPE and assesses

the patient and places a mask on the patient. If the patient is able to walk on their own, they are assisted out to the stretcher and loaded into the ambulance. The single Paramedic will then begin treatment while transporting the patient to the hospital. This limits the amount of contact with the patient.

- All other EMS incidents with negative answers to the questions are handled like regular EMS calls with the exception that EMS personnel will wear a mask and gloves and the patient will be put on a mask.
- Any personnel that are exposed to a COVID-19 positive patient will be quarantined for 14-days.
 - The employee has the option of isolating themselves at home or going to a designated hotel to quarantine.
 - Because the incubation period for the virus is believed to be 3-7 days the employee will be sent to be tested on day 5 of the quarantine if they are asymptomatic. If the employee at any time shows symptoms they will automatically be tested.
 - The employee will then follow the recovery protocol outlined by DPH, which does not allow the employee to return to duty until symptom free for days and a minimum of 10 days from onset of contact.
 - Patient must also test negative prior to returning to duty.

Phase 3 / Re-opening of the Fire Station:

On June 22, 2020 Fire prevention will begin doing inside inspections.

- Inspectors will ask the questions about COVID-19 symptoms to the owners or families that reside at the residence.
- Inspectors will wear a mask and gloves while performing the inspection.

The public will be allowed into the station on a limited basis and be restricted to the area in the ambulance bay outside the office window for general business. Outside vendors will be allowed limited access to the building to perform whatever service is needed.

- All members of the public must wear a mask when in the station.
- Employees will wear masks when the public is in the building.
- No member of the public will be allowed into the office area
- Business is to be conducted at the designated office window.
- Employee contact is to be limited as much as possible.
- Hand washing station will be set-up at window service area.
- Vendors that are providing service work in the station shall be subject to health check and temperature check.
- All other pre-cautions will remain in place at this time until the state is fully re-opened, Phase IV and back to normal. At that time, we will re-assess this protocol and adjust as needed.

Exhibit F - Council on Aging/Senior Center

COA Preliminary Safety Procedures for Staff Return to Sr Center

End of Phase 1 / Start of Phase 2:

Effective June 1, 2020, personnel of the Council on Aging will begin to report to work at the Northbridge Senior Center. Staffing will be scheduled on rotating basis with only two staff members in the building at the same time. The focus of work will be answering calls, administrative tasks to include planning for future opening and continuing to remotely assist the people we serve.

Initial hours of operation will be as follows:

Monday – Thursday, 8:30 am – 1 pm, with the remainder of work hours continuing remotely.

- ❖ Establish alternating days or extra shifts that reduce the total number of employees in the facility at a given time, allowing to maintain distance from one another while phasing into a full onsite work week.
 - Please note, the Tri Valley Nutrition Manager is also in the building in his designated workspace.
- ❖ Workers must wear face coverings when social distancing of 6 feet is not possible, except where unsafe due to medical condition or disability.
- ❖ Access to handwashing facilities, including those available in restrooms, and allowing employees sufficient break time to wash hands, as necessary.
 - With two staff members present during each shift, will allow for necessary breaks
- ❖ Alcohol-based hand sanitizers, as available.
 - Each staff member will be provided with a ‘care package’ of the following items: hand sanitizer, Clorox wipes, disposable masks and gloves for their individual workspace.
- ❖ Ensure workspaces are at least six feet apart and discourage workers from using other workers’ phones, desks, offices, or other work tools and equipment, when possible.
 - Each staff member has his/her own designated office space not shared by any other staff person. Each staff member’s phone is programmed to receive incoming calls from both outside and inside the building.
- ❖ Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.
 - In common work areas such as reception area, copier/fax and kitchen will post signage and have a supply of Clorox wipes and hand sanitizer available
 - At the end of each shift, staff will complete and sign a cleaning/disinfectant checklist
- ❖ Employees who are sick should not report to work. If, when reporting to work, employees have symptoms of COVID-19, they must be sent home.
 - Regular check-in’s with staff for both physical and emotional health

Phase 3 and Phase 4 in development.