



THE CITY OF AUGUSTA

WILLIAM R. BRIDGEO, CITY MANAGER

CITY OF AUGUSTA, MAINE COVID-19 REOPENING PLAN

PHASE 1 – JUNE 1

1. General Cleaning and Disinfection:

All areas where staff and/or customers will be allowed are to be disinfected and cleaned daily in all city buildings. Staff will be responsible for disinfecting their own workstations with disinfecting products provided by Facilities Services or their Department Head.

This will be done using Hillyard Non-Acid Restroom Disinfectant/Cleaner in a spray bottle, which is approved for disinfection of COVID-19. It is a slow process while the public is in the building as it requires the custodian to remain at each location for several minutes after a surface has been treated in order to wipe dry. Treated surfaces should not be allowed to "Air Dry" while the building is occupied, but allow enough time on the surface to be effective before being wiped dry. People have a tendency to react badly when they touch wet door knobs or wet surfaces. Evening custodian will disinfect areas again allowing treated areas to air dry. Facilities Service bureau is in the process of purchasing a five electrostatic disinfection devices. They are in high demand right now, but we are hopeful that we'll have some of them by June. They will allow efficient disinfection of complex surfaces and large areas.

2. Face Coverings.

Conventional medical guidance is very clear that wearing face coverings (surgical or cloth masks, gaiters, transparent shields, etc.) is an important component of any strategy to contain and prevent the spread of viruses. Until such time as Covid-19 is no longer deemed to be a public health threat to employees and the public alike, the use of appropriate facial coverings shall be required in all City buildings subject to the following exceptions:

- For the public: The City's default position shall be that masks are required to be worn when entering City buildings. Consistent with State guidelines, individuals with an underlying medical condition (which need not be disclosed) that complicates their ability to wear a face covering, are exempt from doing so. The City shall maintain a supply of surgical masks and provide them to the public as necessary.
- For employees: Masks (or other appropriate facial coverings) shall be required to be worn unless any of the following conditions exist:
 - The employee is working out of doors and proper social distancing from other employees and the public can be constantly maintained.
 - The employee works alone in a private office and is not in contact with other employees or the public (at which time facial covering shall be worn).
 - The employee is the only person in a vehicle or in a vehicle with a plastic barrier

between occupants.

- The employee has an underlying medical condition (which need not be disclosed) that complicates their ability to wear a face covering in which case the employee and her/his supervisor shall ensure that adequate social distancing from all other employees and the public is achieved through other measures.

3. Non-Customer Facing Operations:

Resume normal schedules and shifts. Each space where staff work in close proximity to other staff will be reviewed by the Department Head and a plan will be outlined to enable staff to meet CDC guidelines. If physical changes must be made to the space to accomplish this, Facilities Services bureau will be consulted.

4. City Hall:

Services: All services will reopen to the public for regular working hours. Only the Cony Street entrance will be open for the public to use to enter the building. All means of egress in the case of an emergency will remain available in case emergency exiting in necessary.

The city will have a staff member at the Cony Street door managing the entering public, and directing them to the service they are here to use. Each service in the building will have a maximum number of individuals that can be served or be waiting at a time and the staff person monitoring the door will manage the number of people at each service. A waiting area will be set up on the first floor and outside the building if necessary. Only 25 customers will be allowed at various services at any one time. Any additional individuals waiting for an occupied service will be lined up both inside and outside. Available space for customers in the building are as follows:

1 at Development Services Counter

1 at Human Resources

6 by appointment with City Manager in City Council Chambers

5 at Clerk/Treasury windows and up to 7 in line at Clerk/Treasury

1 at the Assessor's Office

4 in public bathrooms – 2 in women's room and 2 in men's room.

3 waiting inside near the front door to get to an already occupied service

Additional customers will have to wait outside in a marked area

The exterior of the building will have an "In" funnel and an "out" funnel to manage people entering the building. This system may need to be adjusted as we learn how it works in practice.

A hand sanitizing station will be set up at the entrance to the building and all customers and staff entering the building will be required to use the sanitizer.

While City Hall is similar in nature to a retail store, it differs in that people come to get various different services. If a line exists outside for the Clerk/Treasury office, and an individual arrives to go to Human Resources when Human Resources has no one there, that individual will be allowed to go to that available service. Customers will be given a laminated, sanitized, color coded card for the service they are going to so that the city staff member monitoring the door can manage traffic in the building. The customer will return the card as they leave, placing it into a bin to be sanitized, and the staff member will thereby know which service has become available for the next customer.

Customers will use the central stair, which will be designated as up on one side and down on the other. The elevator will remain in use as needed by customers and staff. The end staircases will be for staff use only to enable staff to move around inside the building with as little customer contact as possible. Staff will be encouraged to use the private bathrooms throughout the building to reduce direct contact with the public. Floor stickers, tension barriers, tape, and sign posts will be used throughout the building to assist the public and staff in understanding what areas are public vs. staff only and how traffic will flow in the building. All

Pens will be placed in “used” container, to be cleaned before reuse; or a single pen should be used and disinfected between uses. Customers will be encouraged to use their own pens if they have them.

Customers will line up with 6 feet of distance from each other.

An additional daytime custodian at City Hall will be employed to focus on common areas that should be disinfected more frequently during our hours of operations. Disinfecting of customer areas should be done continually throughout the day. Common areas for disinfecting should include, but not limited to: Door Handles, Door Knobs, Panic Bars, Hand Railings, Glass Doors, Table Tops, Counter Tops, Water Fountains, and Restrooms.

Staff: Staff will be provided masks and gloves, or will be allowed to use their own cloth mask, but not required to wear them if they are protected by a plexi-glass guard. Staff will be supplied with hand sanitizer for use after each customer transaction. Staff who wait on a customer will be required to clean the counter area between each customer with disinfectant provided by the Facilities Bureau. A staff member will be in the lobby and help people know when they can go in to receive service, as described above.

Physical space alterations: Plexi-glass guards will be installed at the service counters and elsewhere as necessary. The interior vestibule door at the main entrance will be propped open to reduce touch surfaces. Signage, markers and stanchions will be setup and positioned to provide separation and direction on customer flow. Soft/cushioned customer chairs will be swapped out for hard surface chairs that can be disinfected regularly. Signage will be created to ensure people know what they need when they get to the counter to process various items.

A.City Manager’s Office.

Services: The Manager’s Office will be open to the public by appointment only.

Individuals wishing to meet with the Manager will need to call the Manager’s Office and

schedule an appointment. Any meetings with members of the public that the Manager takes will occur in the City Council Chambers, which will be set up in a way that allows maximum social distancing.

Staff: The Administrative Assistant and City Manager will be responsible for any disinfecting that becomes necessary during the day in the Manager's suite as a result of members of the public entering.

Physical space alterations: A plexi-glass shield will be put in place for the Manager's Administrative Assistant to separate her from the waiting area. The couch and the chair nearest to the supply closet will be roped off leaving only one seat to sit in.

B. Human Resources.

Services: Only one customer will be allowed in the waiting space at a time.

Staff: The Human Resources staff will be responsible for any disinfecting that becomes necessary during the day as a result of members of the public or employees entering.

Physical space alterations: A Plexi-glass shield will be hung from the ceiling and a tension barrier put in place to keep customers near the current waiting/table area.

C. Clerk/Tax Collector:

Services: Residents will be encouraged to conduct their business online to the extent that's possible. A maximum of 16 customers will be allowed to wait in the marked area near the Clerk/Tax Collector window.

Staff: Clerk/Tax Collector Staff will manage the customer waiting area in front of their window and direct customers on the proper route to use when leaving the window. Clerk/Tax Collector staff will be responsible for disinfecting the customer counter area between each customer and any pens that may be used by customers during a transaction before the next customer uses it. Staff will use the opened display case as a way to move past the public balcony area above the staircase in order to get in and out of their office space.

Physical space alterations: Plexi-glass shields will be in place at each open window to separate staff from the public. Plexi-glass shields are also in place to separate staff from each other where the 6 foot social distancing cannot be accomplished. Plexi-glass shields have been placed between the customers at the customer window service locations to separate customers from each other as they are waited on. The hallway in front of the Clerk/Tax Collector's space will be marked out with tension barriers, stickers, and arrows to indicate where people are to wait while keeping 6 feet of distance from each other. The balcony area above the stairs is a narrow point where entering and exiting members of the public will not be able to keep a full 6 feet distance as they pass each other, furthering the need for the public to be wearing masks inside the building.

D. Assessing.

Services: Only one customer will be allowed in the waiting space at a time.

Staff: The Assessing staff will be responsible for any disinfecting that becomes necessary during the day in as a result of members of the public or employees entering.

Physical space alterations: Plexi-glass shields have been put in place on the counter as a barrier between staff and the public. A tension barrier has also been put into place to prevent the public from coming around the counter into the staff area.

E. Information Technology.

Services: All services are staff, not public, facing. Deliveries will all take place at the Cony Street entrance.

Staff: Staff will be responsible for disinfecting their own areas and will be encouraged to use the Arsenal Street entrance and exit as often as possible to avoid mixing with the public. Use of the staff stairwells at the ends of the building will also be encouraged to avoid mixing with members of the public.

Physical space alterations: None.

F. Finance and Audit:

Services: All services are staff, not public, facing.

Staff: Audit staff will be responsible for disinfecting their own space during the day. Audit staff frequently need to access the Clerk/Tax Collector space. Staff will use the opened display case as a way to move past the public balcony area above the staircase.

Physical space alterations: Plexi-glass shields will be placed on staff desks as necessary to reduce the situations where staff members are less than 6 feet from each other without a shield.

G. Development Services:

Services: Counter services resume, but applicants, developers, and residents will be encouraged to communicate via phone and email as much as possible. Counter service should primarily be used to receive plans, permits, or other paper documents for processing. One customer at a time will be allowed at this counter.

Code Enforcement Inspections will continue to be performed with photos, facetime or other video methods, and on-site when social distancing standards can be met. If a job site has known cases of COVID-19, the developer will need to provide detailed evidence that the site has been full disinfected prior to city staff returning. Septic inspections and violation investigation will occur on-site.

Planning and Economic Development staff will primarily communicate with customers via phone, email, or video conference.

Facilities Services will continue operations as usual, but will not meet directly with sales people.

Staff: Meetings with customers to discuss projects in detail will occur via phone, email, or video calls. Staff will wear masks when interacting with the public where a plexi-glass shield does not separate them and when entering buildings for inspection.

Physical space alterations: A plexi-glass shield has been put in place at the front counter.

H. General Assistance.

Services: All services will continue to be provided at the exterior window that has been operating during the months of April and May.

Staff: Staff will be responsible for disinfecting their own workstations and maintaining the customer area as necessary.

Physical space alterations: The exterior window setup is in place to enable shielding and safe interactions with customers. Pens will be placed in “used” container, to be cleaned before reuse; or a single pen should be used and disinfected between uses. Customers will be encouraged to use their own pens if they have them.

I. Old Fort Western.

Services: The Fort will be cleaned, exhibits restaged, safety barriers constructed, and signage posted before opening on June 1, 2020. Typically we would see approximately 4,100 visitors from around the country and the world. Although Maine and New England is our most significant point of origin, it only comprises one quarter of the total number or roughly 1,000 visitors. Due to the Governor's Covid-19 rule requiring a 14-day quarantine to enter the state, we anticipate visitation numbers that are drastically reduced and limited to Maine residents and people who have camps or are renting vacation homes and spending the summer in Maine.

We anticipate a reduced visitation to roughly 2,000 visitors. Due to these decreased visitor numbers, the Fort Western 2020 season days of operation are reduced and run as follows:

- June: open Saturday, Sunday, and Monday.
- July: open Friday, Saturday, Sunday, and Monday.
- August: open Friday, Saturday, Sunday, and Monday.
- September and October: open Saturday, Sunday, and Monday.

All tours will occur between 10 am and 4 pm. and the last day of tours will be October 12, 2020.

Most special events customarily held by the Fort are canceled for the 2020 season. The only special programming planned is a modified July Fourth at the Fort Celebration, limited to

the reading of the Declaration of Independence in front of the Fort with only Fort Western staff in attendance, followed by the cannonade representing the original 13 colonies.

The Howard Company is still planning their August, French & Indian War encampment adjusting it so all tents are placed inside the fortification following social distancing guidelines and roped off so the public cannot enter the camp.

August is also the month we offer Apprenticeship and Junior Interpreter Programs. These programs are one week sessions from 8:30 am to 12:00 pm for children eight and up with two assigned staff. The group numbers are limited to between eight and ten children at a time. The activities take place in the southern garrison and back yard away from the public. Restructuring of these programs is in progress to ensure adherence to the Covid-19 mandates.

Staff: From June to October, Staff will include an outside Gatekeeper, and two to three Historic Interpreters conducting tours. Historic Interpreters are required to wear cloth masks and leather gloves. The Gatekeeper will take admissions (credit and debit cards only), and allow in small groups of up to five. Larger groups up to ten will be allowed if they are family units that have come together. Signage placed at the Forts entrance requires face masks, however disposable face masks will be available at no charge. Tours will be on the half-hour and conducted in a single direction with no cross over or contact with other tour groups (see attached chart). When the tour reaches the south end of the garrison, guests will be given the option to use bathroom facilities. Once a tour is concluded, guests will not be allowed to reenter the parade ground. After the tour ends, the group will be given the option of visiting the gift shop in the north blockhouse. Only one or two adults will be allowed into the gift shop at a time, and all sales will be through debit or credit cards. Disposable gloves will be required in the gift shop and made available at no charge. Children and other adult members will wait outside on benches located on the north and east side of the blockhouse while the selected shoppers are allowed into the gift shop with the Gatekeeper. The Gatekeeper will take the shoppers back to the group, release the Historic Interpreter to clean, and allow the group to leave through the front gate. The Historic Interpreter will quickly spot clean the bathrooms using protocols developed by the Bob Labreck the City's Facilities Manager, and wipe down all railings, door frames, and any other surfaces potentially touched, before going to the Gatekeeper for another group. Actual visitation numbers will be compared to projected visitation numbers weekly and, if warranted, staff added or reduced.

Physical Space Alterations: Benches will be placed outside for guests to sit and wait for the next tour. Tours will be on the half-hour and conducted in a single direction with no cross over and contact with other tour groups. When the tour reaches the south end of the garrison, the guests will be given an option to use bathroom facilities. Once the tour is complete, they will not be allowed to reenter the parade ground. After one tour ends, the Historic Interpreter will quickly wipe down the bathrooms, if they have been used, before taking another tour group.

Due to the historic nature of the Fort, exhibit spaces that are too small to maintain social distancing, i.e., the barracks room, bedrooms, and tenement exhibit, will be cordoned off by stanchions allowing guest to look inside but not go in. Once outside, the Historic interpreter will be available for questions. The attic, southern garrison, and basements will not be accessible to the public.

5. Police Department:

Services: All services will continue to be available as before. Additional precautions to prevent COVID-19 spreading events within the station will be taken and altered as need to comply with the latest CDC recommendations. Additional disinfecting of the lobby space will take place as needed, depending on customer volume.

Staff: Staff will be responsible for disinfecting their own desk areas.

Physical space alterations: None needed.

6. Fire Department:

Services: All services will continue to be available as before. There will be no public allowed into the building. Additional precautions to prevent COVID-19 spreading events within the station will be taken and altered as need to comply with the latest CDC recommendations.

Staff: Staff will be responsible for disinfecting their own desk areas.

Physical space alterations: None needed.

7. Public Works:

Services: Recycling will be re-opened at the Public Works facility. The Public Works offices will remain closed to the public.

Staff: Staff will be responsible for disinfecting the space as needed, per CDC guidelines.

Physical space alterations: None needed.

8. Hatch Hill Landfill:

Services: All services will continue to be available as before. Additional precautions to prevent COVID-19 spreading events within the station will be taken and altered as need to comply with the latest CDC recommendations.

Staff: Staff will be responsible for disinfecting their own desk areas.

Physical space alterations: None needed.

9. Augusta Civic Center:

Services: During Phase I & II, the Augusta Civic Center will be available for Red Cross Blood Drives and may be used for municipal and quasi-municipal meetings – Augusta City Council,

School Board, Planning Board and GAUD. The building will remain closed to patrons until regulatory guidelines permit. The parking lots have been offered to already existing clients for high school graduation ceremonies provided that they are self-policing and are following all regulatory guidelines. The parking lots have also been offered to multiple churches for their drive-in services, again provided that they are following all regulations and are self-policing.

Staff: The Augusta Civic Center will implement and maintain the utilization of proper PPE as recommended by regulatory agencies and will be adjusted as guidelines are updated and revised. Daily work checklists, employee handbooks, and job descriptions will be reviewed and updated to include revised sanitation practices including personal hygiene requirements and physical space sanitation revisions.

Job requirement additions: 1) Sanitize all door handles, railings, doors, and other surfaces that come in to human contact during an event each hour and immediately after event breaks and at the beginning and conclusion of each event. 2) Staff will be stationed at entrance and exit doors during client arrivals to eliminate human touch to the entrances and exits.

Training: When regulations allow and the venue is reopened, all staff will be re-trained on PPE – existing and revised protocols.

Physical space alterations:

- 1) All seating room capacities to be recalculated based on regulatory distancing guidelines and will be revised as guidelines are updated.
- 2) Plexi-glass shields will be installed and used at points of service and sales for concessions and bars.
- 3) Meal service changes TBD once guidelines are established.
- 4) Touchless sanitizing stations will be placed at each main entrance door (3), at each restroom door (12), in each lobby (5), at the main auditorium doors, at the entrance to each food station once guidelines have been established, at each elevator, inside each function room.
- 5) Designate entrance only or exit only doors to the venue.
- 6) Design traffic flow patterns in venue to optimize social distancing protocols.

10. Lithgow Public Library:

Services: Lithgow Library will return in phases, with a tentative goal of opening our doors to the public on July 13th.

Phase 1. ASAP, open book drop up for returns again. Borrowers with items will be notified via e-mail for the first wave of returns, and then everyone else will be notified. 6,500 items are currently out. Items will be left in quarantine for 72 hours before being checked in per Maine CDC recommendation.

Phase 2: June 1st

4 additional staff members return. We communicate changes to library operations to the public, so they know what to expect when we restart. We create a curbside pickup plan and train staff. We will work with MaineInfonet to address inter-library loans and online borrowing. If possible, ILL items are retrieved and processed and made available for curbside pickup. New materials are processed. Installation of PPE/barriers and removal of furniture occurs. Our Covid Code of Conduct will be prominently placed throughout the facility.

Phase 3: June 15th

4 more staff return, and collection-wide curbside pickup begins. Limited printing, photocopying and computing for adults begins again in the Community Meeting Room for 9 people or less. People will enter through the front door on Oak Street and exit through the State Street exit during this phase. We will recommend that all visitors wear face coverings, per the Maine State Library's Public Library Guidance. The door will be staffed to ensure that the number of people in the CMR does not exceed the allowed number. The rest of the library will be closed to the public. The library will be open 10-6, M-Tr and 9-5 F. On July 1st, the remaining 8 staff members return.

Phase 4: July 13th

The library will be open regular hours again. People can continue to come into the library for basic computing on the main floor, but will now be able to pick up materials, return them and order them from the Circulation Desk. Curbside will continue. We will phase in opening the stacks to the public to control high touch materials and areas. According to the Maine State Library's [Updated Square footage/patron capacity guidance](#), the patron limit is 45 people in the facility for our square footage.

Phase 5: TBD

Resume public library events, open public meeting rooms and program areas, replace seating, and no longer quarantining items.

Staff: We will review new staff practices, expectations and responsibilities as staff come back on board. Staff will wear masks and gloves, and disinfect frequently touched spaces. They will disinfect their work area at the public desks (including keyboard, telephone and desk) at the end of each shift, as recommended by guidance from the Maine State Library. A member of the staff will be stationed at the entrance with a people counter to ensure that the number of public visitors does not exceed the allotted number.

Physical space alterations: Plexiglas guards will need to be installed at the 3 public desks. Furniture will be stored (or cordoned off) until Phase 5 begins. Stanchions would allow us to create lanes temporarily, and floor markings will need to be created to educate the public on directional flow. We would work with Bob LaBreck to ensure all touchless paper towel dispensers and soap dispensers are functioning and if not, replace. Ensure custodians deep clean all high touch areas (ie. restrooms and seating) daily.

11. Buker Community Center:

Services:

A. With some exceptions, such as Childcare, KVCAP and the Boys & Girls Club, the Buker Community Center will NOT be open to the public until the state authorizes going to Stage 3 of the Governor’s Re-opening Plan, tentatively scheduled to begin July 1.

B. Childcare. At the recommendation of Maine DHHS, childcare will be operating at reduced hours of 7:30am – 5:00pm in an effort to allow more time for disinfecting the Buker Childcare spaces.

Phase 1:

52 children offered slots; 12 staff members for weeks 1 & 2 (June 1-12) in 5 rooms

10 kids per room on average

Phase 2:

63 children total; 13 staff members for weeks 3 & 4 (June 15-26) in 5 rooms

12 kids per room on average

Phase 3:

81 children total; 15 staff members for week 5 (June 29- July 3) in 6 rooms

13 kids per room on average

Phase 4:

Max 105 children total; 17 staff members for week 6 (July 6- July 10) in 7 rooms

15 kids per room on average

Physical space alterations: Expectations for Childcare Program during Pandemic or Health Crisis;

- Self-contained classrooms with the same children & staff each day; eliminating “rotations” or cross-exposure from room to room will allow program quick response if exposure or positive test for any child or staff member
- Daily health screening for each child and staff upon entering and as needed during the day if concerns arise including; temperature check with infrared thermometer, written checklist of any symptoms related to COVID and any family contact with others who have tested positive
- Staggering playground (basketball courts or playing field) times to allow only 1 classroom group at a time, reducing amount of children in a congested play space with closer interactions
- Classroom groups will remain separated for meals, to again reduce cross-exposure
- All field trips will be suspended from programing
- Designated staff member specifically scheduled to sanitize classrooms, high-touch surfaces and bathrooms in addition to part time building custodial staff and increased disinfecting process for all staff routinely during the day
- Parent sign-in/sign out table will be located behind plexi glass screens to reduce risk to staff and families at sign in. A maximum of 4 parents will be allowed in the lobby at a time while maintaining appropriate social distancing. All other building modifications and protocols will be addressed in working with Bob LaBreck to ensure maximum staff and public safety.

The above outlined modifications to our summer childcare program were developed by close collaboration with our State License worker, Kayla Roderick as well as the State of Maine CDC childcare recommendations and resources. The State Licensing & Regulations agree with all outlined modifications and are encouraged by a reopen date to serve Augusta's children with no hesitation to endorse City of Augusta Childcare

Staff: Childcare Staff will work in pairs and avoid rotation to other groups of children; staff will work with the same small group of children daily reducing exposure; daily health screens before start of shift; masks and other PPE available as needed in circumstances.

Baker Physical space alterations: Increased disinfectant and sanitization of classrooms daily, limiting outside use of classrooms or rentals to public.

12. City Parks, Docks, and pools:

Services:

OPEN/Happening:

Baker Community Center: Administration office for support of Community Services
Childcare operation

Childcare: Proposed Phased opening to begin June 1, 2020

Old Fort Western: Consistent with state guidelines for Historic Sites, begin a controlled opening Saturday, May 23rd, Memorial Day weekend. Will do something on the 4th of July.

Lithgow Library: Begin phased reopening June 1st

Health & Welfare/GA: Open

Parks: Green space
Trails
Courts- Tennis & pickleball and Petanque
Skate Park at Williams Park
Cemeteries and burials

Recreation: Softball Leagues - Adult still in question

Closed/Cancelled:

Baker Community Center: Summer programs except for Childcare, Boys & Girls Club, KVCAP and other tenants.

Recreation: Adult Softball Leagues?
Camps of various kinds.
Athletics - youth.

Parks: Playground structures consistent with CDC, NRPA and other guidelines.
Swimming Pools
Bicentennial Nature Park
Basketball Courts
Waterfront Wednesday Concerts
Block Parties
July 4th Celebration

Parade
Mill Park Festivities
Fireworks
Races and Festivals
Most groups seeking to use City parks have cancelled their events.

Parks Maintenance of Facilities:

City Parks operation will strive to maintain the following;

Flags out before Memorial Day
Docks installed, both Westside and Eastside Boat Landing installation/bid award
Mowing
Beautification
Cemeteries
Trash
Trail monitoring/maintenance
Project work- previously planned and budgeted.

Staff: NO lifeguards or program staff. NO BNP staff. There will be NO seasonal park staff except for possibly a couple if needed to fill slots not taken by other full-time city staff. Park staff will be augmented by other full time employees who otherwise would be laid off.

Physical space alterations: As designed and implemented thru the City's Facility Bureau operation for those spaces where alterations are necessary.

13. Summer Programs:

Services: *There will be childcare.* In all likelihood there will be few if any summer recreation programs be they camps, races, concerts, festivals, July 4th and other special events.

14. Boards, Commissions and Committees

Services: Quasi-judicial and Legislative boards, commissions and committees will meet in person at the Civic Center, broadcast by CTV7 (Council, School Board, Planning Board, AHDRB, BZA). City Hall will not be used for regular meetings of city committees and boards, except by express approval of the City Manager.

Site walks should be limited to being done only when necessary, where a video by staff would not be adequate, and scheduled and coordinated in a manner where participants can practice safe social distancing. Members are strongly encouraged to wear face masks.

Staff: Participation in meetings will occur in-person. Exceptions will be made for site walks and require proper social distancing. Face masks will be worn.

Physical space alterations: Some meetings will be held at the Civic Center with the room set up for social distancing and any meetings that the Manager approves in City Hall will occur in the City Council Chambers, also set up for appropriate social distancing.

Per City Manager William Bridgeo, May 26, 2020