



TOWN OF SHREWSBURY

Richard D. Carney Municipal Office Building
100 Maple Avenue
Shrewsbury, Massachusetts 01545-5398

COVID-19 TOWN MEETING GUIDELINES & FAQ

To: Shrewsbury Town Meeting Members

From: Kevin Mizikar, Town Manager

Re: September Special Town Meeting 2020 COVID Policies and Procedures

Date: September 21, 2020

We appreciate your dedication to the Town of Shrewsbury and your service as a Town Meeting Member. The Town of Shrewsbury is committed to meeting the State Guidelines for a safe Town Meeting. With this memorandum, we are providing Town Meeting Members with guidance on how the 2020 September Special Town Meeting will be conducted with COVID-19 safety procedures in place.

The Town Meeting will be held at the Shrewsbury High School Field House at 64 Holden Street September 29, 2020 at 7:00PM. Please enter the building at the Field House which is the west entrance. Face masks or coverings must be worn at all times during the Town Meeting. If you are unable to wear a mask due to medical reasons, we will have a separate area for you to be seated to ensure safety for all attendees.

Before coming to Town Meeting: Please self-certify the following:

- Have no signs of a fever or a measured temperature at or above 100.4 degrees, a severe or persistent cough or trouble breathing within the past 24 hours.
- Have not had “close contact” with an 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 who has tested positive for COVID-19 for about 15 minutes, or coming in direct contact with secretions (e.g., sharing utensils, being coughed 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 doctor or a local public health official.
- Please note additional precautions taken for your safety: hand sanitizer will be provided in various locations around the Town Meeting area for your use.
- Please refrain from handshaking or touching in any manner.
- Maintain 6 feet + from other individuals that are not in your immediate family/household.
- Do not share any items, including food, pens, papers, electronics, etc.
- Cover coughing or sneezing with a tissue, then throw the tissue in the trash and wash hands, if no tissue is available then cough into your elbow.

- If you or a family/household member is feeling ill, please stay home.

Parking Procedure: Please park in the west parking lot adjacent to the Field House and enter at the west entrance. Please pay special attention to enter, exit and directional signs as some traffic flow may change.

Check in: There will be four check-in tables outside the entrance if weather permits, otherwise they will be set up inside at the entrance to the Field House. When checking in tellers will hand town meeting members a colored card to be used for voting in place of voting verbally. Please be sure to keep 6 feet distance apart while waiting in line to check in.

Seating: Seating will be provided that is distanced 6 feet apart to provide for social distancing. We will have ushers to guide Town Meeting Members to their seats.

Presentations: Presentations have been pre-recorded to limit the speaking time on the Town Meeting floor. Presentations can be seen here: <https://www.youtube.com/watch?v=3oRx04gsjE4>

Questions and answers will still be able to occur at Town Meeting prior to voting.

Adjournment: After Town Meeting adjourns, the moderator will excuse you from the meeting by row, starting at the back to ensure an orderly departure.