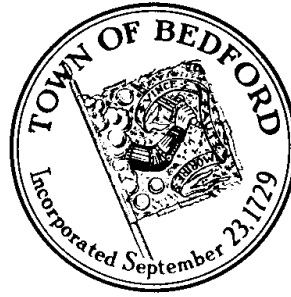


TOWN OF BEDFORD
BEDFORD, MASSACHUSETTS 01730



BOARD OF HEALTH

Mary Seymour, Chair
Sarah Thompson, Vice-Chair

Beatrice Brunkhorst
Ann Kiessling
Anita Raj

Town Center
12 Mudge Way
Bedford, MA 01730-2144
Phone: 781-275-6507
Fax: 781-687-6157

Heidi Porter, MPH, REHS/RS, Director of Health and Human Services

MEMORANDUM

TO: Town Board and Committee Members
FROM: Heidi Porter, Director of Health and Human Services
DATE: March 9, 2020
RE: Public Meetings and protection from COVID-19

In an effort to keep all partners in town informed of personal safety considerations relative the growing concern for COVID-19 in our region, I am reaching out to Town Board and Committee members to relate some important recommendations on how you can protect yourself and prevent the spread of respiratory infections, including COVID-19.

- 1) Used good personal and hand hygiene.
 - Wash hands often with soap and water for at least 20 seconds or use alcohol-based sanitizers;
 - Avoid touching your face, eyes or mouth with unwashed hands;
 - Frequently clean common touchpoint surfaces, including but not limited to electronics, door knobs, and countertops;
 - Avoid sharing personal items;
 - Distance yourself from someone who appears sick and keep your distance from others if you are sick;
 - Stay home if you are sick; and,
 - Practice proper cough etiquette. Cover your mouth or nose when coughing or sneezing with a tissue, throw the tissue away and wash or sanitize your hands. If a tissue isn't available, cough or sneeze into your upper sleeve.
- 2) Remote Participation. While the Selectmen have adopted a policy supporting remote participation at public meetings by Board and Committee members, the intent of this remote participation option is for extreme circumstances where a member's physical presence is not possible (i.e. due to illness) but the member desires to participate in the meeting. Until such time as further guidance is received from the Attorney General's Office, please keep in mind a physical quorum consisting of a majority of the Board of Committee membership must be physically present in the posted meeting room in order for the meeting to take place and votes to be taken.
- 3) Although meeting schedules are often established in advance, Boards and Committees should evaluate whether set meetings are truly necessary. If there are no items requiring deliberation or vote, it may be advisable to cancel meetings until Board or Committee business is truly warranted.

- 4) If you have traveled an area with widespread, ongoing community spread (Risk Level 3 Countries), currently China, Iran, Italy, or South Korea, the Centers for Disease Control (CDC) advises you stay home for 14 days from the time you left that area and not attend your Board or Committee meeting in person. Travelers returning from Japan (a Risk Level 2 Country) are advised to watch their health in the 14 days after they return home. At any time if a returning is experiencing lower respiratory illness symptoms such as, but not limited to fever, cough, shortness of breath they are advised to self-quarantine and to contact their health care provider.
- 5) If Board of Committee meetings are necessary and proceed, Social Distancing should be employed where members maintain a distance (approximately 6 feet or 2 meters) from others when possible.
- 6) Conditions regarding the COVID-19 response are rapidly evolving. As town officials receive updates and new information, we will provide timely messaging on the Board of Health Coronavirus webpage, the Town website and via social and electronic media. Updated information is also provided by the MA Department of Public Health (DPH) - <https://www.mass.gov/resource/information-on-the-outbreak-of-coronavirus-disease-2019-covid-19> and CDC - <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Attached to this memo are the press release from Saturday, March 7, 2020, regarding the situation surrounding precautions being taken following identification of Bedford Resident who is designated a Person Under Investigation by the MA DPH and is undergoing testing for COVID-19 as well as a FAQ document with answers to common questions.