

**Petersburg Borough Mitigation Plan  
Assembly Meetings, Work Sessions, and Special Meetings  
September 23, 2020**

Public Meetings that involve gatherings of people outside of their normal bubble, have contributed to a large number of COVID-19 outbreaks. Special care should be taken when conducting in-person meetings to avoid such impacts. This plan is meant to apply only to Assembly Meetings, Assembly work sessions, and Assembly Special Meetings. All other board and committee meetings are authorized to develop their own mitigation plan(s) if they wish to migrate to in-person meetings.

**Mitigation Measures**

**Physical Distancing:**

- Three members of the Assembly will be at the dais
- Four members of the Assembly will be at tables in the center of the room, at a minimum of 6 feet apart.
- Clerk Thompson will be at her normal location; with Manager Giesbrecht at a table at the back of the room.
- KFSK desk will be allowed to be occupied by one of their personnel if they wish to attend the meeting.
- Table at the back of the room for one Department Head.
- Table at the back of the room for one member of the Petersburg Pilot press.
- Public Testimony podium will be placed at the entrance to the Assembly Chambers. Only one member of the public will be allowed at a time.
- Up to three additional members of the public will be allowed access to the Borough reception area and will be monitored for following social distancing guidelines. A Borough staff person will supervise the reception area and escort individual members of the public when it is their turn to address the Assembly.
- One staff member will monitor access to the building at the main door. They will work with the reception staff person to make sure there are no more than three members of the public in the reception area, and that no one is allowed entry without a face covering.

**Safety Measures:**

- Assembly members and staff will need to be in the Assembly Chambers 15 minutes prior to the meeting start time. Borough staff will take temperatures and go over the COVID questions with each participant.
- All public and Borough participants will always wear face coverings while in the building.
- Borough staff will keep track of all participants contact information if contact tracing is required.

- All public participants will have their temperatures taken and go through the COVID screening questions prior to entering the Assembly Chambers.
- Anyone exhibiting overt symptoms, such as temperature, cough, or other flu-like symptoms, will not be allowed in the Assembly Chambers.
- Hand Sanitizer and masks will be available for all participants.
- Janitorial services will be increased (if possible) so the Assembly Chambers, bathrooms, reception area and other common areas are sanitized prior to the building reopening the following day.

**Scheduling:**

- The Administration and Finance Departments will be closed to the public 15 minutes prior to the meeting and remained closed during the meeting. This is to avoid too many people in the Reception area.
- All Assembly Meetings, work sessions and special meetings will be changed to a 3 pm start time to limit Borough Overtime pay for staff at the door and in the reception area.

**Participation by Teleconference:**

- As long as the Declaration of Disaster Emergency is active, any Assembly member participating by teleconference may be counted toward a quorum.
- Any members of the public who prefer to participate in meetings by teleconference may do so.
- Department Heads may participate in meetings by teleconference.