

Report on Longmeadow Polling Place Relocation

In accordance with Section 11 of Chapter 115 of the Acts of 2020 the Town Clerk of the Town of Longmeadow has requested that the five voting precincts of the Town which normally vote at one polling location at the Community House, 735 Longmeadow Street, be relocated for the State Primary scheduled for September 1, 2020 and the General Election scheduled for November 3, 2020 to Greenwood Center, 231 Maple Road.

The Emergency Management Director, John Dearborn concluded that the current polling location would not be sufficient to safely conduct the elections and has recommended that Greenwood Center would be a suitable alternate location based on the following:

- There is no adverse impact on the basis of disability or age.
 - Greenwood currently houses the Longmeadow Adult Center and the town run daycare. It can safely house all the necessary equipment needed to properly conduct in-person voting while also accommodating any persons with disabilities or any other special considerations.
- There is no adverse impact on the basis of race or national origin.
 - Greenwood is a public building that provides programming and services to adults and children of many races and national origins. Longmeadow is a diverse community and this is reflected in the standards and practices of the Greenwood day care center and the Longmeadow Adult Center as well as our Elections. No voter should feel unwelcome or uncomfortable entering and voting within the Greenwood Center.
- There is no adverse impact on the basis of income.
 - The major economic factor is transportation. Greenwood Center is centrally located and is 1.8 miles from the Community House (current polling location). This distance should not adversely impact the majority of voters.
 - If transportation issues are irresolvable for certain voters, there will be early voting widely available prior to each election and mail in voting with all postage costs prepaid.

Based on the information above information provided by the Town Clerk, Katherine Ingram and the Safety Plan provided by Emergency Management Director, John Dearborn, the Select Board reports that the relocation of the polling location from the Community House to Greenwood Center in accordance with Section 11 of Chapter 115 of the Acts of 2020 will have no adverse impact on the basis of race, national origin, disability, income, or age.

On behalf of the Longmeadow Select Board, August 3, 2020

Thomas Lachiusa, Chair
Longmeadow Select Board

Town of Longmeadow Public Gathering Health and Safety Plan For COVID-19

In preparation for a public event sponsored by the Town or directly associated with the Town, the following plan with detail should be completed. As guidance the preparer should utilize the Town of Longmeadow Health and Safety Guidance for Public Gatherings and Town Events (Elections, Meetings and Town Meeting), Current CDC Guidance for public gatherings and the state and local guidance and or orders.

Special Note:

In accordance with Section 11 of Chapter 115 of the Acts of 2020 the Town Clerk of the Town of Longmeadow has requested that the five voting precincts of the Town which normally vote at one polling location at the Community House, 735 Longmeadow Street, be relocated for the State Primary scheduled for September 1, 2020 and the General Election scheduled for November 3, 2020 to Greenwood Center, 231 Maple Road.

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Based on the information above and the information provided by the Town Clerk, Katherine Ingram and Emergency Management Director, John Dearborn, the Select Board reports that the relocation of the polling location from the Community House to Greenwood Center in accordance with Section 11 of Chapter 115 of the Acts of 2020 will have no adverse impact on the basis of race, national origin, disability, income, or age.

Event Title: State Primary scheduled September 1, 2020 and the General Election scheduled for November 3, 2020 at Greenwood Center, 231 Maple Road.

Event Coordinator: Town Clerk

Event Health and Safety Officer(s): Public Safety & Health

Other Organizational Notes: This event will be organized under the Incident Command System. The following are the assigned positions:

Event Coordinator: Town Clerk

Operations: Town Clerk

Legal Procedure: Town Counsel

Safety and Security: Police Department

Safety and Emergency Response: Emergency Management / Fire / EMS

Logistics: Department of Public Works (Facilities)

Safety and Health: Longmeadow Health Department

Event Date: September 1, 2020 and November 3, 2020

Event Rain Date (if Applicable): N/A

Event Time: (Start and Finish): 07:00 – 20:00

Event Location: Greenwood Center, 231 Maple Road, Longmeadow, Ma. 01106

Please describe the location or provide diagram: See Diagram

Description of Event: Town Election

Event Contingencies / Risk Assessment: During the planning for this event and during the period leading up to the actual event a continuous risk assessment will be conducted. During the event we will monitor our actual procedures to assess effectiveness.

Will a record of attendees and participants be maintained should there be a need for contact tracing? Yes, all attendees and participants must register at the beginning of the event.

Number of attendees: Estimated to be 2000-7000+-

Number of Staff: (List by discipline):

Town Staff / Election Workers: 24

Public Safety: 2

DPW: 4-6 (Set-up and Take Down)

Has the staff / volunteers associated with this event reviewed and acknowledged the Town of Longmeadow COVID-19 Employee Guidance and will they participate in the self-screening / self-certifying process? Yes, see below

Describe the process to accomplish this: On August (TBD) the event workers will be assembled in-person to review this guidance. At the beginning of the event volunteers will be asked to self-certify. This process will be managed by the Town Clerk.

Has the staff / volunteers associated with this event been briefed on this plan and associated contingencies? Yes, see below

Describe the process to accomplish this: On (TBD) there will be an onsite meeting review this plan.

Has public messaging regarding the event and safety considerations been made public for attendees prior to the event? Yes, the use of absentee voting has been widely markets and by every assessment has been successful. This action should actually reduce event attendees. Public messages will be broadcast regarding the new location. Signage will be posted at the community house on the day of the event.

*******Masks of face coverings are required for Town events.**

At the entrances to the event will health screening guidance be posted? Yes, see the attached signage for health screening for attendees.

Will masks be made available at the event? Yes, 500 disposable masks will be made available for this event from the emergency management cache.

Will signage be posted outlining the need to wear mask or face coverings? Yes, see the attached signage

In the case a participant cannot wear a mask due to a medical condition is there a contingency? Yes, separate Voting Booths are set up.

What other personal protective equipment will be utilized for this event? Gloves will be issued to registration workers. The gloves will be supplied by Emergency Management, Also pens will be provided to each participant to eliminate touch to touch potential.

Will hand sanitizing be made available? Yes, hand sanitizer will be available at each registration station and two tables will be set up with hand sanitizer at the exits.

Will trash cans be available? Yes, trash cans are available for the disposal of gloves.

Social Distancing: In planning the participant traffic patterns we have incorporated social distancing principals for waiting lines and during voting.

Seating: The only seating is for the actual election worker. This seating is planned to be properly spaced and or shielding has been provided.

Waiting lines: The primary reason for selecting this location is it affords opportunity to have participants wait inside of the building while maintaining social distancing. In the case of this facility, the main entrance will be utilized and depending on the precinct, participants will be directed to the right or the left. The long hallways will be marked a six foot intervals. This will provide sheltered waiting areas.

Participant traffic patterns: As stated this facility has long hallways leading to the voting locations in the gymnasium and the COA great room. Participants will enter through the main entrance and will be directed to the right or the left, depending on precinct. Once the participant has voted they will follow the traffic pattern and exit through the COA main entrance or the gymnasium main entrance. The traffic pattern will be clearly marked with signs and poll workers will assist with managing traffic flow.

Orderly assembly: N/A

Orderly dismissal: N/A

Customer service shields: Customer service shields will be installed at each of the registration stations. These shields provide a non-porous (Plexiglas) barrier between the worker and the public being served. The shields have a small pass through at the base to facilitate transfer of materials such as voting cards.

ADA Access: This facility is ADA accessible. The ramp at the southern side of the building will be utilized. We have also planned traffic patterns and ADA accessible voting booths.

Restroom: There are restrooms in the facility. The restroom will be cleaned periodically during the event.

Other Action Items: N/A

Indoor vs Outdoor: Indoor Event

Indoor:

Limited Occupancy: Yes, the traffic patterns limit actual occupancy during the event, most participant will be in line, inside of the building.

Ventilation Systems and Air Change Management: Windows will be open and several fans will be set up to provide continuous air changes / flow. This will be managed according to outside temperature and conditions.

Periodic Cleaning: A custodian will be on hand to do periodic wiping of equipment and bathrooms.

Post Event Cleaning: The equipment will be cleaned after the event prior to storage

Outdoor: N/A

General Safety: Consideration should be given for slip, trip and fall hazards. Tents and other equipment should be secured to be wind resistant. There will be no smoking allowed during the event as per Town policy.

Police: Longmeadow Police will provide detail officers to assist with security and the movement of participants.

Parking: This facility has a large parking lot with 115 spaces, There are 4 handicapped spaces with clear and easy access to the facility.

EMS / Fire: The Fire Department can be accessed via 911

Worker Identification: All volunteers and non-uniformed workers will be identified by a vest.

Weather:

Weather specifics for this event: The only potential issue regarding weather would be a snow or ice event on the November election. In this case Longmeadow DPW / Facilities will manage the application of deicer and plowing to make the travel surfaces safe.

Additional support / safety supplies: N/A

Lighting: Supplemental lighting may be provided in the parking lot. We will use two of the Town light Towers.

After Action Survey / After Action Report: Note: After the event the workers and participants should be surveyed to ascertain aspects that are appreciated and areas for improvement. This information should be assembled into a report used to address future needs.

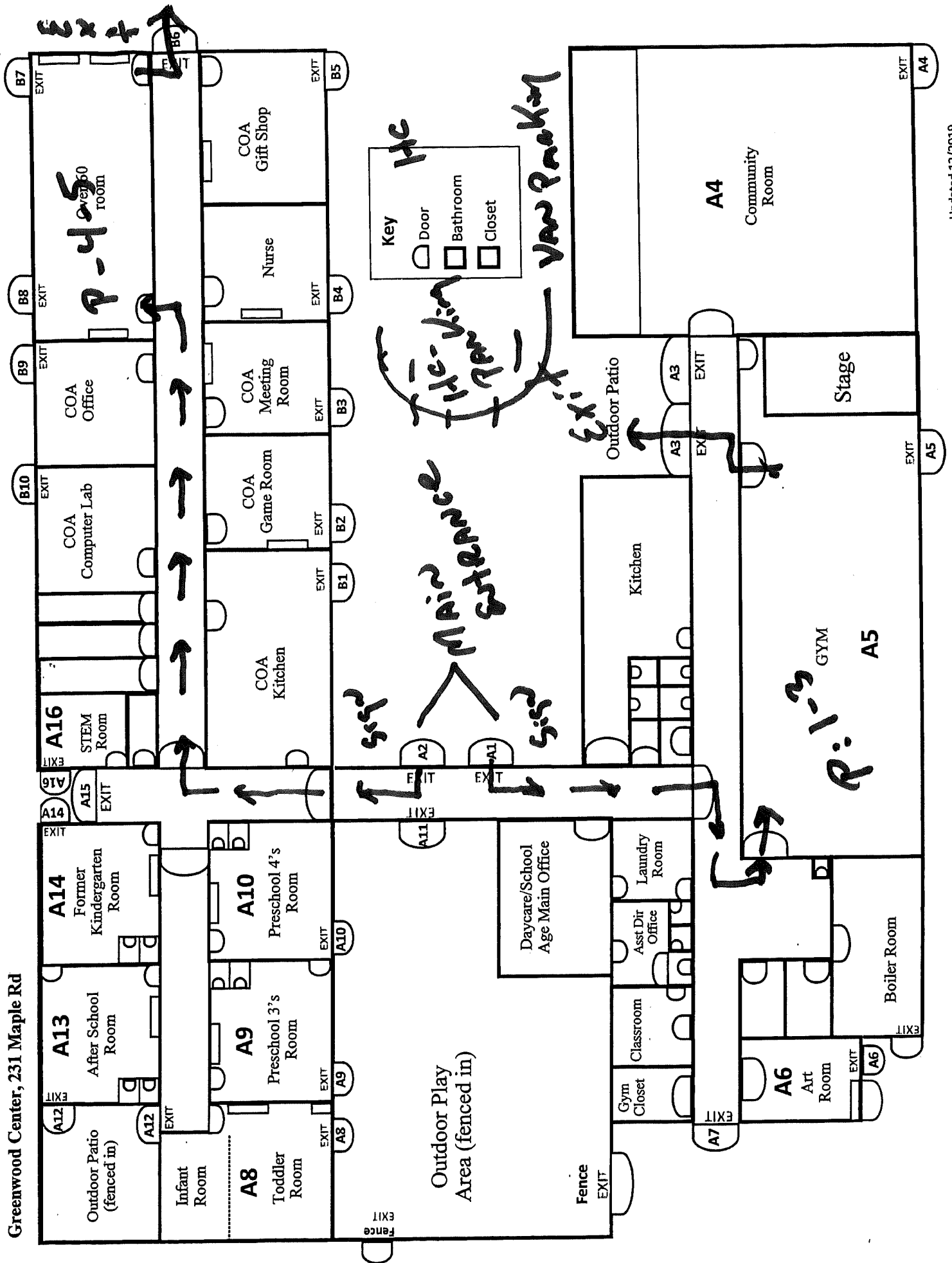
References:

Town of Longmeadow Covid-19 Public Gathering Guidance

Town of Longmeadow Covid-19 Employee Guidance

Entry Signs

Greenwood Center, 231 Maple Rd



Key

- Door
- Bathroom
- Closet

