**Updated Guidance Re: Meeting of Public Bodies during Covid-19 Pandemic**

In response to the Covid-19 pandemic, at their meeting of March 16, 2020, the Colrain Select Board voted to suspend all public meetings until further notice while the Town considered alternative meeting venues. Since this decision was made, meetings, when necessary, have occurred remotely or outdoors. As winter approaches and the likelihood of outdoor meetings diminishes, the Select Board has developed the following protocol to enable public bodies to meet. This includes Town boards and committees, both elected and appointed:

* All meetings are strongly encouraged to be held remotely.
* If a compelling reason exists to hold an in-person meeting, it must be approved in advance by the Select Board.
* Requests for in-person meetings must be submitted in writing by the board/committee chair to the Select Board no later than three (3) weeks prior to the proposed meeting date.
* Approved in-person meetings may be held at the Colrain Central School (CCS) in accordance with the following protocol:

1. Submit a Building Use Form (Attachment A) to Sandy White by fax (413) 624-0176 or by e-mail at [swhite@mtrsd.org](mailto:swhite@mtrsd.org). This is important in order to ensure both room availability and custodian availability to clean after the meeting.
2. All meeting attendees must sign in on the sheet located on the table by the back door. Also located on the table is a bottle of hand sanitizer that should be utilized by all attendees as they arrive. For those who would prefer to wash their hands rather than use sanitizer, they can sign in and go immediately to one of the bathrooms by the cafe to do so. **Please make sure everyone in attendance signs the attendance sheet in the event contact tracing is required!**
3. Masks are required! (Masks will also be available at the sign-in desk.)
4. It is the duty of the board/committee chair to ensure all protocol are followed.

Please see additional guidance provided by the Commonwealth (DPH) (Attachment B) and the Colrain Board of Health (Attachment C).

12-08-2020

# **Attachment A**

MOHAWK TRAIL REGIONAL SCHOOL DISTRICT KF-E

BUILDING RENTAL APPLICATION/CONTRACT FOR SCHOOL FACILITIES

Name of Organization: Date:

Name of Applicant:

Address: Telephone No.:

Facility To Be Rented: Type of Event:

Date(s) of use: Time(s) From: To:

Number of People Expected to Attend: Serve Safe Certified Person

USE OF FACILITY TERMS

1. Organizations desiring to use school buildings should apply to the Principal's Office of the School Building they wish to use.
2. Smoking and use of alcoholic beverages in school buildings or on school grounds is forbidden by law.
3. No marking, driving of nails or other defacing of a school building or its contents will be permitted.
4. Consumption of food and beverage is not allowed in gymnasium or auditorium areas.
5. The use of the school facility shall terminate no later than twelve o'clock on all nights.

□ CATEGORY #1 Community Events Requiring Nominal Use of Utilities

* No fees will be required for these events
* Official town meetings are considered within this category

D CATEGORY #2 Community Events Requiring More Than Nominal Use of Utilities

* The following fee schedule will apply for these events:

CATEGORY #2 HOURLY RENTAL FEES:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | CATEGORY #2 FEES | # OF HOURS REQUIRED | TOTAL COST |
| ELEMENTARY BUILDING | |  |  |  |
|  | Classroom (or classroom type room) | $30 |  |  |
|  | Cafeteria/Auditorium/gymnasium | $50 |  |  |
|  | Library | $40 |  |  |
|  | Kitchen | $50 |  |  |
|  |  |  |  |  |
| HIGH SCHOOL BUILDING | |  |  |  |
|  | Regular Classroom | $30 |  |  |
|  | Double Classroom | $50 |  |  |
|  | Full Gymnasium (old) | $80 |  |  |
|  | Half Gymnasium (new) | $70 |  |  |
|  | Auditorium | $80 |  |  |
|  | Music Room | $50 |  |  |
|  | Computer Room | $80 |  |  |
|  | Cafeteria (Cafe only) | $80 |  |  |
|  | Cafeteria (including kitchen for serving only) | $100 |  |  |
|  | Cafeteria (including kitchen for prep & serving) | $120 |  |  |
|  | Library | $60 |  |  |
|  | Athletic Fields | $30 |  |  |

\*\*Long term use of building space can be negotiated at a lower rate.

SERVICES - All set-up and striking time shall be included in charge for personnel. Payments for all personnel MUST be made out to

the School Department. No Direct Payment is allowed.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Per Hour | # of hours required | Total Anticipated Cost |
| Custodian | $27 |  |  |
| Cafeteria Staff | $27 |  |  |
| Stage Manager | $30 |  |  |
| Stage Hands | $10 |  |  |

EQUIPMENT - Charges are for each Event

|  |  |  |
| --- | --- | --- |
|  | Per Event | Check if required |
| PA Sound System | $75 |  |
| Sound Ceiling | $10 |  |
| Stageboard | $10 |  |
| Mic Mixer | $20 |  |
| Microphones | $10 |  |
| Spotlight | $20 |  |
| Movie Screen | $20 |  |

PAYMENT MUST BE RECEIVED PRIOR TO THE USE OF A FACILITY UNLESS OTHERWISE AGREED UPON BY THE BUSINESS  
OFFICE. CHECKS MUST BE MADE PAYABLE TO MOHA WE TRAIL REGIONAL SCHOOL DISTRICT. IF THE FACILITY IS TO BE

RENTED FOR THE SEASON, YOU MUST ATTACH A SCHEDULE TO THIS CONTRACT.

{Total Charge 1 $

I/We agree to abide by the School Committee Regulations covering the use of the school facilities as outlined on this application form.  
The renter agrees to hold the Mohawk Trail Regional School District including their agents and employees harmless and indemnify  
them from all loss, injury or damage claims while on rental premises.

^Signed For: (Name of Organization)

SCHOOL PRINCIPAL APPROVAL: DATE:

CENTRAL OFFICE APPROVAL: DATE:

On days when school has been cancelled because of emergency conditions, all scheduled use by outside renters will automatically be  
cancelled. When possible, groups will be notified if there is a cancellation during a scheduled school day.

# **Attachment B**

# November 13, 2020

# **Colrain Board of Health recommended Guidelines for Public Meetings**

# The Colrain Board of Health encourages all Colrain Board/Committee meeting to be held in a virtual manner, however if a Board/Committee has compelling reasons to meet in person, the follow guidelines must be adhered to.

# Reasons to require an in person meeting are items such as, but not limited to:

# Hearings that require the use of visual aids such as architectural drawings or models

# Meetings that will rely on multiple visual aids or handouts where meeting virtually would be difficult, or impossible for many citizens of Colrain to fully participate in the meeting of see the exhibits.

# All public meetings of Boards/Committees of the Town of Colrain that are held in person rather than on a virtual platform must ensure the health and safety of the participants and public.

# All meetings, except executive sessions, must have the capability to be virtually attended, by call in or Zoom style platform, by a member of the public. All posted agendas must contain the required access numbers and/or links. No person shall be forced to not attend a meeting for reasons of not feeling safe to do so. As Legislative Bodies, all Annual or Special Town Meeting are exempt from this guideline.

# All meetings, indoors or outdoors, must be able to have space accommodate all parties, including the members of the board/committee, clerks, any parties having business with the board/committee and the general public.

# Required Social Distancing: In addition to the capacity restrictions specified below, all participants in indoor and outdoor meetings, must maintain at least 6 feet of physical distance from every other participant in the meeting, except where participants are members of the same household. A meeting shall violate this provision where, no matter the number of participants present, conditions or activities at the meeting are such that it is not reasonably possible for all participants to maintain this degree of separation.

# For indoor meetings are limited to 10 persons per 1,000 square feet of accessible, indoor floor space and never more than 25 persons in a single enclosed, indoor space. All participants must be greater than six feet apart, AND comply with Face Covering Orders. If any person attending the event cannot wear a face covering, and is unwilling to participate virtually, they must be required to stay separated from those that wear a face covering by a distance of no less than twelve feet. If any person or persons choose to attend virtually, they must be able to hear all conversations as well as be heard by all in attendance physically and virtually. The board/committee chair is

# responsible to ensure this standard can be met. As Legislative Bodies, all Annual or Special Town Meeting are exempt from this guideline.

# All meetings held outdoors, held in an unenclosed (less than 50% of sides covered) space are limited to a maximum of 100\*\* persons in a single space. If any person or persons choose to attend virtually, they must be able to hear all conversations as well as be heard by all in attendance physically and virtually. The board/committee chair is responsible to ensure this standard can be met. If any person attending the meeting cannot wear a face covering, and is unwilling to participate virtually, they must be required to stay separated from those that wear a face covering by a distance of no less than twelve feet. As Legislative Bodies, all Annual or Special Town Meeting are exempt from this guideline.

# \*\* Notification to Colrain Board of Health: For outdoor meetings where more than 50 attendees are anticipated, the Board/Committee posting the meeting shall provide written notice to the Colrain Board of Health at least 1 week before the meeting is scheduled. For meetings where more than 50 attendees are anticipated, the Chair or the Board/Committee shall be responsible for providing this notice. The notification shall include, at minimum, the location and time of the planned Meeting, the name and contact information of the Chair, the number of anticipated attendees.

# All Meetings, no matter the size or location, must end and all participants must disperse by 9:30 pm. As Legislative Bodies, all Annual or Special Town Meeting are exempt from this guideline.

# Face Coverings: Consistent with the Revised Order Requiring Face Coverings in Public Places (COVID-19 Order No. 55), all persons over the age of 5 must wear masks or cloth face coverings over their mouth and nose when in a public location, including at meetings in public, except as provided in Section 2 of COVID-19 Order No. 55.

# For any meeting, if the number of people choosing to attend a meeting, exceeds the number allowed for that space, the Chair of that board/committee shall make provisions for all to participate including, but not limited to the following options:

# Relocating the meeting to a location that can accommodate the number of interested parties including posting at the original location the new location for the meeting. Time shall be allowed for all persons to move, as well to allow for late comers to arrive after finding the change of location.

# Announcing that the location is at capacity and that accommodations will have to be made. At this time, determine of enough people are willing to participate virtually to decrease physical attendance to that within the guidelines.

# Adjournment to a date and time certain in a location that will accommodate the number of interested parties.

# For all meetings held indoors, or in an enclosed outdoor area, all persons present shall be asked to complete the checklist at the end of this guidance. The clerk shall maintain the list for a three week period. After which they should be shredded. For those that refuse, the clerk shall document a name and any contact information gathered.

# The Chair of any Board. Committee shall make provisions that assure a meeting location shall be cleaned, including tables, chairs, door handles, bathrooms, etc., after each use.

# Prepared for Colrain Board of Health



# Randy Crochier Regional Health Agent

# Date: Meeting

# NAME: PHONE #

# Check all that applies below

# Have you or anyone in your household had any of the following symptoms in the last 14 days: o Sore throat

# o Cough: (Not related to chronic condition)

# o New nasal congestion or New runny nose (not related to seasonal allergies) o Body aches or chills

# o Shortness of breath or other respiratory problem o Loss of smell or taste

# o Fever at or greater than 100 degrees Fahrenheit o New sinus pain/pressure o Diarrhea

# Have you or anyone in your household tested positive for COVID-19? YES NO

# Have you or anyone in your household visited or received treatment in a hospital, nursing home, long-term care, or other health care facility in the past 14 days? YES NO

# Have you or anyone in your household traveled in or out of the U.S. in the past 14 days? YES NO

# Have you or anyone in your household cared for an individual who is in quarantine or has tested positive for COVID-19? YES NO

# Do you have any reason to believe you or anyone in your household has been exposed to or acquired COVID-19? YES NO

# If yes to any of the above, please arrange to attend this meeting in a virtual manner.

**Attachment C**

**GUIDANCE FOR TOWN MEETINGS TO ADDRESS** COVID-19

**As of November 23, 2020**

**Purpose**

These sector specific COVID-19 safety recommendations for Town Meetings are issued to provide  
municipalities with instructions to help protect against the spread of COVID-19 as in-person meetings  
resume.

These standards are advisory only and are not exclusive or exhaustive. The public health data for  
disease prevention upon which these guidelines are based can and does change frequently.

**General Standards**

These standards apply to all town meetings.

Town officials should communicate to residents 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 in person. 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 encouraged to stay home. .

Town officials are encouraged, to the extent feasible, to hold meetings virtually or outdoors and to  
ensure that attendees are spaced at least 6 feet apart. If outdoor meetings are not feasible, towns are  
advised to abide by the following policies in conducting town meeting.

I. Attendance

* Hosting town meeting by remote participation and reduction of quorum as allowed by   
  Chapter 92 of the Acts of 2020, is strongly encouraged including:
* .Voting to set the number of voters necessary to constitute a quorum at any town meeting  
  held during the Governor's March 10, 2020 declaration of a state of emergency at a number  
  that Is less than the number that would otherwise be required by law, town by-law or town  
  charter; provided, however, that the number of voters necessary to constitute a quorum shall  
  not be less than 10 per cent of the number that would otherwise be required; "
* Remote participation, including, but not limited to, by means of a video or telephone conferencing platform, if the moderator in a town having a representative town meeting,  
  determines that it is not possible to safely assemble the town meeting members and  
  interested members of the public in a common location while complying with any applicable  
  state or local orders; and
* Voting to hold town meeting-outside the geographic limits of the town if the select board or  
  board of selectmen determines that it is not possible to adequately conduct town meeting in  
  a location within the town in a manner that ensures health and safety.
* Attendees of town meeting should sign in as they would normally do. Town staff should  
  ensure that they have the correct contact information for attendees, to permit contract  
  tracing if required. . '
  1. Social Distancing

Seating

* Seating should be arranged to permit attendees to sit at least 6 feet apart. Members of the  
  same immediate household may be allowed to sit together and Iess than 6 feet apart
* If there is fixed seating, rows should be blocked off and kept empty to allow for sufficient distancing between rows
* Town officials are encouraged to place tape or other visual distancing markings on seating to delineate 6 ft. separations and to post signage indicating the maximum number of persons permitted per row , .
* Promote ventilation for enclosed spaces where possible. For example, open windows  
  and doors to allow airflow
* Lines at microphones for questions or comments should be taped to keep people six  
  feet apart. Microphones should be disinfected after each speaker

Entering and Exiting

* Town meetings are advised to take steps to encourage orderly entering and exiting of meetings in a manner that encourages social distancing. For example:

o Signage or floor markings should be posted to have one-way aisles or otherwise direct

attendees to follow certain pathways for entering and exiting the meetings  
o If a line forms outside of the meeting, those waiting should be directed to maintain  
social distancing, tape or other markings, on the ground outside of the meeting should  
be placed to encourage attendees to maintain social distancing of at least 6 feet  
o Staff should direct people in high traffic areas to help maintain social distancing  
o Town officials or other staff should direct successive, row-by-row exiting

1. Face Coverings

* All 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 locations of town meeting or otherwise participating in in-person meetings,  
  except where 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 shall not be required to produce documentation verifying the condition
* Individuals addressing town meeting may remove his or her face covering while doing so, provided that he or she is able to maintain a distance of at least 6 feet from other persons present
* Installation of protective, plexi-glass or other transparent barriers are recommended  
  for podiums and other points of address
* Towns are strongly advised not to arrange for or permit communal gathering pre or post meeting (e.g., coffee or other food services)

1. Cleaning and Disinfecting and Hygiene Protocols

* Locations of meetings shall be cleaned and disinfected before and after each meeting,  
  including disinfection of heavy transit areas and high-touch surfaces (e.g., doorknobs,  
  bathrooms, microphones, shared instruments) .
* Markings should be placed outside of bathrooms to adhere to the 6 ft. distance between each  
  attendee
* If town meeting officials learn that an individual with CQViD-19 attended a meeting or  
  otherwise entered the building, the town should 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/coronavjrus/2Q19-> ncov/communitv/disinfecting-building-  
  facilitv.html
* Town meeting officials should ensure that officials and residents have access to handwashing  
  facilities, including soap and running water, and allow workers sufficient break time to wash  
  hands, as necessary. They are also encouraged to make alcohol-based hand sanitizers with at  
  least 60% alcohol available, if possible
* Town Warrants and other paper that is distributed at a meeting should be done so in a manner  
  to ensure social distancing and not be shared between attendees Towns that use electronic  
  voting machines should disinfect the machine between each use

1. Notification of Positive Case

* Town meeting officials should work with the board of health in the event that anyone is  
  exposed to COViD-19 at the meeting. Meeting attendees may need to be identified and  
  contacted by the board of health or Contact Tracing Collaborative.