

2020 Special Town Meeting Outdoor Framework

Hingham High School Multi-Purpose Field
Saturday, November 21, 2020 at 12:00pm

The same COVID-19 precautions and protocols used at the June 2020 Annual Town Meeting will be in place for the November 2020 Special Town Meeting.

GENERAL

- Please bring your own face covering. All Town Meeting attendees and staff are required to wear a face covering for the entire Town Meeting, including while waiting in line to register, unless exempted by Governor Baker's Order No. 55 and any guidance issued thereunder. Face coverings should cover each attendee's nose and mouth and fit snugly against the side of the face.
- We encourage attendees to dress appropriately for the weather and to bring hats, gloves, and blankets if the forecast predicts cooler temperatures. Please note that heels are not allowed on the turf field as they can damage it.
- All attendees will be seated 10 ft. apart.
- Hand sanitizing stations will be available throughout the venue.
- Microphones will be sanitized after each use.
- Restrooms (porta-potties) will be cleaned and sanitized as needed.
- Water will be available at two stations on the field.
- You **should not** attend Town Meeting if:
 - You are feeling ill or are experiencing any COVID-19 symptoms such as fever (100.3° and above), cough, shortness of breath, or sore throat;
 - You have 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 15 minutes or more, 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; or
 - You have been asked to self-isolate or quarantine by your doctor or a local public health official.

PARKING/TRANSPORTATION

- Key Staff: Chief Jones, Lt. O'Shea, Sgt. Kilroy
- Parking will be available at three lots at the High School: the front parking lot, back parking lot (behind the building), and the far parking lot (down Union Street on the other sides of the fields).
- There will be no shuttle transportation provided to avoid close contact in vehicles.
- Staff will be directed to park at the far side of the far parking lot to allow Town Meeting attendees access to the spots closest to the multi-purpose field.

- The Police Department will implement a more detailed traffic and parking control plan, including designating handicapped spots closest to the northeast and northwest multi-purpose field entrances.

ARRIVAL & REGISTRATION

- Key Staff: Eileen McCracken, Steve Becker, Kate Richardsson
- All Town Meeting staff will be identified by lanyards.
- Registration will begin at 10:30am.
- Town Meeting attendees will be able to enter the multi-purpose field at three gates – the northeast gate (closest to the front parking lot), the northwest gate (closest to the back parking lot), and the southeast gate (closest to the far parking lot).
- A registration station will be set up at each of the three entrance gates. Registration stations will be staffed by Town employees.
- Staff will use a contact-less computerized check-in system to register attendees.
- Each registration station will have a plastic barrier set up to separate staff from attendees.
- Hand sanitizing stations will be available at each registration station.
- When waiting to register, attendees will queue 6 ft. apart from one another. Lines have been painted on the ground in the queue areas every 6 ft. to help maintain social distancing between attendees waiting in line.

SEATING

- Key Staff: Katie Hartman, Larry Babcock
- Individual seats will be spaced apart by a 10 ft. radius – 4 ft. more than the required 6 ft. as an extra precaution.
- Seats will be organized into five sections facing the visitors’ bleachers with a 20 ft. aisle separating each section.
- Attendees will choose their own seats. However, members of the same household will not be able to move chairs to sit directly next to each other. All chairs must remain 10 ft. apart as set up.
- The Town Moderator, Advisory Committee, Board of Selectmen, Town Clerk, Town Administrator, Assistant Town Administrator, and Town Counsel team will all sit on the visitors’ bleachers spaced at least 6 ft. apart.

MEETING PROCEDURES

- Key Staff: Michael Puzo, Tom Mayo, Michelle Monsegur
- Social distancing of at least 6 ft. between attendees, including staff, should be maintained at all times.
- The Town Moderator will move through the meeting with purpose.
- If a ballot vote is called, we will conduct the ballot vote the same way we normally would, but at a much slower pace as attendees are called row by row to cast their ballots at the front of each seating section to avoid clustering at the ballot box.
- Attendees will leave one at a time through the same three gates they used to enter the multi-purpose field.

AUDIO/VISUAL

- Key Staff: Boston Sound & Light, Harbor Media
- Boston Sound & Light will configure and operate a sound system with speakers and microphones across the multi-purpose field.
- Microphones will be set up at various points on the field for attendees to use to address Town Meeting. Staff will sanitize microphones after each use.
- There will be no screen set up at the Special Town Meeting and no live PowerPoint presentations.

FACILITIES

- Key Staff: Katie Hartman, Larry Babcock, Susan Sarni, Mike Clancy
- Hand sanitizing stations will be available at each registration desk, at each microphone, and spaced periodically throughout the attendee seating area.
- Signage will be placed throughout the multi-purpose field reminding attendees to practice social distancing and keep their faces covered.
- Attendees will be able to access restrooms (porta-potties) near the northwest gate of the multi-purpose field. Restrooms will be cleaned and sanitized as needed.
- Two water stations will be set up on the multi-purpose field.
- Trash and recycling bins will be available throughout the venue.

EMERGENCY MANAGEMENT

- Key Staff: Chief Murphy, Deputy Lachance, Chief Jones, Lt. O'Shea, Susan Sarni
- The Town will stand up an Incident Management Team to develop detailed public safety plans that include site security, staffing, staging of emergency response vehicles, emergency response and evacuation plans, traffic and parking control plans, etc.
- Field lighting will be turned on in the unlikely event that the meeting runs into the evening.

ALTERNATIVE PLANS

- Key Staff: Tom Mayo, Michael Puzo, Larry Babcock, Bonnard Fage
- The rain date for the Special Town Meeting will be outdoors at Hingham High School on Sunday, November 22, 2020 at 12:00pm.
- In the event of inclement weather on Sunday, the Special Town Meeting will be held inside the High School on Sunday, November 22, 2020 at 12:00pm with participants spaced 10 ft. apart in the gymnasium and auditorium. All public health and safety measures planned for the outdoor facilities will be employed with the indoor plan.

