

**Best Practices Guidelines**

Town/City Hall, Facilities Re-Opening	
<b>Critical Functions</b>	The town or city hall is the hub of activity for municipal governance. There are also, depending on the municipality, additional facilities for public works, recreation, child care and other municipally provided services.
<b>Statutory Issues</b>	<p>The actual physical plant that is the town/city hall and other municipal facilities are governed by a range of laws - some state and others federal. These include:</p> <ul style="list-style-type: none"> <li>✓ American with Disabilities Act</li> <li>✓ OSHA</li> <li>✓ State Building Code</li> <li>✓ State Fire Code</li> </ul> <p>Each of the 169 towns provides the same basic services through their respective town/city halls (General Administration, Assessor, Town Clerk, Tax Collector, Registrar, Land Use, Building Official, etc.) and others. In short, it is the obligation of each town to provide a safe/functional work environment for their employees and full accommodation for those doing business with the town; including the attendance at all public meetings.</p>
<b>Executive Orders</b>	<p><b>7N-1 - (Now, June 1, 2020 Amended by Executive Order 7TT) Restricts all social and recreational gatherings to no more than five people:</b> The order modifies the governor's earlier executive order placing limits on the amount of people who can participate in social and recreational gatherings and reduces that number to no more than five people, through at least April 30, 2020 unless otherwise modified. This order includes, but is not limited to, community, civic, leisure, or sporting events; parades; concerns; festivals; plays or live performances; conventions and similar activities; except that religious, spiritual, or worship gatherings will remain subject only to the prohibition of 50 persons or more. This does not apply to government operations, private workplaces, retail establishments, or other activities that are not social or recreational gatherings. 7-1 Addressed social distancing in order to minimize COVID-19 exposure - Prohibition of social and recreational gatherings to 250 people, <b>amended and superseded by Executive Order 7D and now 7N-1</b></p> <p><b>Executive Order 7N Link:</b> <a href="https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7N.pdf">https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7N.pdf</a></p> <p><b>7B - Suspension of in-person open meeting requirements:</b> The order modifies statutes regarding state and local government meetings that are required to permit members of the public to attend in-person and authorizes those meetings to be held remotely by conference call or videoconference, provided that the public is provided remote access to view or listen to the meetings and access materials for the meetings. <b>Sec. 1-206, 225 and 226</b></p> <p><b>Executive Order 7B Link:</b> <a href="https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7B.pdf">https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7B.pdf</a></p> <p><b>7H-1 - Restrictions on workplaces for non-essential business:</b> The order directs <b>all non-essential businesses and not-for-profit entities in Connecticut to prohibit all in-person functions</b> if they are able to, effective Monday, March 23, 2020 at 8:00 p.m. The governor is encouraging all businesses to employ, to the maximum extent possible, any telecommuting or work-from-home procedures that they can safely implement. The governor's order excludes any essential business or entity providing essential services or functions, such as healthcare, food service, law enforcement, and similar critical services.</p> <p><b>Executive Order 7H Link:</b> <a href="https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7H.pdf">https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7H.pdf</a></p> <p><b>7I-16 - Suspension of In-Person Filing Requirements Related to Municipal Planning, Assessment and Taxation.</b> The requirement under of the Statutes for a taxpayer to appear in person are suspended to the extent necessary to permit any public agency to meet and take such actions authorized by law without permitting or requiring in-person participation in such meetings or filings, and to hold such meetings or obtain necessary information remotely by conference call, videoconference, electronic communication, or other technology, consistent with requirements set forth in <b>Executive Order 7B. Sections 12-110, 12-111, 12-117 and 12-170aa</b></p>

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71-19 - Suspends, modifies, and clarifies certain municipal procedural requirements and time limitations regarding notice, commencement, and holding of public hearings, decisions, and appeals, including land use and other municipal boards. Specifically, General Statutes Chapters 14, 97a, 98, 103, 124, 126, 246, 368k, 440, 444, 446i, and the repealed Section 14-55, if and to the extent such repealed section is revived by current judicial action, and any related special act(s), and municipal charter, ordinance, resolution, or regulation (all such state and municipal laws and regulations being, collectively, the "Covered Laws"); any provision of such Covered Laws that establish procedural requirements for municipal decisions and that conflict with this order, is suspended and modified.

- a. **Any time deadlines** contained in the Covered Laws that may pass or expire during the public health and civil preparedness emergency declared by me on March 10, 2020 ("state of emergency") are **extended by an additional 90 days**
- b. If the **90-day demolition delay** required by Section 7-147j would commence or expire during the state of emergency, such period of delay shall be **extended for 90 days**.
- c. Any Covered Law requiring a municipality or agency to **publish any notice or notices** in a newspaper of general or substantial circulation is **suspended and modified** to allow a single notice to be **published electronically on a municipality's or agency's website**
- d. Any Covered Law requiring **any notice to be filed in the office of any municipal clerk**, including any town, city, borough, or district clerk, is **suspended and modified** to allow said notice to be **posted electronically on a municipality's website**,
- e. Any Covered Law requiring **direct or personal notice by mail from a municipality, agency or applicant** to any other person, agency, municipal clerk (including any town, city, borough, or district clerk), municipality, utility company or water company regarding the filing or pendency of any petition, application, or other proposal is **suspended** and modified to allow said notice requirement to be **satisfied by electronic mail notification**,
- f. Any Covered Law prescribing the procedure for any petition, including petition of **a decision**, to an agency or legislative body, is suspended and modified to allow **such petition to be signed electronically**
- g. Any Covered Law **prescribing the procedure for commencement of an appeal of a decision to the Superior Court** and associated service of process is **suspended and modified to permit any such appeal to be commenced by a proper officer by electronic mail notice**
- h. Any Covered Law **prescribing the procedure for commencement of an appeal of a decision to the Superior Court** and associated service of process is **suspended and modified to permit any such appeal to be commenced by a proper officer by electronic mail notice**
- i. Any Covered Law prescribing the procedure for commencement of an **appeal of a decision by a zoning enforcement officer or an agent for an inland wetland agency** is suspended and modified to permit **any such appeal to be commenced by regular mail or by electronic mail**

**Executive Order 71 Link:** <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-71.pdf>

**7J-4 - Suspension of Rehiring Procedures and Restrictions on Temporary Worker Retirees (TWR).** In order to enable agencies to meet critical staffing needs caused by COVID-19 with skilled and experienced employees who require little to no additional training, Gov. Rell's Executive Order No. 37, Gov. Malloy's Executive Order No. 3, Section 6(b)(F) of Public Act 03-01 and Section 6(b)(G) of Public Act 03-02 are suspended to remove the two-year limitation TWRs and to authorize rehiring employees who participated in retirement incentive programs. Agencies shall expedite review and approval of any related extension or hiring requests.

**Executive Order 7J Link:** <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7J.pdf>

**7K-3 - Authorization of remote notarization: (Amended per Executive order 7Q)** Modifies state laws and regulations to permit any notarial act that is required under Connecticut law to be performed using an electronic device or process that allows a notary public and a remotely located individual to communicate with each other under certain conditions, including recording and live presentation of identification.

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- The person seeking the notarial act ("Signatory"), if not personally known to the Notary Public or Commissioner, shall present satisfactory evidence of identity, while connected to the Communication Technology, not merely transmit it prior to or after the transaction;
- The Communication Technology must be capable of recording the complete notarial act and such recording shall be made and retained by the Notary Public or Commissioner for a period of not less than ten (10) years;
- The Signatory must affirmatively represent via the Communication Technology that he or she is physically situated in the State of Connecticut;
- The Signatory must transmit by fax or electronic means a legible copy of the signed document directly to the Notary Public or Commissioner on the same date it was executed;
- The Notary Public or Commissioner may notarize the transmitted copy of the document and transmit the same back to the Signatory by fax or electronic means;
- The Notary Public or Commissioner may repeat the notarization of the original signed document as of the date of execution provided the Notary Public or Commissioner receives such original signed document, together with the electronically notarized copy, within thirty days after the date of execution;
- Notwithstanding the foregoing, only an attorney admitted to practice law in the State of Connecticut and in good standing may remotely administer a self-proving affidavit to a Last Will and Testament pursuant to section 45a-285 of the General Statutes or conduct a real estate closing as required by Public Act 19-88. Sec. 3-94a. Notaries public.

Executive Order 7K Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7K.pdf>

**7L-3 - Suspends restrictions on the re-employment of retired municipal employees:** To enable municipalities to meet critical staffing needs caused by COVID-19 with skilled and experienced employees who require little to no additional training, the order modifies state statutes to allow certain retired employees who are in the municipal retirement system to work without any hourly or durational limitation while also continuing to receive retirement allowances. *Sec. 7-438(b). Continuation of retirement allowance upon other public employment. Participation in state retirement system. Reemployment by participating municipality.*

**7L-8 - Modifies the requirement that marriage licenses be obtained in the town where the marriage will be celebrated:** As municipal offices around the state are closed or have selective hours due to the COVID-19 crisis, the order permits those seeking a marriage license to obtain it in a different municipality than where it will be celebrated. *Sec. 46b-24. (Formerly Sec. 46-5a). License. Period of validity. Penalty for solemnization without license. Validity of marriage ceremony.*

Executive Order 7L Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7L.pdf>

**7N-1 - (Now, June 1, 2020 Amended by Executive Order 7TT) Restricts all social and recreational gatherings to no more than five people:** The order modifies the governor's earlier executive order placing limits on the amount of people who can participate in social and recreational gatherings and reduces that number to no more than five people, through at least April 30, 2020 unless otherwise modified. This order includes, but is not limited to, community, civic, leisure, or sporting events; parades; concerns; festivals; plays or live performances; conventions and similar activities; except that religious, spiritual, or worship gatherings will remain subject only to the prohibition of 50 persons or more. This does not apply to government operations, private workplaces, retail establishments, or other activities that are not social or recreational gatherings.

Executive Order 7N Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7N.pdf>

**7Q-1 - Requirement of limited group sizes in childcare: - Now amended by Executive Order 7VV** - The order requires all childcare facilities to limit group sizes to no more than 10 children in one space. Any facility caring for more than 30 children must obtain approval from the Office of Early Childhood and demonstrate sufficient separation of groups within the facility. This applies to all childcare facilities, including those that are exempt from licensing requirements. - *Sec. 19a-79. (Formerly Sec. 19-43d). Regulations. Exemptions. Waivers*

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**7Q-2 - Enhancement of health procedures for all operating childcare programs:** The order requires all children and childcare staff to be checked at the entrance of childcare facilities for any observable illness, including cough or respiratory distress, and to confirm temperature below 100 degrees Fahrenheit. All staff must adhere to increased hand washing and health practices. Enhanced cleaning and disinfection practices shall be implemented. This applies to all childcare facilities, including those that are exempt from licensing requirements. - *Sec. 19a-79. (Formerly Sec. 19-43d). Regulations. Exemptions. Waivers.*

**7Q-3 - Authorization of remote notarization:- Amended Procedures (see EO 7K)** The order eliminates all existing legal requirements to have a signature on any document witnessed by a third party, except in the case of a last will and testament. With respect to last wills and testaments, documents may now be witnessed remotely under the supervision of an attorney. In addition to removing witness requirements, any document required to be filed on the land records must contain a one-page certification, completed by a notary or commissioner of the Superior Court, reciting to the fact that the underlying document was executed pursuant to the executive order. The order also requires all town and city clerks to accept those documents for recording. - *Sec. 3-94b. Appointment and qualifications of notary or Sec. section 51-85*

- The person seeking the notarial act, if not personally known to the Notary Public or Commissioner, shall present satisfactory evidence of identity, as defined by subsection 10 of section 3-94a of the General Statutes, while connected to the Communication Technology, not merely transmit it prior to or after the transaction;
- The Communication Technology must be capable of recording the complete notarial act and such recording shall be made and retained by the Notary Public for a period of not less than ten (10) years;
- The Signatory must affirmatively represent via the Communication Technology that he or she is physically situated in the State of Connecticut;
- The Signatory must transmit by fax or electronic means a legible copy of the signed document directly to the Notary Public or Commissioner on the same date it was executed;
- The Notary Public or Commissioner may notarize the transmitted copy of the document and transmit the same back to the Signatory by fax or electronic means;
- The Notary Public or Commissioner may repeat the notarization of the original signed document as of the date of execution, provided the Notary Public or Commissioner receives such original signed document, together with the electronically notarized copy, within thirty days after the date of execution;
- Only an attorney admitted to practice law in the State of Connecticut and in good standing may remotely administer a self-proving affidavit to a Last Will and Testament pursuant to section 45a- 285 of the General Statutes or conduct a real estate closing as required by Public Act 19-88. Any witnessing requirement for a Last Will and Testament may be satisfied remotely through the use of Communication Technology if it is completed under the supervision of a Commissioner. The supervising Commissioner shall certify that he or she supervised the remote witnessing of the Last Will and Testament
- All witness requirements on any document, other than a Last Will and Testament, requiring a notarial act are suspended for the duration of this Executive Order.
- **All Remotely Notarized documents pertaining to real property shall be accepted for recording on the land records by all Connecticut Town or City Clerks.** A one-page certification confirming the use of Remote Notarization procedures shall be attached to each remotely notarized document submitted for recording on the land records in Connecticut.

**Executive Order 7Q Link:** <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7Q.pdf>

**7V-1 - Safe workplaces in essential businesses:** Requires the Department of Economic and Community Development to work in consultation with the Department of Public Health on the development of legally binding statewide rules prescribing additional protective measures that every workplace in Connecticut deemed essential – and any other business or nonprofit allowed to remain open – must follow. Such rules will be mandatory throughout the state.

- Immediately upon Governor Lamont's signing of this executive order, the Department of Economic and Community Development published the Safe Workplaces Rules for Essential Employers on its website,

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- outlining guidance for these businesses. These rules go into effect immediately.
- Nothing in such rules or this order shall supersede Executive Order No. 7S, Section 1, or the “Safe Stores” rules

✓ Go to DECD’s website for the most recent guidance: <https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Safe-Workplace-Rules-for-Essential-Employers>

**Executive Order 7V Link:** <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7V.pdf>

**7W-8 - Permit need not be recorded with town clerk:** Suspends state statutes and regulations in all towns where the town clerk’s office is closed or so reduced in hours that it makes it unreasonable to have permits recorded. Permits shall be recorded as soon as the relevant town clerk’s office is reopened and staffed for routine business. - *Sec 30-53 of the Connecticut General Statutes and Section 30-6-A7 of the Regulations of Connecticut State Agencies*

**Executive Order 7W Link:** <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7W.pdf>

**7X-3 - Extension of closures, distancing, and safety measures through May 20, 2020:** Extends the date for all previously enacted closures, distancing, and safety measures until at least May 20. This includes previously enacted limits on restaurant, bar, and private club operations; closure of on-site operations at off-track betting facilities; closure of operations at gyms, sports, fitness, and recreation facilities and movie theaters; closure of large shopping malls; closure of places of public amusement; safety and distancing measures for workplaces and non-essential businesses, prohibition on social and recreational gatherings of more than five people; and restrictions on retail operations.

**Executive Order 7X Link:** <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7X.pdf>

**7BB-1 - Cloth face coverings or higher level of protection required in public wherever close contact is unavoidable** - Each employee shall be required to wear a mask or other cloth material that covers his or her mouth and nose at all times while in the workplace. Towns shall issue such masks or cloth face coverings to their employees. In the event a town is unable to provide masks or cloth face coverings to employees because of shortages or supply chain difficulties, towns must provide the materials and CDC tutorial about how to create a cloth face covering, or compensate employees for the reasonable and necessary costs employees expend on such materials to make their own masks or cloth face coverings.

- Nothing in these rules shall require the use of a mask or cloth face covering by anyone for whom doing so would be contrary to his or her health or safety because of a medical condition.
- If a person declines to wear a mask or face covering because of a medical condition as described above, such person shall not be required to produce medical documentation verifying the stated condition.

**Executive Order 7BB Link:** <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7BB.pdf>

**7II-1 - Extension of the Start Date for Imposition of a Late Fee for Obtaining Dog Licenses from July 1, 2020 to August 1, 2020. Sect 22-338(a)**

**Executive Order 7II Link:** <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7II.pdf>

**7PP-1 - Phase 1 Business Reopening.** To provide for a comprehensive plan for safe resumption of limited social, recreational, athletic, and economic activity, pursuant to rules issued by the Department of Economic and Community Development for each of various business sectors (individually and collectively, the “Sector Rules”), which Sector Rules shall constitute legally binding guidance, the following Executive Orders are repealed or amended effective at 12:01 a.m. on Wednesday, May 20, 2020, as provided herein:

- a. Reopening of Offices. Executive Order No. 7H, Section 1 is extended through June 20, 2020, with the exception that offices shall be permitted to reopen pursuant to the Sector Rules for Offices, as amended from time to time. The provisions of Executive Order No. 7J, Section 1, allowing certain on-site staffing shall



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be superseded as applied to offices by the Sector Rules for Offices.

- b. Additions to Businesses Permitted to Reopen Pursuant to Sector Rules. The Commissioner of Economic and Community Development may add, through amendments to any of the Sector Rules and without further Executive Order, businesses which may operate pursuant to such Sector Rules, and the effective date at which such additional businesses shall be permitted to reopen. For any additional business or business type permitted to operate through the Sector Rules, any prohibition on their operation contained in an Executive Order shall expire on the effective date of reopening.
- c. Interaction Between Essential Business Guidance, Safe Workplace Rules and Sector Rules. The Safe Workplace Rules for Essential Employers issued by DECD pursuant to Executive Order No. 7V, Section 1, shall remain in effect for all essential businesses not otherwise subject to the Sector Rules. The Sector Rules, as amended from time to time, shall apply to any business permitted to open pursuant to this order, and to any additional business allowed to open pursuant to amendments to the Sector Rules

**7PP-2 - Enforcement of Sector Rules Governing the Reopening of Businesses.** Section 19-13-B1 of the Regulations of Connecticut State Agencies is modified to include in the definition of public nuisance a violation of the Sector Rules described in Section 1 of this order. The provisions of the Connecticut General Statutes, Regulations of Connecticut State Agencies, and any local rules, codes or ordinances pertaining to such public nuisances are, to the extent necessary, modified to permit and govern the investigation and enforcement of violations of the Sector Rules as public nuisances as follows:

- b. **Municipal Chief Executive Officer's Authority to Enforce Sector Rules.** Pursuant to Section 19a-2a of the Connecticut General Statutes, the Commissioner of the Department of Public Health shall designate to municipal employees or officials selected by the municipal chief executive officer, ("Municipal Designee") authority over public nuisances arising from violations of the Sector Rules by any business or entity that is not a Public Health Facility. A municipal chief executive shall not select a local health director, district health director, or the staff of a local or district health director as their Municipal Designee. Section 19a-206 of the Connecticut General Statutes and Section 19-13-B2(a) of the Regulations of Connecticut State Agencies are modified to authorize the Municipal Designee to order the closure of any business other than a Public Health Facility in violation of the Sector Rules until such time as the Municipal Designee determines that the such business has abated the nuisance by coming into compliance with the Sector Rules. Nothing in this Section shall be construed to limit, alter, modify or suspend any other existing penalties that otherwise apply to violations of orders issued pursuant to a civil preparedness or public health emergency.

**7PP-3 - Now, June 1, 2020 Amended by Executive Order 7TT) Extension of Prohibition on Large Gatherings to June 20, 2020.** Executive Order Nos. 7D, Section 1, and 7N, Section 1, prohibiting large gatherings, are extended through June 20, 2020, and for the removal of all doubt, the prohibition on gatherings of more than five (5) people shall apply to any group seated together at any of the establishments in subsection 1 (a) of this order, and any other group activity permitted by the Sector Rules for any business sector or by the Essential Business Guidance issued by DECD pursuant to Executive Order No. 7H on March 22, 2020, as amended from time to time.

**7PP-6 - Limitation on the Operation of Day Camps.** To limit the spread of COVID-19 and promote and secure the health and safety of children and staff in day camps, all operations of day camps, as defined by Section 19a-420 (3) of the Connecticut General Statutes, which were not operating as of May 5, 2020 shall not begin operations until June 22, 2020. This order shall apply to all day camps without regard to what entity operates the day camp or whether the day camp is exempt from licensing requirements pursuant to Section 19a-420 of the Connecticut General Statutes, including camps operated by municipal agencies.

**7PP-7 - Enhanced Health Procedures for All Day Camps.** All day camps, as defined by Section 19a-420 (3) of the Connecticut General Statutes, and day camp programs that are exempt from licensing requirements pursuant to Section 19a-420 without regard to what entity operates the day camp shall comply with the limitations on child group sizes and enhanced health procedure requirements placed on child care programs by Executive Order No. 7Q, and orders of the Commissioner of Early Childhood related to additional health and sanitation practices. The Commissioner of Early Childhood, in consultation with public health experts and the Reopen Connecticut Subcommittee on Education, shall issue guidance on the safe operation of day camps, and any implementing order she deems necessary consistent with this order.

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**7PP-8 - Cancellation of Resident Camp Operations.** To limit the spread of COVID-19 and secure the health and safety of children and staff of resident camps, all operations of resident camps, as defined by Section 19a-420 (2) of the Connecticut General Statutes are prohibited.

**7PP-9 - Limitation on the Operation of Summer Educational Programs Operated by Local or Regional Boards of Education.** To limit the spread of COVID-19 and promote and secure the health and safety of children and staff in summer school (summer educational programs), all summer school programs operated by local or regional boards of education shall not begin operations until July 6, 2020. The Commissioner of Education, in consultation with public health experts and the Reopen Connecticut Subcommittee on PreK-12 Education, shall issue guidance on the limited operation of summer school programs that are permitted to engage in-person classes after that date, and may issue any implementing order he deems necessary consistent with this order and with his associated guidance document. Any private schools and other non-public schools that operate summer school programs and are not otherwise covered under sections 6 through 10 of this order are encouraged to follow the same schedule and guidance.

Executive Order Link for 7PP: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7PP.pdf>

**7TT-2 - Amended Prohibitions on Large Gatherings.** Effective at 12:01 a.m. on June 1, 2020, **Executive Order Nos. 7D, Section 1 and 7N, Section 1, as extended by Executive Order No. 7PP, Section 3, are amended** as follows:

- a. Except as otherwise prohibited or otherwise addressed by law, including other executive orders or agency orders or rules issued pursuant thereto, indoor social and recreational gatherings as described in Executive Order No. 7D, Section 1 are permitted for up to and including ten (10) people. Except as otherwise prohibited or otherwise addressed by law, including other Executive Orders or agency orders or rules issued pursuant thereto, outdoor gatherings as described in Executive Order No. 7D, Section 1 are permitted for up to and including 25 people, provided that any such large outdoor public gatherings shall comply with the following restrictions and all other relevant and applicable executive orders governing conduct in public places:
  - i. No contact sports or sports that include shared handling of objects such as balls or frisbees are allowed.
  - ii. Attendees shall remain six feet apart, excluding immediate family members, caretakers, and household members, and, except when dining, masks shall be worn when within six feet of those not in the same household.
  - iii. If the event is an organized gathering, the organizer shall demarcate six feet of spacing in the area of the gathering to demonstrate appropriate spacing for social distancing.
- b. Sector Rules and Essential Business guidance imposing a 5-person limit on outdoor activities are superseded by this order and shall be updated accordingly, but all other restrictions in Sector Rules, Essential Business guidance, or any other executive order or agency order, as amended from time to time, shall remain in effect.
- c. Effective immediately, the 49-person limit on religious, spiritual and worship gatherings is raised for indoor gatherings to 25% of capacity of the indoor space or a maximum of 100 people, whichever is smaller, and to 150 people for outdoor gatherings, provided in each case that appropriate safety and social distancing measures shall be employed. For any such gathering where participants remain in vehicles with windows closed and at least six (6) feet of space between vehicles, there shall no numerical attendance limit, provided all other laws are complied with.

Executive Order 7TT Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7TT.pdf?la=en>

**7UU-1 - Mandatory COVID-19 Testing for Staff of Private and Municipal Nursing Home Facilities, Managed Residential Communities, and Assisted Living Services Agencies.** There shall be a program of mandatory testing for COVID-19 of the staff of private and municipal nursing home facilities, managed residential communities, and assisted living services agencies as detailed below:

- a. **Mandatory COVID-19 Testing of Nursing Home Facility Staff.** Section 19a-522 of the Connecticut General Statutes is hereby modified to require that a private or municipal nursing home facility beginning not later than the week starting June 14, 2020, shall weekly test all members of the nursing home facility staff

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<p><b>Executive Orders</b></p>	<p>for COVID-19 and shall continue such weekly testing for the duration of the public health and civil preparedness emergency.</p> <p>b. <b>Mandatory COVID-19 Testing of Private Managed Residential Community Staff.</b> Section 19a-694 of the Connecticut General Statutes is hereby modified to require that a private or municipal managed residential community, beginning not later than the week starting June 28, 2020, shall weekly test all members of the managed residential community staff for COVID-19 and shall continue such weekly testing for the duration of the public health and civil preparedness emergency.</p> <p>c. <b>Mandatory COVID-19 Testing of Assisted Living Services Agency Staff.</b> Section 19a-699(b) of the Connecticut General Statutes is hereby modified to require that an assisted living services agency, beginning not later than the week starting June 28, 2020, shall weekly test all members of the assisted living services agency staff for COVID-19, and shall continue such weekly testing for the duration of the public health and civil preparedness emergency.</p> <p>d. <b>Definition of Staff.</b> For the purposes of this order, staff shall be defined as all personnel working in a private or municipal nursing home facility, managed residential community or assisted living services agency, including, but not limited to, administrators, medical staff, employees, per diem staff, contractors with a regular presence in the facility, private duty patient or resident contracted individuals, dietary, laundry and housekeeping personnel, and volunteers.</p> <p>e. <b>Orders for Testing.</b> The medical order for any such testing shall be obtained for all staff by such private or municipal nursing home facility, managed residential community or assisted living services agency from an appropriately licensed practitioner capable of issuing such orders within his or her scope of practice or permitted to do so by law, including any executive order.</p> <p><b>7UU-2 - Determination of Suitable Work.</b> For any claim submitted covering May 17 through July 25, Section 31-236-5 of the Regulations of Connecticut State Agencies is modified to read, "In determining whether or not work offered is suitable for an individual, the Administrator shall consider the degree of risk to the individual's health or, due to the COVID-19 public health emergency, the health of a member of that individual's household. In determining the degree of risk, the Administrator may consider the individual's or household member's health, his or her physical capabilities, the physical and mental requirements of the job, working conditions and the existence of any medical documentation concerning the individual's limitations. Where an unreasonable risk to the individual's health or, due to COVID 19, the health of a member of that individual's household is established, the Administrator shall find the work to be unsuitable for the individual."</p> <p>Executive Order 7UU Link: <a href="https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7UU.pdf">https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7UU.pdf</a></p> <p><b>7VV-1 - Amended Limitation on Program Sizes in Child Care. Executive Order No. 7Q,</b> Section 1, dated March 30, 2020, is amended to provide that child care facilities may provide care for up to fifty (50) children without obtaining approval from the Commissioner of Early Childhood. Any facility caring for more than fifty (50) children in one facility must obtain approval from the Commissioner of Early Childhood and demonstrate sufficient separation of groups of children within the facility.</p> <p>Executive Order 7UU Link: <a href="https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7VV.pdf">https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7VV.pdf</a></p>
<p><b>Agency Guidance</b></p>	<ul style="list-style-type: none"> <li>• <b>Department of Economic and Community Development - Recovery and Re-Opening Center</b> - <a href="https://business.ct.gov/recovery">https://business.ct.gov/recovery</a></li> </ul>
<p><b>Continuity Issues</b></p>	<ul style="list-style-type: none"> <li>• <b>Safety</b> - both for workers and persons visiting town facilities. <b>Making new safety protocols automatic.</b></li> <li>• <b>Workplace Configurations</b> - social distancing and facility realities</li> <li>• <b>Alternative service delivery methodologies</b> - stay or go?</li> </ul>



## Best Practices Guidelines

# Town/City Hall, Facilities Re-Opening

### Suggested Best Practices

**Read, Adhere and Check for Updates from the Department of Economic and Community Development Sector Re-Opening Guidance** - [https://business.ct.gov/-/media/DECD/Covid\\_Business\\_Recovery/general-reopen-051920.pdf](https://business.ct.gov/-/media/DECD/Covid_Business_Recovery/general-reopen-051920.pdf)

From the Harvard Business Review, **5 Tips for Safely Re-Opening Your Office** - <https://hbr.org/2020/05/5-tips-for-safely-reopening-your-office>

1. **“Require please and thank you.** The only way to create and sustain change is to have **200% accountability**: Employees must understand that they are not simply responsible to follow safe practices themselves (the first 100%), they are also responsible to ensure everyone around them does as well (the second 100%). Instruct employees that when anyone sees anyone violate safe practices, they are to remind them of proper protocol with a polite, “Please.” For example, “Please wear a mask when you’re in the office.”...Leaders must be instructed that when they’re reminded of a safety guideline, there is only one permissible response: an immediate “Thank you” followed by compliance. Period.”
2. **Hold a Covid boot camp when you return to the office.** The idea of a “boot camp” is to break down old patterns and introduce new ones. The easiest time to reset norms is when no one knows what is normal.
3. **Practice with fire drills.** Hold daily fire drills in the first week, where you ask people to stop what they are doing and practice the new behaviors. In the weeks following, twice a week is sufficient. Effective fire drills also require leadership. Leaders must walk all employees through the motions of each new safety behavior, including saying please and thank you. Fire drills require much less time, but are critical to sustaining change because they remind employees of how important the behaviors are.
4. **Perform daily rounds.** As the saying goes, “you don’t get what you expect, you get what you inspect.” Just like in a hospital, leaders must use a checklist to do “rounding” and measure compliance results. They can walk the work area and observe the degree to which proper behavior is being practiced. They should score it every day for the first 30 days and do their observations at unpredictable times of day. After that, rounding can happen every other day.
5. **Keep score publicly.** Leaders should then post the rounding scores publicly, every day. Above the score they can place a large circle with colors denoting the organization’s level of compliance: Green = 95%+. Yellow = 80-90%. Red = <80%. They must commit to post the results no matter what they are and make sure they are visible to clients and customers. Embarrassment is a powerful motivator for improvement and the more public the embarrassment, the greater the motivation.

These practices may feel awkward for many employees and leaders, especially those who haven’t been part of concerted workplace safety efforts before. But these are unusual times and if we want to keep everyone safe and healthy, people have to do things outside of their comfort zones.

If leaders take these practices seriously, they will be able to inculcate new norms much more quickly. Doing so is not only important for employee safety but for the health of your business. Adherence to these critical behaviors will make it possible for business to reopen — and to stay open.

- **Maintain Healthy Environment (CDC)**

- ✓ Intensify cleaning and disinfection of frequently touched surfaces
- ✓ Ensure ventilation systems operate properly and increase circulation of outdoor air
- ✓ Ensure all water systems are safe to use
- ✓ Modify layouts to promote social distance of at least 6 feet between people – especially for person who do not live together
- ✓ Install physical barriers and guides to support social distancing if appropriate
- ✓ Close communal spaces, or stagger use and clean and disinfect between use
- ✓ Limit sharing of objects, or clean and disinfect between use

- **Maintain Healthy Operations (CDC)**

- ✓ Protect people at higher risk for severe illness from COVID-19
- ✓ To cope with stress, encourage people to take breaks from the news, take care of their bodies, take time to unwind and connect with others, particularly when they have concerns
- ✓ Maintain awareness of local or state regulations
- ✓ Stagger or rotate scheduling

## Best Practices Guidelines

### Town/City Hall, Facilities Re-Opening

#### Suggested Best Practices

- ✓ Create static groups or “cohorts” of individuals and avoid mixing between groups
- ✓ Pursue virtual events. Maintain social distancing at any in-person events, and limit group size as much as possible
- ✓ Limit non-essential visitors, volunteers, and activities involving external groups or organizations, especially with those who are not from the local area
- ✓ Encourage telework and virtual meetings if possible
- ✓ Consider options for non-essential travel in accordance with state and local regulations
- ✓ Designate a COVID-19 point of contact
- ✓ Implement flexible and non-punitive leave policies
- ✓ Monitor absenteeism and create a back-up staffing plan
- ✓ Train staff on all safety protocols
- ✓ Consider conducting daily health checks such as temperature screening or symptom checking
- ✓ Encourage those who share the facilities to also adhere to mitigation strategies
- ✓ Put in place communication systems for:
  - ✓ Individuals to self-report COVID-19 symptoms, a positive test for COVID-19, or exposure to someone with COVID-19
  - ✓ Notifying local health authorities of COVID-19 cases
  - ✓ Notifying individuals (employees, customers, students, etc.) of any COVID-19 exposures while maintaining confidentiality in accordance with privacy laws
  - ✓ Notifying individuals (e.g. employees, customers, students) of any facility closures
- **General**
  - ✓ Re-Opening a town hall and other municipal facilities to employees and the public is not simply a matter of opening the door and its business as it was prior to the COVID-19 pandemic.
  - ✓ **The pandemic is NOT a natural disaster** where there is a beginning and end - resulting in life returning to essentially normal. The way municipalities function in terms of service delivery, IT, budgeting finance, meetings, etc are and will be different until perhaps there is a vaccine. Towns must consider re-inventing themselves to providing government functions/services.
  - ✓ While not every function of municipal government is “essential” - municipal government is an essential function. **Municipal operations should remain active, with critical services continuing to be provided to taxpayers**
  - ✓ **Place information posters**, including ones in alternative languages in accordance with the town’s LEP Plan, that encourage staying home when sick, cough and sneeze etiquette, and proper hand hygiene practices at the entrance to the workplace and in other workplace areas where they are likely to be seen.
    - ✓ Continue to encourage telework, whenever possible and feasible with business operations. If such a system worked during the height of the pandemic - why change?
    - ✓ If possible, return to work in phases.
    - ✓ Close common areas where personnel are likely to congregate and interact, or enforce strict social distancing protocols.
    - ✓ Minimize non-essential travel and adhere to CDC guidelines regarding isolation following travel.
- **Make special accommodations for personnel who are members of a vulnerable population.**
- **Re-Opening Plan** - Municipalities, before opening for internal use and allowing the public access to facilities should form a Re-Opening Committee made up of Department Directors, Local Health Department and Bargaining Unit Members, Outside vendors (if used in operations) to develop a comprehensive Re-Opening Plan (Suggest each town adhere to CDC guidance - **COVID-19 Employer Information for Office Buildings** (<https://www.cdc.gov/coronavirus/2019-ncov/community/office-buildings.html>)). Such a plan, at a minimum should:
  1. **Identify** where and how workers might be exposed to COVID-19 at work.
    - ✓ Conduct worksite assessments to identify COVID-19 prevention strategies. (CDC)
    - ✓ Classify worker risk of occupational exposure to SARS-CoV-2, the virus that causes COVID-19, and establish protocols and PPE to protect workers. (OSHA)

## Best Practices Guidelines

# Town/City Hall, Facilities Re-Opening

### Suggested Best Practices

2. **Develop** hazard controls using the hierarchy of controls to reduce transmission among workers. Include a combination of controls noted below.
    - ✓ Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at any town facility.
    - ✓ If a worker tests positive for COVID-19, the Town must immediately notify their local health department and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.
    - ✓ Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.
  3. **Change** the way people work
  4. **Educate** employees and supervisors about steps they can take to protect themselves at work.
    - ✓ Educate workers in the **language they understand best** about coronavirus and how to prevent transmission, and the employer's COVID-19 policies.
    - ✓ Post signage, in alignment with your communities Limited English Proficiency (LEP) Plan throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- **Other Safety Measures:**
- ✓ Maintain minimum six-foot separation between all employees (and customers) in all interactions at all times. When strict physical distancing is not feasible for a specific task, other prevention measures are required, such as use of barriers, minimizing staff or customers in narrow or enclosed areas, and staggering breaks and work shift starts.
  - ✓ Tightly enclosed spaces or small rooms should be occupied by only one individual at a time, unless all occupants are wearing cloth face coverings, masks or respirators. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.
  - ✓ Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations)
  - ✓ Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
  - ✓ Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.
  - ✓ Provide (at no cost to employees) and require the wearing of personal protective equipment (PPE), such as gloves, goggles, face shields and face masks as appropriate or required for the work activity being performed. Cloth face coverings must be worn by every employee not working alone on the job site unless their exposure dictates a higher level of protection under L&I safety and health rules and guidance.
  - ✓ Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.
  - ✓ Establish an increased frequency house keeping schedule that includes frequent cleaning and sanitizing with a particular emphasis on commonly touched surfaces. Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC)
  - ✓ Ensure frequent and adequate hand washing with adequate maintenance of supplies. Use disposable gloves where safe and applicable to prevent virus transmission on tools or other items that are shared
  - ✓ Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed

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### Suggested Best Practices

- **Provide training on proper hand washing practices** and other routine infection control precautions, such as avoiding touching the face and avoiding touching surfaces often touched by passengers or fellow employees. Including key times to clean hands include:
  - ✓ Before, during, and after preparing food.
  - ✓ Before eating food.
  - ✓ After using the toilet.
  - ✓ After blowing your nose, coughing, or sneezing.
  - ✓ Before and after work shifts.
  - ✓ Before and after work breaks.
  - ✓ After touching frequently touched surfaces.
  - ✓ After putting on, touching, or removing cloth face coverings.
- **CDC Recomendendes:**
  - ✓ Ensure that ventilation systems in your facility operate properly. For building heating, ventilation, and air conditioning (HVAC systems) that have been shut down or on setback, review new construction start-up guidance provided in ASHRAE Standard 180-2018, Standard Practice for the Inspection and Maintenance of Commercial Building HVAC Systems
  - ✓ Increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and other methods. Do not open windows and doors if doing so poses a safety or health risk for current or subsequent occupants, including children (e.g., allowing outdoor environmental contaminants including carbon monoxide, molds, or pollens into the building).
  - ✓ Evaluate the building and its mechanical and life safety systems to determine if the building is ready for occupancy. Check for hazards associated with prolonged facility shutdown such as mold growth, external air, rodents or pests, or issues with stagnant water systems, and take appropriate remedial actions.
- **Engineering controls: Ventilation in the building:**
  - ✓ Increase the percentage of outdoor air (e.g., using economizer modes of HVAC operations) potentially as high as 100% (first verify compatibility with HVAC system capabilities for both temperature and humidity control as well as compatibility with outdoor/indoor air quality considerations).
  - ✓ Increase total airflow supply to occupied spaces, if possible.
  - ✓ Disable demand-control ventilation (DCV) controls that reduce air supply based on temperature or occupancy.
  - ✓ Consider using natural ventilation (i.e., opening windows if possible and safe to do so) to increase outdoor air dilution of indoor air when environmental conditions and building requirements allow.
- **Engineering Controls: Improve central air filtration:**
  - ✓ Increase air filtration to as high as possible (MERV 13 or 14) without significantly diminishing design airflow.
  - ✓ Inspect filter housing and racks to ensure appropriate filter fit and check for ways to minimize filter bypass
  - ✓ Consider running the building ventilation system even during unoccupied times to maximize dilution ventilation.
  - ✓ Generate clean-to-less-clean air movement by re-evaluating the positioning of supply and exhaust air diffusers and/or dampers and adjusting zone supply and exhaust flow rates to establish measurable pressure differentials. Have staff work in areas served by “clean” ventilation zones that do not include higher-risk areas such as visitor reception or exercise facilities (if open).
  - ✓ Consider using portable high-efficiency particulate air (HEPA) fan/filtration systems to help enhance air cleaning (especially in higher risk areas).
  - ✓ Ensure exhaust fans in restroom facilities are functional and operating at full capacity when the building is occupied.
  - ✓ Consider using ultraviolet germicidal irradiation (UVGI) as a supplement to help inactivate the virus.

**Best Practices Guidelines**

**Town/City Hall, Facilities Re-Opening**

<p><b>Suggested Best Practices</b></p>	<ul style="list-style-type: none"> <li>• <b>Engineering controls: Isolate workers from the hazard</b> (CDC)             <ul style="list-style-type: none"> <li>✓ Modify or adjust seats, furniture, and workstations to maintain social distancing of 6 feet between employees.</li> <li>✓ Install transparent shields or other physical barriers where possible to separate employees and visitors where social distancing is not an option.</li> <li>✓ Arrange reception or other communal seating area chairs by turning, draping (covering chair with tape or fabric so seats cannot be used), spacing, or removing chairs to maintain social distancing.</li> <li>✓ Use methods to physically separate employees in all areas of the facilities including work areas and other areas such as meeting rooms, break rooms, parking lots, entrance and exit areas, and locker rooms.</li> <li>✓ Use signs, tape marks, or other visual cues such as decals or colored tape on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible.</li> <li>✓ Replace high-touch communal items, such as coffee pots, water coolers, and bulk snacks, with alternatives such as pre-packaged, single-serving items.</li> </ul> </li> <li>• For employees who commute to work using public transportation or ride sharing, consider offering the following support:             <ul style="list-style-type: none"> <li>✓ If feasible, offer employees incentives to use forms of transportation that minimize close contact with others (e.g., biking, walking, driving or riding by car either alone or with household members).</li> <li>✓ Ask employees to follow the CDC guidance on how to protect yourself when using transportation.</li> <li>✓ Allow employees to shift their hours so they can commute during less busy times.</li> <li>✓ Ask employees to wash their hands as soon as possible after their trip.</li> </ul> </li> <li>• CDC has free, simple posters available to download and print, some of which are translated into different languages. - <a href="https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc">https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc</a></li> <li>• <b>Conduct a full Analysis of Service Delivery Analysis Before Returning to Pre-pandemic Delivery Systems</b> <ul style="list-style-type: none"> <li>✓ Form a <b>Special Advisory Evaluations Committee</b> consisting of Department Heads, Bargaining Unit Representatives, Business and the Public to review each COVID-19 related adjustment made by the community as it relates to the delivery of services. Specifically:                 <ul style="list-style-type: none"> <li>▸ <b>Impact on the quality of services</b> - improved, diminished or unchanged</li> <li>▸ <b>Cost Impacts</b> - more, less or unchanged</li> <li>▸ <b>Virtual Meetings vs Conventional Meetings</b> - gain in public access?</li> <li>▸ <b>Unmet opportunities?</b> What else could/should have been done?</li> </ul> </li> <li>✓ Municipalities, through their regional COGs, should seek to have a regional discussion of what other member towns did to adjust to COVID-19 in terms of what worked and did not work</li> <li>✓ Regional COGs should serve as a clearinghouse for innovative approaches to service delivery - especially in terms of shared and regional approaches.                 <ul style="list-style-type: none"> <li>▸ Where appropriate, COGs should seek RPIP funds to further pilot innovative approaches to service delivery</li> </ul> </li> </ul> </li> </ul>
<p><b>Resources</b></p>	<ul style="list-style-type: none"> <li>• <b>Implementation of Mitigation Strategies for Communities with Local COVID-19 Transmission</b> - <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/community-mitigation.html">https://www.cdc.gov/coronavirus/2019-ncov/community/community-mitigation.html</a></li> <li>• Standard Practice for Inspection and Maintenance of Commercial Building HVAC Systems - <a href="https://www.ashrae.org/File%20Library/Technical%20Resources/Bookstore/previews_2016639_pre.pdf">https://www.ashrae.org/File%20Library/Technical%20Resources/Bookstore/previews_2016639_pre.pdf</a></li> <li>• <b>Guidance on Preparing Workplaces for COVID-19</b> - <a href="https://www.osha.gov/Publications/OSHA3990.pdf">https://www.osha.gov/Publications/OSHA3990.pdf</a></li> </ul>



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<b>Resources</b>	<ul style="list-style-type: none"><li>• <b>COVID-19 Employer Information for Office Buildings</b> - <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/office-buildings.html">https://www.cdc.gov/coronavirus/2019-ncov/community/office-buildings.html</a></li><li>• <b>5 Tips for Safely Reopening Your Office</b> - <a href="https://hbr.org/2020/05/5-tips-for-safely-reopening-your-office">https://hbr.org/2020/05/5-tips-for-safely-reopening-your-office</a></li></ul>
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The information contained in this document is not intended to provide legal advise and should be used only for guidance regarding various functions performed by municipalities. Individual questions regarding the applicability of Executive Orders should be directed to the Office of Policy and Management Intergovernmental Policy and Planning Division (IGPP) or the town’s legal representative.

The Advisory Commission on Intergovernmental Relations (ACIR) is a 24-member agency of the State of Connecticut created in 1985 to study system issues between the state and local governments and to recommend solutions as appropriate. The membership is designed to represent the state legislative and executive branches, municipalities and other local interests, and the general public.

The role of ACIR, as contained in Section 2-79a of the Connecticut General Statutes, is to: (1) serve as a forum for consultation between state and local officials; (2) conduct research on intergovernmental issues; (3) encourage and coordinate studies of intergovernmental issues by universities and others; and (4) initiate policy development and make recommendations to all levels of government.

For Further Information, Please Contact:  
Bruce Wittchen: phone (860) 418-6323 e-mail [bruce.wittchen@ct.gov](mailto:bruce.wittchen@ct.gov)

