



Town of Wallingford, Connecticut

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MEMORANDUM

TO: All Boards and Commissions
FROM: Janis M. Small, Corporation Counsel
RE: Revised Meeting Protocol
DATE: October 7, 2020

REVISED Boards and Commissions Meeting Protocol

In consultation with Stephen Civitelli, the Town's Health Director, the following protocol should be used for in-person meetings:

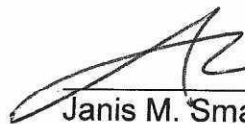
- 1) All attendees (Board members and public) shall wear a mask. Only persons who have written authorization from a medical provider (which must be available for inspection) exempting them from wearing a mask are allowed not to wear a mask. Any person authorized not to wear a mask must remain at least six (6) feet from every other person. If a person refuses to wear a mask or follow instructions, direct them to leave the meeting. If they refuse, call the police.
- 2) Practice six (6) feet of social distancing. Board members should consider changing the seating arrangement to provide distancing. If you change the seating arrangement, make sure the members speak into the microphone. They do not need to be on camera. They, however, must be part of the recording.
- 3) Touchless hand sanitizer devices are located throughout the building for public use.
- 4) The attendees should be reminded of the mask requirement. Advise individuals to distance themselves six feet from other attendees. (Attendees residing within the same household are not required to provide social distancing.)
- 5) For your information, the ventilation system has been maximized to increase circulation of outdoor air in the Town Hall. As of March 18, 2020, there are increased cleanings throughout the building focusing on high touch surfaces.

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- 6) The Health Department is continually monitoring the pandemic as it relates to community and county case levels. You will be advised of any changes to the guidance provided herein.
- 7) Chairpersons should consult with staff regarding the upcoming agenda and the expected turnout by the public. While no one can know for sure how many people will attend, you should have a general idea. If there are concerns that a large number of people may attend, staff should look into moving the meeting to a larger location. This should be addressed prior to posting the meeting. Generally, the Town Council chambers has been more than adequate to accommodate the public.
- 8) If the Chairperson has any questions, reach out to your staff, the Health Director, Stephen Civitelli or Corporation Counsel Janis Small.

Health Department: (203)294-2065

Law Department: (203)294-2140



Janis M. Small
Corporation Counsel

JMS/bjc

cc William W. Dickinson, Jr., Mayor
Vincent Cervoni, Chairman, Wallingford Town Council
Stephen A. Civitelli, Director, Department of Health