

## **MEMORANDUM**

TO: Michael Houghton, Select Board Chair  
Joseph Lovejoy, Select Board Vice-Chair  
Allison Knab, Select Board

FROM: David Moore, Town Administrator

DATE: May 29, 2020

RE: Select Board Agenda and Materials for May 18<sup>th</sup> Regular Meeting

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Please allow this memorandum to serve as a guide to the Select Board Meeting agenda for June 1 2020.

### **III. Consideration of Minutes**

The draft minutes from May 18, 2020 are included in your packet for review.

### **IV. Department Reports & Presentations**

The department report will be from Nate Mears, Public Works Director. In addition to his report, he will focus his content on the survey and draft RFP for solid waste and recycling collection and disposal. Finance Administrator Dawna Duhamel will also participate in the conversation as she and Nate have collaborated on the draft RFP tool.

### **V. Correspondence**

- A. May 18, 2020 NHMA Communication Regarding Town Meeting and Budget Issues
- B. E-mail from Jay Somers, Comcast re: extension inquiry

### **VI. Public Comment**

### **VII. Public Hearings, Ordinances and/or Resolutions**

None are scheduled or required for this meeting.

### **VIII. Discussion of Monthly Reports (second meeting of each month)**

We will next discuss reports at your meeting on June 16<sup>th</sup>.

## **IX. New Business and Action Items**

### **A. Town Offices and Buildings – Strategy for “Reopening” - COVID**

I have provided you with a draft of an operations plan for beginning to resume operations at the Town Offices. I look forward to discussing it and answering questions. I have asked Shanti Wolph to participate in the phone conversation

### **B. Curbside Collection Next Steps Discussion**

This item will be covered as part of the departmental report.

### **C. Town Meeting Preparations – TIF Discussion**

I plan to have a handout for the Board that proposes questions and answers and a schedule of outreach efforts leading up to the rescheduled July Town meeting.

## **X. Town Administrator Report**

I plan to address additional issues and updates for the Board. If you have any items you want to ensure I address, please let me know.

Parks and Recreation Director Seth Hickey is seeking time with the Board to further discuss upcoming potential programming for the summer and is seeking Board input.

## **XI. Informational Items**

## **XII. Reservations, Event Requests & Permits**

### **A. NHSPCA Raffle Permit**

## **XIII. Review of Recent or Upcoming Board & Commissions Agendas**

## **XIV. Miscellaneous & Old Business**

### **A. Boards and Commissions Appointments – Planning Board, Rockingham Planning Commission**

### **B. PFAS in Town Center Update**

## **XV. Adjournment**



# TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

VOICE (603) 772-7391 • FAX (603) 775-0517

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## SELECT BOARD AGENDA

**JUNE 1, 2020**

**TOWN OF STRATHAM**

**7:00 P.M.**

**Room A, Stratham Municipal Center**

**10 Bunker Hill Avenue- Stratham, NH 03885**

**This meeting of the Select Board will be held in Room A of the Stratham Municipal Center**

The public may access this meeting at the date and time above using this conference call information. Please dial the conference number **(877) 205 7349** and input **2254** when prompted for a user pin/code.

If at any time during the meeting you have difficulty, hearing the proceedings, please call 603 772-7391 ext. 187.

To access materials related to this meeting, please see this link:

<https://www.strathamnh.gov/select-board>

- I. Call to order
- II. Roll Call
- III. Consideration of Minutes – May 18, 2020
- IV. Treasurer Report
- V. Department Reports & Presentations – Department of Public Works, Nate Mears
- VI. Correspondence
- VII. Public Comment

The Select Board reserves the right to take up business in any order deemed appropriate by the Chair. A motion to enter Non-Public Session in accordance with RSA 91-A:3 may occur at any time during the meeting. Submission of items to be placed on the Agenda must be to the Town Administrator by 4 pm the Wednesday before the scheduled meeting.



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- VIII. Public Hearings, Ordinances and/or Resolutions
- IX. Discussion of Monthly Reports (second meeting of each month)
- X. New Business and Action Items
  - A. Town Offices and Buildings – Strategy for “Reopening” - COVID
  - B. Curbside Collection Next Steps Discussion
  - C. Town Meeting Preparations – TIF Discussion
- XI. Town Administrator Report
- XII. Informational Items
- XIII. Reservations, Event Requests & Permits
- XIV. Review of Recent or Upcoming Board & Commissions Agendas
- XV. Miscellaneous & Old Business
  - A. Boards and Commissions Appointments
  - B. PFAS in Town Center Update
- XVI. Adjournment

## **MINUTES OF THE MAY 18, 2020 SELECT BOARD MEETING**

MEMBERS PARTICIPATING VIA CONFERENCE CALL: Board Members Chair Mike Houghton, Vice Chair Joe Lovejoy, Board member Allison Knab along with Finance Administrator Dawna Duhamel and Parks & Recreation Director Seth Hickey. Town Administrator David Moore was on the call at the Municipal Center.

One member of the public was also on the call.

The Board Chair opened the meeting at 7:00 p.m. and gave an introduction to the all remote meeting. He indicated all members of the Select Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # (877) 205 7349 and passcode 2254.

Via the meeting notice, we provided the information necessary for accessing the meeting, including how to access via conference call. He asked the public to contact the Town Administrator David Moore by calling 603 772-4741 ext. 187 if they have any problem with accessing this phone call during the meeting.

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled. Please note that all votes that are taken during this meeting shall be done by roll call vote.

### **MINUTES**

Mr. Lovejoy motioned to approve the minutes of 5/4/2020 and 5/11/2020 provided one typo be corrected. Ms. Knab seconded the motion. Via roll call vote, all voted in favor.

### **PARKS & RECREATION**

Parks & Recreation Director Seth Hickey reviewed his department report. He has been working with Ms. Duhamel on a Recreation Revolving Fund policy. He is also working with Mr. Moore on the reservation policy. As part of the Parks & Recreation return to operations plan, Mr. Hickey outlined a tiered approach to opening the Stratham Hill Park main parking lot and other facilities and services. He advocated a conservative plan: reopening the parking lot to Stratham residents only, alternating use of parking spaces, limiting parking to weekdays. The rationale for this last measure was to avoid the large crowds that tend to gather there on the weekends. Based on guidance from the Tennis Association, he'd like to open only the tennis courts at Stevens Park for single play only. Conversation continued regarding methods to ensure compliance. Previous emergency policies, such as keeping dogs leashed and prohibiting playground use, will remain in effect. The timing was discussed.

Mr. Hickey is recommending cancelling the summer camp program this year. This decision is based on Stratham Memorial School's decision to restrict access to the building during the summer and concern over not being able to comply with the Governor's guidelines for summer camps. Next, Mr. Hickey addressed the many contracted camps that offer programs through his department. Some of the contracted camps are considering online or virtual programs.

Discussions on alternatives are ongoing and he will report back when decisions have been made. Ms. Knab wanted to ensure a coordinated approach to the camps and the Tier 2 phase of opening the parks. Mr. Houghton made a motion to authorize the Tier 1 opening of Stratham Hill Park and related recreational program offerings as discussed in the Select Board meeting of May 18, 2020. Ms. Knab seconded the motion. Via roll call vote, all voted in favor. Mr. Houghton requested the Board review the final press release before it is distributed to the public.

Lastly, Mr. Hickey directed attention to the breakdown of duties between Parks and Recreation and the Public Works Department created by DPW Director Nate Mears. It outlines the responsibilities of each department.

Responding to an inquiry from Mr. Houghton regarding the implications of budget constraints, Mr. Hickey said that, given the uncertain environment, large events that typically bring in revenue will be cancelled for this year.

#### Correspondence

Mr. Moore stated that no action was necessary on the correspondence. It is included for information only.

#### Monthly Department Reports

Ms. Knab and Mr. Lovejoy voiced appreciation for the uniformity of the reports. Mr. Lovejoy noted a mathematical error on the Town Assessors report. Mr. Moore will follow up.

#### COVID 19 Grant Acceptance

Mr. Moore reported that the State of NH is offering first responder stipends. Ms. Duhamel is coordinating a response with Fire Chief Matt Larrabee and Chief Tony King who have put together rosters to submit to the state. Mr. Lovejoy made a motion to participate in the First Responder COVID 19 Stipend Program and authorize the submittal of rosters to the New Hampshire Department of Safety, Division of Homeland Security and Emergency Management (HSEM). Ms. Knab seconded the motion. Via roll call vote, all voted in favor.

#### Municipal Relief Fund Program

Mr. Moore recommended the Board enter into the State of NH Municipal Relief Fund Program. Mr. Lovejoy made a motion to accept and enter into the grant agreement for the COVID-19 Municipal Relief Fund (MRF) in an amount up to \$176,768 and designated the Board Chair to sign. Ms. Knab seconded the motion. Via roll call vote, all voted in favor.

#### Memorial Day Observance

Mr. Moore outlined the procedure that Memorial Day Coordinator Jeff Gallagher, the Denton's and staff are proposing to safely observe the holiday. After a brief ceremony, taps and a wreath laying at the Veterans Garden at the park, a small, silent procession of emergency vehicles will travel through town. Logistics will be finalized Wednesday.

#### Outdoor Restaurants & Governor's Executive Order

Mr. Moore elaborated on a memo from Building Inspector/Code Enforcement Officer Shanti

Wolph. He is recommending the Town allow outdoor restaurant seating in accordance with the Governor's order through the adoption of a temporary permit form that can be used to approve of such requests. Mr. Lovejoy motioned to adopt and utilize the temporary outdoor seating permit request form as proposed by Building Inspector/Code Enforcement Officer Shanti Wolph. Ms. Knab seconded the motion. Via roll call vote, all voted in favor.

Application for 79E Community Revitalization Tax Incentive – 82 Portsmouth Ave.

Mr. Moore reported that the Town is in receipt of a complete 79E application from the owners of 82 Portsmouth Ave. Mr. Lovejoy made a motion to accept as complete the 79E application as submitted and amended by the owners of 82 Portsmouth Ave. Mr. Lovejoy further authorized the Town Administrator to schedule a public hearing within the required 60 day timeframe. Ms. Knab seconded the motion. Via roll call vote, all voted in favor.

Town Meeting – Next Steps

Mr. Moore has not received feedback from the residents regarding the postponement of the meeting or the Articles to be considered. He reviewed the logistics of managing the meeting given the continued concern about large gatherings.

Due to static on the conference call, all participating hung up and re-dialed in again. The static on the line continued, so they tried another number. After asking if there were any other members of the public, Mr. Moore emailed the one member of the public with the new number.

Conversation regarding the Town Meeting venue continued. We must wait for further guidance from State.

#### TOWN ADMINISTRATION

Mr. Moore reported that the Supervisors of the Checklist are receiving guidance from the State on voting protocols. The Supervisors will be meeting June 2. Although the building is closed to the public, they are requesting they be permitted to hold a traditional face to face meeting from 7:00 pm to 7:30 pm to allow members from the public to come in to register to vote or change their party affiliation. They expect the turnout to be minimal and will follow safety procedures. The Board was supportive of the request.

Finance Administrator Dawna Duhamel presented the monthly financial report. She began by comparing last year's spending to this year, noting we are doing very well on the Board's 2020 spending strategy (default budget) approved in April. The variation in the Fire Dept. compensation is due to the new stipend program that was put in place last November. Still, it remains within budget. Ms. Duhamel noted that the staff salary reductions will be reflected in next month's report.

Ms. Duhamel put together a report on the Capital Projects including the project and year end balances. Mr. Lovejoy requested a list of the projects due to lapse at year end.

Next, Ms. Duhamel outlined a scenario where property tax collections are less than anticipated due to Covid 19. She wanted to be prepared and to advise the Board should the Town need short term financing in order for it to meet its obligations. Based on previous year's collections, she

devised a model that would give an indication as to if and when this would be the case. Grant money cannot be used for this purpose. The Board sensed they would know by July if they would need to move forward with the financing. Mr. Moore shared the federal government was engaged in designing a lending facility for municipalities in situations such as this. They will continue to monitor the situation.

Mr. Houghton requested that Stratham's farmers be highlighted in the upcoming newsletter. He spoke about Stratham's agricultural history and the importance of the town's farms. It's been recognized that the pandemic has had a detrimental effect on farms throughout the country and he wanted to call attention to and support our local farms during this stressful time. Mr. Moore indicated he would make mention of Stratham Farms in the newsletter and social media posts.

Mr. Moore asked about logistics of future meetings. The Board expressed a preference for meeting in person, while maintaining a safe distance. The public would be encouraged to call in to participate in the meeting.

Mr. Moore requested action on an appointment. Ms. Knab motioned to appoint Town Planner Tavis Austin to the Rockingham Planning Commission Technical Advisory Committee and Mr. Moore as an alternate. Mr. Lovejoy seconded the motion. Via roll call vote, all voted in favor.

At 9:03pm Mr. Houghton moved to go in to a non-public session to discuss personnel matters. Mr. Lovejoy seconded the motion. Via roll call vote, all voted in favor.

At 10:00 p.m. the Board returned to public session. Ms. Knab voted to seal the minutes of the non-public session after determining failure to do so would render the discussion ineffective. Mr. Lovejoy seconded the motion. Via roll call vote, all voted in favor.

At 10:01 Ms. Knab moved to adjourn. Mr. Lovejoy seconded the motion. Via roll call vote, all voted in favor.

Respectfully submitted,

Karen Richard  
Recording Secretary





May 18, 2020

*Via electronic delivery only*

The Office of Governor Christopher Sununu

RE: Proposed Emergency Orders: Municipal Budgets & Property Taxes

Dear Governor Sununu:

On May 15, the NHMA Board of Directors held a meeting and discussed the pressing legal challenges affecting towns and cities. The Board voted for NHMA to advocate for the following additional emergency orders, which all relate to providing municipalities more flexibility in responding to revenue shortfalls and lessening the burden on property taxpayers.

**Governing Body Authority to Reduce or Rescind Appropriations**

During the state of emergency, and in order to adjust budgets and to reduce the tax burden on citizens in the current economic climate due to COVID-19, the governing body of a town, school district, or county shall have the authority to reduce appropriations for any item or items, except amounts required for debt and interest charges or other legally-required expenditures, to such a degree as may be necessary to keep total expenditures of the municipality, school district, or county within its total anticipated revenues. In towns that have adopted RSA Chapter 37 or RSA Chapter 49-D, the chief administrative officer shall make the recommendation to the governing body for approval. This action shall be taken at a public meeting. Notice of the date of the public meeting shall be made public no less than seven (7) days before the meeting. At or before the public meeting, the governing body shall provide a report to the public that shows the relation between the estimated and actual income and expenses to date, together with outstanding indebtedness and estimated future expenses. This provision shall not affect or supplant any similar provision in a town charter.

- Explanation: This authority would allow towns to reduce or rescind appropriations to help reduce the tax burden on their citizens. This provision waives the restriction in RSA 31:5 that appropriations may be reduced or rescinded only if a special town meeting is held at which the ballots cast are equal to 1/2 the legal voters. This provision also extends this authority to school districts and counties. This provision does not apply to cities or towns with charters that provide similar authority in their charters.

**Governing Body Authority to Transfer Capital Reserve Fund Appropriations**

The governing body may, after a public hearing, vote to expend funds from a previously established expendable trust fund, capital reserve fund, or redevelopment plan fund for a purpose other than the purpose for which the fund was originally created. This authority may not be used to reduce or offset the tax rate.

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NEW HAMPSHIRE MUNICIPAL ASSOCIATION

25 Triangle Park Drive • Concord, NH 03301 • Tel: 603.224.7447 • NH Toll Free: 800.852.3358

NHMAinfo@nhmunicipal.org • governmentaffairs@nhmunicipal.org • legalinquiries@nhmunicipal.org

www.nhmunicipal.org

- Explanation: This authority would provide flexibility to towns to spend money already set aside in capital reserve funds. This provision waives the restriction in RSA 35:15 that trust funds and capital reserve funds may be spent only for a specific purpose, as established by the legislative body. This provision also waives the requirement in RSA 35:16-1 that a capital reserve fund may be dissolved and used for another purpose through legislative body action only.

### **Property Tax Payment Plans**

The assessing authorities of municipalities are authorized, during the State of Emergency declared in Executive Order 2020-04 and any extensions of that State of Emergency, to enter into agreements with property taxpayers for the payment of property taxes on an agreed schedule, which may include a reduction or waiver of any interest on such taxes. This authority may be exercised with respect to any property taxes assessed for the tax year beginning April 1, 2020, any taxes due for prior years, or both.

- Explanation: Although Emergency Order #25 allows towns and cities, by local option, to issue a blanket waiver of interest on property taxes, many are concerned that doing so will further increase property tax payment delinquencies and further restrict cash flow and municipal operations. As a result, many towns and cities are interested in addressing the abatement of interest on a case-by-case basis under RSA 76:16.

The above proposed language would allow towns and cities to provide relief to taxpayers by authorizing property tax payment agreements. Although RSA 80:71 allows taxpayers to enter into “payment plans” to assist in the redemption process and avoid deeding property to the municipality, there is no statute referring to partial payments prior to lien, nor specific authority allowing municipalities to establish property tax “payment plans.” This authority will allow taxpayers who are unable to make full payment on their property taxes to enter into payment plans and not risk becoming delinquent or being charged interest. Therefore, we would suggest that Emergency Order #25 be amended to add the authority to enter into payment plans on a case by case basis.

Thank you for your consideration of these issues.

Sincerely,

**Margaret**  
**M.L. Byrnes**

Digitally signed by  
Margaret M.L. Byrnes  
Date: 2020.05.18  
19:37:40 -04'00'

Margaret M.L. Byrnes  
Executive Director

cc: DJ Bettencourt  
John Formella  
Chris Ellms  
Nicholas Chong Yen

**From:** Somers, Jay <[Thomas\\_Somers@comcast.com](mailto:Thomas_Somers@comcast.com)>

**Sent:** Monday, May 18, 2020 11:20 AM

**To:** David Moore <[dmoore@StrathamNH.gov](mailto:dmoore@StrathamNH.gov)>

**Subject:** License Renewal

David,

I hope all is well with you. Looking forward, I noticed that the Cable TV license extension between the Town and Comcast expires in early September. Recognizing that we are not in an environment as business as usual, do you think the Board would want to extended the current license for another year?

Thanks,  
Jay

**Jay Somers** | Sr. Manager of Government & Regulatory Affairs

**Comcast** | Greater Boston Region | 180 Greenleaf Avenue Portsmouth, NH 03801

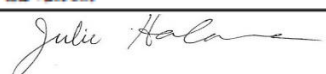
o 603-334-3603 | m 617-279-3603

***INTERNET ESSENTIALS from Comcast***

*A program designed to expand broadband adoption among low-income American households with at least one child eligible to receive free or reduced price school lunches. Once in the program, participants receive fast, affordable Internet service for \$9.95/mo + tax, the option to purchase a computer for just \$150 and access to free digital literacy training. To learn more or to apply, please call 1-855-8-INTERNET (1-855-846-8376) or visit [InternetEssentials.com](https://InternetEssentials.com). To become a partner, please reply to this e-mail or visit [InternetEssentials.com/partner](https://InternetEssentials.com/partner).*

# RAFFLE PERMIT APPLICATION


**Town of Stratham**  
 Incorporated 1716  
 10 Bunker Hill Ave. • Stratham, NH 03885

<b>APPLICANT INFORMATION</b>			
<b>Organization Applying for Permit:</b> <small>(Note: Only legal non-profits can be issued a permit)</small>		New Hampshire SPCA	
<b>Address:</b> 104 Portsmouth Avenue		<b>City:</b> Stratham	<b>State:</b> NH
			<b>Zip:</b> 03833
<b>Contact Person:</b> Julie Halama	<b>Phone:</b> 603-772-2921 ext. 105	<b>Email:</b> jhalama@nhspca.org	
<b>RAFFLE/DRAWING PERMIT INFORMATION</b>			
<b>Date(s) Raffle Tickets Will Be Sold:</b> June 1 – 14, 2020			
<b>Date of Drawing:</b> June 14, 2020		<b>Location of Drawing:</b> NHSPCA Office @ 104 Portsmouth Ave.	
<b>List Items to be Ruffed:</b>			
Raffle items will be focused around the home, garden / lawn and outdoor recreation including a mattress, chair, home furnishings and accessories, crew to provide on-site yard work, grill, outdoor furniture, etc.			
<b>Reason for Raffle:</b> Proceeds to Benefit the NHSPCA as part of the virtual event Paws Walk Reimagined.			
<b>How is Raffle Going to be Conducted (i.e. door to door, only at events, only family and friends, etc.):</b>			
Raffle tickets will be sold online at nhspca.org.			
<b>Other (any other pertinent information):</b>			
<i>I have read the provisions of NH RSA 287-A (attached) and by signing below, state that the organization I represent will comply with those provisions at all times.</i>			
<b>Signature:</b> 		<b>Date:</b> May 21, 2020	
<input type="checkbox"/> <b>APPROVED</b> <input type="checkbox"/> <b>DENIED</b> Reason for denial:			
<b>Selectman Signature:</b>		<b>Date:</b>	
<b>Selectman Signature:</b>		<b>Date:</b>	
<b>Selectman Signature:</b>		<b>Date:</b>	



## TOWN OF STRATHAM

*Incorporated 1716*

10 Bunker Hill Avenue · Stratham, NH 03885

Town Clerk/Tax Collector 603-772-4741

Select Board's Office/Administration/Assessing 603-772-7391

Code Enforcement/Building Inspections/Planning 603-772-7391

Fax (All Offices) 603-775-0517

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May 27, 2020

TO: Select Board  
Town Administrator

FROM: Tavis Austin, AICP, Town Planner

RE: Right of Way Installations and 5G

Select Board,

This memo is intended to outline the current issues related to the introduction of 5G technology deployment within the Town of Stratham. For the record, no applications have been received to date requiring action by the Town for permitting of this technology.

*Background:*

In 2018 the Planning Board recommended Section XIX *Telecommunication Facilities* of the Zoning Regulations which regulate such facilities within the limits of authority granted by Federal and State Law. The Town adopted these regulations as recommended by the Planning Board in 2018. As stated in those regulations the Town exempts colocation of personal wireless service facilities (PWSF) from all regulation other than review for conformance with applicable building permit requirements pursuant to NH RSA 12-K (Zoning Regulation, Section 19.4 *et al.*). PWSFs are defined in 19.3.9 as “*any PWSF as defined in the federal Telecommunications Act of 1996, including facilities used or to be used by a licensed provider of network wireless services.*”

This limited review of antenna deployment is gaining more attention now with the advent of 5G technology that manifests most often in a deployment of multiple small site antennas—or PWSFs—that are allowed by Federal law to be installed in any public right-of-ways.

While many communities in New Hampshire are concerned—or potentially concerned—over the lack of regulatory oversight of 5G micro-site installations throughout their communities, the Federal and State Laws preclude a community from regulating the deployment of the new 5G technology any differently than any other installation within a community's rights-of-way or as colocation sites on existing private facilities. As an example of community concern, the Town of Conway has recently enacted a moratorium on 5G permits in response to public outcry over potential health risks through January 2021. Note: This moratorium is arguably in direct conflict with both State and Federal Law and has not yet been challenged in court.

*Current Considerations:*

At their May 6 and 20<sup>th</sup> regular meetings, the Planning Board had brief discussions related to 5G and the current Telecommunications regulations. They decided to dedicate a portion of their June 3, 2020 agenda to a discussion of potential changes to the current Telecommunication regulations, review a sample photo-collage of 5G installations, and review a model telecommunication regulation designed to maximize local review of 5G deployments within the limits stated by the FCC and NH statutes. The model ordinance review however, will be primarily informational at this stage. I intend to share the outcomes, suggestions, needs assessment of the Planning Board discussion with the Select Board.

Additionally, the Town, as I presented to the Select Board in April, has very limited rules and regulations related to work that is conducted within the Town right-of-ways (ROW); the only current permit process is a 'driveway permit'. Accordingly, I have prepared a draft ROW permit—currently with Nate Mears for review and comment—that would allow the Town to consider applications, lease agreements, etc. for those structures within a Town ROW and, as drafted, permit the Town to stipulate construction standards and potentially require performance and maintenance sureties for private installations within the ROW. As such requirements would be applicable to all ROW installations equally, they could be applied—as staff currently understands—to 5G PWSF installations as well.

*Next Steps/Recommendations:*

In terms of next steps, Staff will continue to review the extent of local regulatory authority in consultation with NHMA and similar groups. Part of this research will likely require delving into any existing easement/lease arrangements with existing public infrastructure utilities located within Town ROWs. As more information becomes available, it can be shared with the Planning and Select Board's for consideration as we move toward Town Meeting 2021 should further zoning amendment be required, or Select Board adoption of an ordinance or regulation related to use of Town property.

In terms of a recommendation, Staff supports the Town pursuing its best interests in terms of ROW maintenance and functionality to further public health, safety, and welfare, and, to the extent practicable, respond to a potential demand for 5G deployment permitting within Town ROWs within the parameters set by the Federal and State government.

Please don't hesitate to share any comments or questions.



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Code Enforcement/Building Inspections/Planning 603-772-7391

Fax (All Offices) 603-775-0517

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May 27, 2020

TO: Select Board  
Town Administrator

FROM: Tavis Austin, AICP, Town Planner

RE: Update NH 111 and Marin Way Required Intersection Improvements

Select Board,

This memo is intended to outline the current issues related to the Marin Way NH-111 intersection, outline the 'problem' as Staff understands it, and to provide an outline of some possible next steps the Town may take in addressing the issues.

*Background:*

You may recall in my last memo to you on this subject, there was discussion of NH Department of Transportation *recommendations* that occurred as part of the NHDOT's review of a traffic analysis completed by Steve Pernaw, for Lindt (NHDOT internal memo attached). As a follow-up to my prior memo I will first update the Board by stating that the 2 Marin Way, parking lot expansion was approved by the Planning Board with conditions on May 20, 2020. I am bringing this to your attention chiefly as the applicant for that project engaged Steve Pernaw, to review potential traffic impacts of the project (Pernaw 2 Marin, project conclusions attached). Simply stated, the traffic analysis for both projects indicated that the intersection of Marin Way and NH-111 does not function appropriately at current traffic levels and second, that neither of the recently approved projects on Marin Way pose significant increases to the existing traffic patterns that already cause the intersection to "fail."

Specifically, the clear message from Mr. Pernaw's analyses, attached for reference, is that the intersection of Marin Way and NH-111 does not operate efficiently or effectively during peak travel times. This, of course, is also evidenced by the daily deployment of a duty-officer to direct traffic at peak traffic times. To my knowledge, this is the only intersection in Town that necessitates a daily duty officer for this purpose. As the Planning Board reviewed the 2 Marin Way project, it was pointed out that Mr. Pernaw suggested that the intersection, at present, warranted a traffic signal. Such signalization, however, is not suggested by NHDOT in their comments—in fact, signalization is all but dismissed -- in NHDOT's comments related to the LEGO project at Lindt. This memo is to assist the Board in identifying what we know or understand – as non-transportation staff—to be the issue and how the Town can work to address that issue.

### *Area of Traffic Concern:*

What is clear from the known issues surrounding the intersection and further clarified by the work related to two recent Planning Board projects, is that the intersection of Marin Way and NH-111 does not currently function appropriately for either vehicles entering or exiting Marin Way depending on the time of day observed. Where there seems to remain a question is in determining the most prudent solution to the traffic problem; this is most expressly evidenced by the differences between Mr. Pernaw's analyses and the NHDOT's *recommendations* of potential solutions to date. Staff would also offer to the Board there are likely several other solutions that individually or in combination would provide the best result for resolving the current and future traffic needs of the intersection. To date staff has not received any clear data or analysis suggesting what the best course of action is for improving the intersection.

### *Staff Initial Investigation of Implementing NHDOT Recommendation:*

NHDOT, as discussed before, did provide some initial recommendations for intersection improvements. Staff, specifically Nate Mears, spent some time developing a preliminary cost analysis of installing a left turn lane on NH-111, one of the NHDOT recommendations (See NHDOT internal memo, attached). It is my understanding that sufficient State Right-of-way exists to allow this potential improvement, and no "major construction" would be required to make the improvement. The initial cost analysis developed by N. Mears for this project is \$53,918.75 (see attached spreadsheet). It is anticipated that additional monies may be required to cover soft costs, potential legal work, etc. For planning purposes, staff would recommend a budgetary projection of at least \$60,000.00 with a 1-3 year capital project horizon for construction of this project should the Board elect to pursue this project as recommended by NHDOT. Keep in mind this preliminary pricing was done prior to the Town receiving the traffic analysis related to the parking lot expansion at 2 Marin Way. While this is a relatively inexpensive solution, Staff does not have any data to suggest what solution the turn lane provides, or for what time period, or if such a lane still necessitates or anticipates continued deployment of a duty officer.

### *Current Staff Recommendation:*

Now in receipt of new data, and following discussion and insight presented by Mr. Pernaw at the Planning Board meeting May 20, 2020, Staff's recommendation is that the Board authorize an RFP to solicit and engage a transportation consultant to work with the Town on defining the scope and potential cost of a 'Town preferred' resolution rather than being dictated a solution by NHDOT. Such a consultant ultimately would assist the Town in evaluating options (intersection improvement options) from the vantage of functionality, cost, and degree of NHDOT acceptability. To be clear, at this time the NHDOT is not mandating any changes to the intersection. However, the current need to deploy a duty officer to direct traffic suggests it appropriate for the Town to address this failed intersection.

In furtherance of this staff recommendation, Staff suggests the Board establish a capital project line with a 3-5 year horizon; the aforementioned RFP would help define the recommended fiscal request. In year one, likely 2021 as staff is unaware of any 2020 monies to further this effort, monies would be appropriated for engaging an engineer or firm to present transportation solutions, costs, SWOT analysis, etc. Subsequent years funding would be for actual construction costs whether conducted by Town staff or by a contractor; that distinction would be related to DPW project load as well as the scope of the proposed construction itself.

To further assist in funding this future project, please recall both Lindt, Project LEGO, and the 2 Marin Way, parking lot expansion have conditions obligating each to coordinate with the Select Board for



proportional cost sharing. It is also likely that other property owners and/or tenants within the Industrial Park would be willing participants in the plan to improve the intersection as it mutually benefits their businesses; Staff is happy to assist in convening meetings and other outreach to bring this group together to further the proposed improvements. Additionally, depending on the scope of the proposed improvement, the Town may also wish to add the project to the State 10-year Transportation Plan—likely the only source of State cost sharing. Staff does not believe this to be a valid option at this time and based on existing data, as the problem is current and should be addressed in a timelier manner than could be anticipated with a potential 10-year Transportation Plan project timeline.

Please don't hesitate to share any comments or questions.

# Memo

**To:** Stratham Select Board

**From:** Seth Hickey

**cc:** David Moore

**Date:** 5/29/20

**Re:** Stratham Parks and Recreation Summer Programs and Facilities

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This past week the Department implemented the first phase of our reopening plan for Parks and Recreation resources in Stratham. The first few days of reopening the parking lot at Stratham Hill Park has gone well. The Department would like to recognize the Public Works Department for their work in advance of the opening on Wednesday, but it would appear that the proper preparations have boded well for the reopening of the parking lot. The proper signage has been posted at both Stratham Hill Park and Stevens Park, enabling some of our facilities to slowly reopen.

As the Department looks to our summer plans, there are a few programs the Department feels that it can safely offer to the Stratham community. Some events can only be offered if group gatherings size restrictions increase. If those restrictions do not change, the events will have to be modified to accommodate the current recommendations.

## **Youth Baseball, June-September**

Earlier this spring our baseball and softball programs were cancelled. At that time, there was not guidance provided by the State of New Hampshire regarding youth sports. Last Friday, May 22<sup>nd</sup>, that guidance was provided for Amateur Sports. Given this guidance, the Department feels it is appropriate to offer youth sports this summer in Stratham. The baseball board has conducted a survey of those who registered for the spring season. It appears that there is enough interest to offer a reduced summer season to Stratham residents.

## **Pizza in the Park, June- August**

For the last five summers the Department has offered this popular evenings at Stratham Hill Park. If restrictions prohibit offering the traditional Pizza in the Park, a modified version could be devised to ensure adherence to current protocol. Options include, curbside pickup and/or reserving picnic tables (limited seating).

### **Drive in movies, June-August**

The Department has been discussing with the Stratham Library the possibility to partner on offering outdoor, drive in style movies at the Stratham Municipal Center. Protocol would be in place to ensure social distancing and to limit the number of attendees.

### **Contract sports camps, end of June- July**

The Department has moved two of these programs to virtual based programs. The remaining programs must take place in person due to the nature of the program. All contractors will sign a release form indicating they will adhere to the guidance provided by the State of NH. All participants will need to sign a COVID-19 waiver that would be provided by the Town of Stratham.

### **Summer Mountain Bike Series, late July – August**

These popular races have been a staple of summers at Stratham Hill Park. The Department hosts these events for up to 100 racers each week. These races are a source of revenue for the Department. The Department would follow State regulations regarding group gatherings and adhere to the protocol outlined by USA Cycling.

### **Tennis Lessons, June – October**

The Department hosts tennis lessons at the courts at Stevens Park. This lessons are source of revenue for the Department. The Department will working closely with the instructor to establish protocol for these lessons. Currently the instructor is offering lessons in other seacoast communities, on municipal courts.

### **Ultimate Frisbee, June-October**

The Department hosts ultimate Frisbee at the fields at Stevens Park. These weekly sessions typically have 8-10 players at each session. There is no fee to participate. The current guidance from the State of NH should permit this activity.

### **Field Rentals, June- October**

The Department has been approached by several organizations to rent the athletic fields at Stevens Park. These rentals include youth baseball, softball and ultimate Frisbee. None of these groups are sponsored by the Stratham Recreation Department. Many of the participants would be from other surrounding Towns.

### **Pavilions, June –October**

The Department has cancelled all reservations at Stratham Hill Park to this point. The Department would suggest cancelling all rentals scheduled through the month of June. Refunds should be issued were appropriate. The Department suggests evaluating the status of these rentals on a month by month basis.

At the last Select Board meeting the Department proposed a three tier reopening plan. The first tier was accomplished this week. The first indications of the role out are positive. As the Department starts to prepare for the next two phases guidance from the Select Board on the Departments summer plans would be appreciated. I hope that by the next Select Board meeting in June, we are in a position to implement the second tier of reopening our Parks.



# Stay at Home 2.0

AMATEUR AND YOUTH SPORTS

## COVID-19 REOPENING GUIDANCE

GOVERNOR'S ECONOMIC REOPENING TASKFORCE



# STAY AT HOME 2.0

## AMATEUR AND YOUTH SPORTS

### Amateur and Youth Sports: Phase 1

**Amateur and youth sports (including for-profit and non-profit athletics leagues and organizations) will be allowed to conduct limited outdoor small group/team training classes and sessions. No competition or contact sports activities will be allowed. Youth athletic camps shall be considered under separate guidance.**

### General Guidance to Protect All Staff and Athletes:

1. Review and follow the [Universal Guidelines](#) for All New Hampshire Employers and Employees.
2. Review and follow CDC [guidance for cleaning and disinfection](#).
3. All staff, volunteers, and athletes should bring to sporting events and wear, reusable/washable cloth face coverings over their nose and mouth when around others and not actively engaged in athletics and when social distancing is not possible.
  - a. Provide training on cloth face coverings based on CDC guidance for [Use of Cloth Face Coverings](#).
  - b. Review the NH DHHS information about [using cloth face coverings](#).
  - c. People wearing face coverings must not touch their eyes, nose, mouth, or face, or adjust their face covering without first sanitizing hands. After touching face or adjusting face covering, hands must be sanitized.
4. Parents/guardians of minors attending a sporting event should be asked to wear cloth face coverings while around other attendees, staff and athletes when social distancing is not possible.
5. Alcohol-based hand sanitizer with at least 60% alcohol must be readily made available to staff and athletes and kept with staff and equipment at all times. Frequent hand hygiene should be required including, but not limited to, hand hygiene upon arrival, before and after meals or snacks, before and after going to the bathroom, before and after touching a person's face or face covering, and prior to leaving the event.
6. Commonly touched surfaces and areas should be frequently cleaned and disinfected according to [CDC guidance](#) at the end of each event. Shared equipment must be cleaned and disinfected between use.
7. Staff, athletes, volunteers, and other attendees should be reminded to maintain a distance of at least 6 feet from others.
8. Assign a dedicated staff member (i.e., a safety officer) to be monitor social distancing and compliance with protective actions, and to prompt other staff and athletes about social distancing, hand hygiene, and use of cloth face coverings



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## AMATEUR AND YOUTH SPORTS

### Employee, Volunteer, and Athlete Protection:

1. Athletes and staff (including administrative, coaches, trainers or officials) must be provided education and training around safe practices as it relates to hygiene, sanitation (cleaning and disinfection policies), and illness policies outlined in the [Universal Guidelines](#) and in this document.
2. Athletes and staff must maintain at least 6 feet apart from others at all times.
3. Require all staff and athletes to report any symptoms of COVID-19 or close contact to a person with COVID-19 to a coach. Staff and athletes should not attend events if they feel sick.
4. Staff and athletes should be screened on arrival to each sporting event by asking if the individual:
  - a. Has any symptoms of COVID-19 (see [Universal Guidelines](#) for list of potential symptoms) or fever of 100.4 degrees F or higher.
  - b. Has had any close contact with someone who is suspected or confirmed to have COVID-19 in the past 14 days.
  - c. Traveled in the past 14 days either:
    - i. Internationally (outside the U.S.),
    - ii. By cruise ship, or
    - iii. Domestically (within the U.S.) outside of NH, VT, or ME on public transportation (e.g., bus, train, plane, etc.).
5. Person(s) with any COVID-19 symptoms, those who report close contact with someone suspected or confirmed with COVID-19, or those reporting travel risk factors should **not** be allowed into the sporting event:
  - a. Symptomatic persons should be instructed to contact their health care provider to be tested for COVID-19 and [self-isolate](#) at home following the instructions below.
  - b. Asymptomatic persons reporting close contact with someone suspected or confirmed with COVID-19, or who report one of the traveled-related risk factors should [self-quarantine](#) for 14 days from their last exposure or return from travel.
6. Person(s) with suspect or confirmed COVID-19 must stay home until symptom-based criteria are met for [discontinuation of isolation](#):
  - a. At least 10 days have passed since symptoms first appeared  
**AND**
  - b. At least 3 days (72 hours) have passed since recovery (recovery is defined as resolution of fever off any fever reducing medications plus improvement in other symptoms)
7. Staff and other volunteers should not transport any athletes that are not immediate family members. In the event, that this becomes necessary, all parties must wear cloth face coverings and space out seating to maintain maximal distance from each other.
8. During training sessions/practices, parents and other spectators are encouraged to remain in their cars in a designated parking area. However, when/if watching from



# STAY AT HOME 2.0

## AMATEUR AND YOUTH SPORTS

the sidelines or are outside cars in the parking area, they should maintain safe social distance from others.

9. Locker rooms remain closed and not utilized. Athletes and staff should arrive to the sporting event already dressed and prepared to participate.

### **Business Process Adaptations:**

1. Sporting events will be limited to small group or team-based training activities. No competition sporting events or contact sports are allowed.
2. Training sessions must be non-contact with focus on skills and drills that can be developed while maintaining physical distancing.
3. Group size is to be limited to 10 total people or less (example: 9 athletes and 1 staff/coach).
4. Multiple groups are allowed to practice in one large area/field as long as the separate groups do not mix or interact in any way (e.g., no floating of coaching or support staff, and no interaction between athletes of different training groups).
5. All training sessions and classes must take place outdoors.
6. Training sessions should be planned and implemented to maintain the minimum of 6 feet of distance between all participants and coaches. In circumstances where closer contact for brief periods of time is necessary, staff and athletes must wear cloth face coverings as discussed above.
7. Staff and athletes shall remain in the team's home state. No teams/groups/athletes from other states are allowed at the sports training events in New Hampshire.
8. Players shall bring their own equipment and not share their personal equipment with other players. Shared training equipment provided by the coaches must be cleaned and disinfected according to [CDC guidance](#) after every use between athletes.
9. Coaches will carry hand sanitizer with team equipment. Players should carry hand sanitizer in personal equipment bag.
10. Adequate breaks for water and sanitization should be provided and are encouraged to occur between changes in training activities.
11. Athletes should bring their own water bottles. No sharing or common use water bottles or drinking stations.
12. Equipment bags/backpacks of athletes should be placed 6-feet apart. Athletes should not touch other players' bags, equipment or water bottles.
13. Participants should not use bench or dugout areas for storage of personal equipment. Centralized areas for congregating, such as benches and dugouts, should be avoided.
14. An isolation area shall be identified and communicated to all participants at the beginning of every training session for participants that develop symptoms during the activity.
15. All mouth-based activities often encountered with sporting events shall not be allowed. This includes but is not limited to: spitting, chewing gum, licking fingers, and chewing/spitting sunflower seeds.
16. Coaches shall bring trash bags to sessions and remove all garbage following each session.



# STAY AT HOME 2.0

## AMATEUR AND YOUTH SPORTS

17. Organizations shall require players' parents/guardians to sign usual participation waivers outlining the additional risks due to COVID-19 associated with the activity.







# AMATEUR ATHLETIC WAIVER AND RELEASE OF LIABILITY

## READ BEFORE SIGNING

In consideration of being allowed to participate in any way in \_\_\_\_\_ athletic sports program, related events and activities, the undersigned acknowledges, appreciates, and agrees that:

1. The risks of injury and illness (ex: communicable diseases such as MRSA, influenza, and COVID-19) from the activities involved in this program are significant, potentially life-threatening, and while particular rules, equipment, and personal discipline may reduce these risks, the risks of serious injury and illness do exist; and,
2. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES or others, and assume full responsibility for my participation; and,
3. I willingly agree to comply with the stated and customary terms and conditions for participation. If, however, I observe any unusual significant hazard during my presence or participation, I will remove myself from participation and bring such to the attention of the nearest official immediately; and,
4. I acknowledge that I am aware that there are risks to me of exposure to directly or indirectly arising out of, contributed to, by, or resulting from:
  - An outbreak of any and all communicable disease, including but not limited to, the virus “severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2)”, which is responsible for Coronavirus Disease (COVID-19) and/or any mutation or variation thereof;
5. In consideration of having the opportunity to participate as either a team member or competitor at location, and in acknowledging that I am aware of and willing to assume the risks associated with this activity, I hereby voluntarily agree to waive, hold harmless and indemnify Babe Ruth League, Inc. and its trustees, agents, volunteers and employees from any and all claims, demands, damages and causes of action of any nature whatsoever arising out of ordinary negligence which I, my heirs, my assigns or successors may have against them for, on account of, or by reason of my participation in the above activities. I indicate my agreement to this hold harmless elective noted below.

**I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.**

Participant Name: \_\_\_\_\_

Participant Signature: \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_

## **FOR PARTICIPANTS OF MINORITY AGE (UNDER AGE 18 AT THE TIME OF REGISTRATION)**

This is to certify that I, as parent/guardian with legal responsibility for this participant, have read and explained the provisions in this waiver/release to my child/ward including the risks of the activity and his/her responsibilities for adhering to the rules and regulations. Furthermore, my child/ward understands and accepts these risks and responsibilities. I for myself, my spouse, and child/ward do consent and agree to his/her release provided above for all the Releasees and myself, my spouse, and child/ward do release and agree to indemnify and hold harmless the Releasees from any and all liabilities incident to my minor child's/ward's involvement or participation in these activities as provided above, EVEN IF ARISING FROM THEIR NEGLIGENCE, to the fullest extent permitted by law.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_

Emergency Phone Number: (\_\_\_\_) \_\_\_\_\_

This is a SAMPLE WAIVER FORM only. Final wording should be directed by the insured's counsel, but must observe the principles represented within the above. This form provided courtesy of K&K Insurance Group.

This signed waiver/release should be kept on file by the sports organization for at least 7 years or possibly longer if the player has been involved in a serious injury.



# Stay at Home 2.0

UNIVERSAL GUIDELINES

## COVID-19 REOPENING GUIDANCE

GOVERNOR'S ECONOMIC REOPENING TASKFORCE



# STAY AT HOME 2.0

## UNIVERSAL GUIDELINES

### Universal Guidelines for All New Hampshire Employers and Employees

These guidelines apply to businesses and organizations that have been deemed essential and remained open during the “Stay at Home Order” and those that are re-opening all or a portion of their operations.

These guidelines are based on recommendations from the [U.S. Centers for Disease Control and Prevention](#) (CDC), [Equal Employment Opportunity Commission](#) (EEOC) and [Occupational Safety and Health Administration](#) (OSHA). To ensure the safety of all Granite Staters and to reduce the impact of the COVID-19 outbreak on businesses, workers, and customers, all employers and employees must take steps to either stay open or reopen safely. These guidelines are based on what is currently known about COVID-19 and are intended to protect the public’s health and allow New Hampshire to remain open for business.

Businesses and their employees should follow guidance issued by the CDC, as well as any applicable federal or state regulatory requirements to reduce transmission among employees and customers; maintain healthy business operations; and maintain a healthy work environment. In addition to these general guidelines for all Granite State employers and employees, each business should refer to and follow their industry-specific guidelines, as those guidelines are set forth.

Employers must comply with the following guidelines:

- 1. Employers must require all employees who are sick or not feeling well to stay home, and employees must notify their supervisor by phone. Possible symptoms of COVID-19 include:**
  - a. Fever
  - b. Respiratory symptoms such as runny nose, sore throat, cough, or shortness of breath
  - c. Flu-like symptoms such as muscle aches, chills, and severe fatigue
  - d. Changes in a person’s sense of taste or smell
- 2. Employers must develop a process for screening all employees reporting for work for COVID-19 related symptoms as follows:**
  - a. Identify a location and assign a person who will screen each employee every day before they enter the work-place. Such plans should be clearly communicated with employees. The person performing the screening should wear a cloth face covering/mask. All employees (see guidance below) should also wear a cloth face covering while at work and in potential close contact with others.



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## UNIVERSAL GUIDELINES

- b. The screener should ask the following questions:
    - i. Have you been in close contact with a confirmed case of COVID-19?
    - ii. Have you had a fever or felt feverish in the last 72 hours?
    - iii. Are you experiencing any respiratory symptoms including a runny nose, sore throat, cough, or shortness of breath?
    - iv. Are you experiencing any new muscle aches or chills?
    - v. Have you experienced any new change in your sense of taste or smell?
  - c. Document the temperature of all employees daily before their shift:
    - i. Employers should take the temperatures of their employees on-site with a non-touch thermometer each day upon the employees arrival at work.
    - ii. If this is not possible, temperatures can be taken before arriving as long as it can sufficiently be authenticated by the employee. Normal temperature should not exceed 100.0 degrees Fahrenheit.
- 3. Employers must handle employee(s) who exhibit COVID-19 symptoms (e.g. Answers “yes” to any of the screening questions or who is found to have a fever) as follows:**
- a. Instruct the employee to leave the premises immediately and to seek medical advice (see employee guidance below). Per EEOC and other pertinent guidelines, employers must maintain the confidentiality of employee health information.
  - b. Prevent stigma and discrimination in the workplace. Do not make determinations of health risk or health status based on race or country of origin.
- 4. Employers must strongly promote frequent hand hygiene and alcohol-based hand sanitizer must be made readily available as follows:**
- a. Monitor employee hand washing or use of hand sanitizer and encourage frequent hand hygiene. If possible, employers should make available individual bottles of hand sanitizer to each employee and place hand sanitizer in frequently visited locations for both employees and customers.
- 5. Implement workplace cleaning and disinfection practices:** These practices should [follow CDC guidelines](#) with regular sanitation of high-moderate touch surfaces at least every two hours. Employers must develop policies for worker protection and provide training to all staff prior to assigning cleaning tasks.



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6. **Mitigate exposure:** Employers must reduce the risk to employees in the workplace by supporting the use of cloth face coverings in areas where social distancing is difficult to maintain, implement social distancing guidelines, and modify employee schedules, where possible, to reduce the number of physical interactions. Meetings, for example, should be conducted by phone or computer conferencing applications when able; in-person meetings should be limited and employees should maintain a safe distance of at least 6 feet from others at all times.
  - a. Employers should also take steps to limit self-servicer options. For example, customer samples, communal packaging, food/beverages (e.g. candy dishes, common creamers at coffee stations).
  - b. Employers should promote etiquette for coughing, sneezing and handwashing. Employers should provide employees and the public with tissues, no-touch trash cans, soap and water, and hand sanitizer with at least 60% alcohol. Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.
  - c. If an employee becomes sick during the day, they should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected.
7. **Allow Employees to work from home as much as practical:** Work from home policies assist in limiting exposure and maintaining social distancing. This is encouraged as much as possible while still allowing a business to open.
8. **Plan for potential COVID-19 cases:** Implement plans to continue your essential business functions in case you experience higher than usual absenteeism. Employers should work with state and local officials when needed to monitor and investigate cases of COVID-19. In all cases, employers must work in a manner to ensure privacy rights.
9. **Covered employers and employees should be reminded of the provisions of the federal [Families First Coronavirus Response Act](#):** This law allows for paid sick leave or expanded family and medical leave for specified reasons, such as for self-quarantining or seeking a medical diagnosis for COVID-19 symptoms.
10. **Update the Employee Illness Policy:** Employers must review their policies to make sure that policies and practices are consistent with public health recommendations and are consistent with existing state and federal workplace laws. Employers should amend or update their internal policies to include symptoms of COVID-19 or create a COVID-19 specific policy. Employers should maintain flexible, non-punitive policies that permit employees to stay home if ill or to care for a sick family member. These policies should incorporate any sector specific recommendations by the state of New Hampshire. All staff should sign the policy,



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and the policy should be posted for confirmation.

- 11. Communicate frequently with both employees and customers about steps being taken to prevent spread of COVID-19 in the workplace:** Employers should communicate expectations to employees with recommendations on steps everybody can take steps to prevent spread of COVID-19. Post extensive signage on health policies, including the following documents in the workplace to help educate building occupants on COVID-19 best practices. Communicate with customers about steps being taken to protect them from COVID-19 exposure in the workplace.

Employees must comply with the following guidelines:

- 1. Stay home when feeling ill:** Employees who have symptoms (see list of symptoms above) should notify their supervisor and stay home. When exposed to COVID-19 or if diagnosed with COVID-19, employees must stay home. Exceptions can be made for asymptomatic exposed employees who are NOT diagnosed with COVID-19 if they are considered essential workers, and these individuals could return to work only with approval from public health officials and their employer after certain protections have been put in place.

Employees who are particularly vulnerable to COVID-19 according to the CDC, either due to age or underlying health conditions are encouraged to consider their individual risk and whether they are safer to work from home.

2. Employees who develop symptoms of COVID-19, even mild symptoms, should consult their primary care providers about COVID-19 testing, or seek testing through one of the public testing options, such as through a State-run testing center, local health department, or ConvenientMD.
- 3. Increase hygiene practices, including:**
  - a. Wash hands and use hand sanitizer frequently
  - b. Avoid touching the face, eyes or mouth
  - c. Practice good respiratory etiquette. This includes coughing and sneezing into a tissue or your elbow rather than into your hands.
- 4. Wear a cloth face covering:** While at work and in public, employees should wear a cloth face covering to help protect against the spread of the virus. Employees should review the CDC's guidance on [use of cloth face coverings](#). Medical-grade masks should be reserved for healthcare workers or first responders.
- 5. Practice social distancing:** To the greatest extent possible, all employees should maintain safe social distancing, which means keeping a distance of at least 6 or more



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feet between one another at all times.

6. **Abide by employer, local and state guidelines:** Employees should follow all guidelines issued by their employer, local or state officials. This may include the use of gloves, social distancing practices and increased sanitation and disinfection practices.

As previously noted, these guidelines are to be followed in addition to the industry specific guidelines. Industry-specific guidelines have been created with the input of private sector working groups in partnership with the Governor's Economic Re-Opening Task Force. Protocols are subject to change and may be released on a rolling basis. New Hampshire companies doing business in the state must follow these guidelines and other best practices set forth in this document.

To learn more, please visit the New Hampshire COVID-19 website for the latest COVID-19 information, resources and guidance: <https://www.nh.gov/covid19/> or <https://businesshelp.nheconomy.com/hc/en-us>.

