# WHAT TO EXPECT AT THE HALIFAX

**ANNUAL AND SPECIAL TOWN MEETINGS**

The Halifax Special Town Meeting is scheduled for Wednesday, September 8 at 7:30pm at the Halifax Elementary School.

As with previous town meetings during the pandemic, both the Elementary School Gym and the All-Purpose Room will be used for this meeting.

With the safety of everyone as our priority, here is what you can expect when you arrive at the Elementary School.

**PLAN SUBJECT TO CHANGE IF HEALTH REGULATIONS CHANGE**

1. To begin with, please do not attend the meeting if:
   * You have signs of a fever or a measured temperature above 100.3 degrees, or greater, and/or any symptoms of COVID-19 including fever, chills, shaking chills, muscle pain, headache, sore throat, or new loss of taste or smell, persistent cough or trouble breathing within the past 24 hours
   * OR
   * You have had “close contact” with an individual diagnosed with COVID-19 during the last fourteen days.
   * “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 with six (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.
   * OR
   * You have been asked to self-isolate or quarantine by your doctor or a local public health official or have been told by a medical provider that you probably have COVID-19 even in the absence of a test.
2. Please arrive early. The social distancing protocols will be in place and it will take time to be checked in and to find a seat.
3. Please wear a face covering/mask from the moment you exit your car upon arrival until the moment you return to your car after the meeting.
4. If you are attending with other members of your household, please stay together throughout the arrival, registration, and seating processes. Otherwise, enter individually, maintaining a safe distance – 6 feet, minimum – from others. If you feel someone is too close to you, please politely ask them to step away.
5. Everyone will enter the building via the Gym Lobby (the doors are located to the right of the Gym). You will be asked to get into the line for your precinct and then be checked in. Please maintain safe distancing until the person in front of you advances.
6. You will be directed to a seat in the Gym until that room has reached capacity. Once that occurs, residents checking-in will be directed to the All-Purpose Room (up the corridor toward the main office and then turning right at the main office to enter the All-Purpose Room).
7. After registering, please pick up copies of the handouts and green and red placards. These will be available at registration. The green and red placards are for Yes (green) and No (red) votes. These will replace the voice votes. (Since the meeting will occur in two rooms, voice votes won’t be helpful, and people yelling “Yes” or “No” is contraindicated during the pandemic).
8. Upon entering one of the rooms, please take a seat. Seats will be placed in specific spots. You may move a seat in order to sit next to another member of your household but that group of seats must remain socially distant from any other seats.
9. Once seated, unfortunately we are required to ask that you remain seated for the duration of the meeting unless you need to use a bathroom or for some other personal reason or need to get up to speak about an article. Please remember to shut off your cellular phone or turn it to vibrate. If you intend to speak about an article/motion, please go to the nearest microphone that will be set up in each room. If someone is already at the microphone, you need to wait at least six feet from them and from anyone seated near the microphone. **Do not adjust the microphone stands**. The microphone stands will be set at an intermediate height. You may have to bend down or stretch up a bit, but it is what we need to do. When returning to your seat after speaking, before you move, please be aware of anyone standing nearby awaiting their turn at the microphone. When you are sure of a clear and safe path, THEN return to your seat. It may be better to return to you seat by a different path than by the one you came by.
10. At the conclusion of the meeting, please continue to maintain social distancing while leaving the room and please to not congregate at the exits/entrances.

By adhering to all of these precautions and moving about as requested, we can all contribute to making the Town Meeting as safe as possible for everyone. This meeting will be unusual in a number of ways and, in some cases, the procedures used to run the meeting will be different. Please work with the Town Moderator to ensure that safety of everyone attending the Town Meeting.

Charlie Seelig

Town Administrator