

**To:** All Departments  
**From:** Montgomery Selectboard

**Resolution on Reopening Guidance for Municipal Bodies and Public Meetings of the Town of Montgomery, Vermont**

**Effective Date:** May 1<sup>st</sup> 2021

During the State of Emergency, municipal bodies were directed to conduct all meetings via Zoom whenever possible, per temporary changes to Vermont's Open Meeting Law(s) enacted by the Vermont Legislature. Remote meetings are still encouraged at this time where possible, however, when necessary, individual leadership of a municipal body may convene in a single space to conduct a meeting *if adherence to the following guidelines* is possible:

If the Municipal Body is to hold an in-person meeting, the following guidance shall be followed:

- Cloth face coverings are required for all participants at indoor meetings, with face coverings made available for participants who fail to bring one. Individuals who refuse to wear a face covering will be required to leave the meeting and attend remotely as available. A facial covering is recommended, but not required outdoors if six-foot distancing can be maintained between participants/households. If distancing cannot be maintained outdoors, then facial coverings are required.
- Whenever possible, attendees should retain facial coverings while speaking when indoors.
- All attendees must complete a health screening before entering the public space (*see attached*).
- Remote participation at in-person meetings is an option if the appropriate technology is available, allowing those attending by phone or computer to hear and participate in all proceedings.
- The body must distribute information to potential attendees prior to the meeting which includes participant guidelines. Facial covering and/or distancing requirements. Information may be included in the official Warning of the meeting.
- Contact tracing is required, with the convening body maintaining a written record of all attendees, including name, phone number, and email address.
- If it becomes apparent that these recommendations cannot be followed the body will immediately recess to a time and date certain where adequate means of participation are possible.

[Additional information on the Vermont Forward Re-opening Plan can be found here](#)

Resolved and Ordered, Montgomery Selectboard, April 29<sup>th</sup>, 2021; amended May 3<sup>rd</sup> 2021

**PRE-SCREENING HEALTH SURVEY FOR EMPLOYEES AND VISITORS ENTERING  
STATE OF VERMONT FACILITIES DURING COVID-19 PANDEMIC**

In the past 14 days have you had close contact with a person confirmed to have COVID-19?	Yes No
Today or in the past 24 hours have you had any of the following symptoms?	
Cough	Yes No
Shortness of Breath or Difficulty Breathing	Yes No
Fever (> 100.4°F / 38°C) or felt feverish	Yes No
Chills	Yes No
Muscle Pain	Yes No
Sore Throat	Yes No
New loss of taste or smell	Yes No

Source: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>