

Guidance for Activities Conducted in the West Windsor Town Hall

- Before entering the building, a person should ask themselves the following questions:
 - Do I have a fever (a no-touch forehead temperature reading of 99.5 or greater)?
 - Have I had shortness of breath within the last two weeks?
 - Do I have a cough, headache, sore throat, chills, loss of taste or smell, or muscle pain?

If the answer is YES to any of the questions, the person should not enter unless there is a ready explanation for the symptom that excludes the possibility of it indicating an infection (arthritis pain, for example).

- Entry rules will be posted on the ramp leading to the basement office entrance. All other doors will remain locked at all times except for limited periods during office hours when an approved group is using the upstairs hall and the front door is left unlocked for admission of participants. All after-hours entry should be through the basement office entrance.
- Anyone entering the hall must wear a mask during all interactions with others in the building except during exercise classes in the upstairs hall.
- Employees and others admitted must observe strict social distancing of 6 feet or more while in the building.
- Frequent hand sanitization is recommended, especially before entering and leaving the building. Dispensers of hand sanitizer will be available for anyone to use.
- Employees should continue to work off site if they can, coming to their offices only to access files, meet customers or attend meetings.
- **BATHROOMS MUST BE WIPED DOWN AFTER EACH USE!** Disinfectant wipes will be available.
- Group meetings:
 - Downstairs: Maximum in person attendance is 10, safely spaced participants. If there will be more, some must “attend” via Zoom or the meeting should be moved outside or upstairs. Masks must be worn at all times. **FURNITURE AND AUDIO-VISUAL EQUIPMENT MUST NOT BE MOVED!**
 - Upstairs: Maximum in person attendance on the floor of the hall is 35, with up to 15 more participants sitting in the balcony. The maximum in person meeting attendance in this space is therefore 50. Windows should be open if possible (and closed after the meeting ends). Masks must be worn at all times. Zoom participation is possible, but difficult in the hall. **AUDIO-VISUAL EQUIPMENT MAY NOT BE BROUGHT UP FROM DOWNSTAIRS WITHOUT AUTHORIZATION BY THE SELECTBOARD CHAIR!**