

**PACKET**

**March 24**

**2020**



LOUISE L. E. MILLER  
TOWN ADMINISTRATOR  
TEL. (508) 358-3620  
www.wayland.ma.us

# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

## BOARD OF SELECTMEN

LEA T. ANDERSON  
MARY M. ANTES  
THOMAS J. FAY  
CHERRY C. KARLSON  
DOUGLAS A. LEVINE

**BOARD OF SELECTMEN**  
**Tuesday, March 24, 2020**  
**2:00 p.m.**  
**Wayland Town Building**  
**Council on Aging Room**  
**41 Cochituate Road, Wayland, MA**  
**Proposed Agenda**

*Note: Items may not be discussed in the order listed or at the specific time estimated. Times are approximate. The meeting likely will be broadcast and videotaped for later broadcast by WayCAM.*

**\*In compliance with the revised Open Meeting Law requirements, we will live stream the meeting on WayCAM. Public Comment will be received by Phone at 508-358-6812 for this meeting. The phone number will be active during the public comment portion of the meeting. Thank you in advance for your patience; we intend to address all calls that come in during the Public Comment period.**

- 2:00 pm 1. Call to Order, Review Agenda for Public
- 2:02 pm 2. Announcements and Public Comment (included in item 3 below\*)
- 2:10 pm 3. COVID-19: Town Administrator update and review of Response Plan
  - 1. Discussion on the following topics
    - a. State Legislation update
    - b. Town Meeting and Town Election Postponement
      - i. Vote as necessary
    - c. Other topics not reasonably anticipated
  - 2. **Open for Public Comment\***
- 2:45 pm 4. Minutes: Review and vote to approve minutes of March 20, 2020
- 2:50 pm 5. Consent: Review and vote to approve (see separate sheet)
- 2:55 pm 6. Correspondence Review
- 3:00 pm 7. Selectmen's reports and concerns
- 3:05 pm 8. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any
- 3:10 pm 9. Adjourn

# SENATE . . . . . No. 2608

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## The Commonwealth of Massachusetts

—  
In the One Hundred and Ninety-First General Court  
(2019-2020)  
—

SENATE, March 23, 2020.

The committee on Senate Ways and Means to whom was referred the House Bill relative to host community agreements (House, No. 4398),-- reported, in part, a "Bill granting authority to postpone 2020 municipal elections in the commonwealth and increase voting options in response to the declaration of emergency to respond to COVID-19" (Senate, No. 2608).

For the committee,  
Michael J. Rodrigues

**SENATE . . . . . No. 2608**

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**The Commonwealth of Massachusetts**

**In the One Hundred and Ninety-First General Court  
(2019-2020)**

An Act granting authority to postpone 2020 municipal elections in the commonwealth and increase voting options in response to the declaration of emergency to respond to COVID-19.

*Whereas*, The deferred operation of this act would tend to defeat its purpose, which is to forthwith provide for the rescheduling of elections as a result of the declaration of emergency to respond to COVID-19 and to increase voting options, therefore it is hereby declared to be an emergency law, necessary for the immediate preservation of the public convenience.

*Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:*

1           SECTION 1. (a) Notwithstanding section 9 of chapter 39, sections 26 and 28 of chapter  
2 51 and chapters 53 and 54 of the General Laws or any other general or special law or by-law to  
3 the contrary, any city or town with any municipal caucus or annual or special municipal election  
4 scheduled between the effective date of this act and May 30, 2020, may postpone such municipal  
5 caucus or municipal election in accordance with this act.

6           The select board, town council, board of registrars or city council of the city or town may  
7 vote on any day prior to the date of their scheduled municipal caucus or municipal election to  
8 postpone the municipal caucus or municipal election to a date certain on or before June 30, 2020.  
9 Such rescheduled caucus or election shall be held in accordance with all applicable election laws  
10 except as otherwise provided in this act.

11 (b) The select board, town council or city council of a city or town postponing a  
12 municipal caucus or municipal election pursuant to this act shall, following consultation with the  
13 local election official and the chief operating officer of the municipality as to logistics and  
14 feasibility, vote to reschedule the municipal caucus or municipal election. A copy of this act, the  
15 vote of the select board, town council or city council and a sample ballot shall be placed on the  
16 official municipal website not later than 20 days before the date to which the rescheduled caucus  
17 or election has been postponed. Notice of such action shall be provided to the public in other  
18 ways reasonably calculated to enable eligible voters to learn of the rescheduled election date and  
19 to cast ballots therein. The notice may include, but shall not be limited to, a “reverse-911” call,  
20 municipal list-serve notifications, advertisement on local cable television or issuance of a press  
21 release sent to local news media.

22 (c) Consistent with section 107 of chapter 41 of the General Laws, an incumbent elected  
23 official whose term would have expired at a municipal annual town election if the election was  
24 not postponed pursuant to this act shall continue to serve in the official’s position until a  
25 successor is elected and qualified.

26 (d) If this act does not take effect until after the date of a scheduled municipal caucus or  
27 municipal election during the state of emergency declared by the governor pursuant to executive  
28 order 591, Declaration of a State of Emergency to Respond to COVID-19, the actions of the  
29 board of selectmen, town council, city council and local election officials to postpone a  
30 municipal caucus or municipal election shall be ratified, validated and confirmed as if this act  
31 had been in place prior thereto.

32 SECTION 2. The last day to register to vote for any annual or special municipal or state  
33 election postponed pursuant to this act or otherwise postponed in response to COVID-19 shall  
34 be 10 days before the date to which the rescheduled election has been postponed; provided,  
35 however, that the board of registrars shall hold a registration session on that date not less than  
36 from 2 PM to 4 PM and from 7 PM to 8 PM. The voting list to be used at such rescheduled  
37 election shall include all eligible voters registered as of that date.

38 SECTION 3. The caucus or election materials, including, but not limited to, absentee and  
39 official ballots, prepared for a municipal caucus or any annual or special municipal or state  
40 election postponed pursuant to this act or otherwise postponed in response to COVID-19 and  
41 bearing that date shall be used for the rescheduled caucus or election to the extent practicable. If  
42 additional ballots are required to be printed, the ballots shall be identical in form to those  
43 prepared for the original caucus or election.

44 SECTION 4. Absentee ballots cast in connection with the original election date for any  
45 annual or special municipal or state election postponed pursuant to this act or otherwise  
46 postponed in response to COVID-19, whether returned before the original election or otherwise,  
47 and received by the local election official before the close of polls on the date of the rescheduled  
48 election, shall be processed in accordance with applicable law; provided, however, that any voter  
49 who chooses to vote in person on the date of the rescheduled election may do so if their absentee  
50 ballot has not yet been counted. Completed applications to vote by absentee ballot in the  
51 rescheduled election shall be accepted by the board of registrars until 12:00 noon on the last  
52 business day before the rescheduled election.

53 For an election held on or before June 30, 2020 any person taking precaution related to  
54 COVID-19 in response to a declared state of emergency or from guidance from a medical  
55 professional, local or state health official, or any civil authority shall be deemed to be unable by  
56 reason of physical disability to cast their vote in person at a polling location.

57 SECTION 5. (a) Notwithstanding section 25B of chapter 54 of the General Laws or any  
58 other general or special law to the contrary, any eligible voter may vote early by mail for any  
59 annual or special municipal or state election held on or before June 30, 2020.

60 (b) Any qualified voter wanting to early vote by mail may file with their local election  
61 official an application for an early voting ballot. Any form of written communication evidencing  
62 a desire to have an early voting ballot be sent for use for voting at an election shall be given the  
63 same effect as an application made in the form prescribed by the state secretary. Local election  
64 officials shall send early voting by mail ballots to those who have applied as soon as ballots are  
65 available. No application shall be deemed to be seasonably filed unless it is received in the office  
66 of the local election official before noon on the last business day before the date on which the  
67 rescheduled election is held.

68 (c) Local election officials may use absentee ballots for those voters requesting to vote  
69 early by mail in municipal elections. An early voting ballot along with an envelope bearing an  
70 affidavit as set forth in section 25B of chapter 54 of the General Laws shall be provided to each  
71 qualified voter who participates in early voting by mail.

72 (d) The local election officials shall cause to be placed on the voting lists opposite the  
73 name of a qualified voter who participates in early voting the letters "EV" designating an early  
74 voter.

75           (e) The counting of early voting ballots shall be consistent with section 25B of chapter 54  
76 of the General Laws and implemented regulations to the extent practicable. All envelopes  
77 referred to in this section shall be retained with the ballots cast at the election and shall be  
78 preserved and destroyed in the manner provided by law for the retention, preservation or  
79 destruction of official ballots.

80           (f) All early voting ballots voted by mail shall be received by the town clerk before the  
81 hour fixed for closing the polls on the date on which the rescheduled election is held. Early  
82 voting ballots cast under the authority of this section shall be processed at the polls in a manner  
83 consistent with that set forth in said section 25B of said chapter 54.





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JULIA JUNGHANNS, R.S., C.H.O.  
DIRECTOR OF PUBLIC HEALTH  
TEL. (508) 358-3617  
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Date: March 20, 2020

To: All Food Establishments

From: Wayland Health Department

Re: COVID-19 (2019 novel Coronavirus) Update

On March 15, 2020, Governor Baker issued an emergency order limiting gatherings to 25 individuals and prohibiting on-premises consumption of food or drink at bars and restaurants, beginning on March 17 and effective until April 6 unless further extended. **Please take notice that the town of Wayland has also declared a public health emergency and is following federal guidelines and limiting gatherings to 10 individuals. Note: This number includes staff and customers who may be in the building at the same time. If your total number exceeds 10 at any time, individuals must be restricted from entering and should wait outside socially distancing from each other. This guideline may change at any time based on Federal and/or state protocols.**

**Earlier this week, we reached out to all food establishments via email initially, and then by telephone call regarding COVID-19 and food safety measures.**

**On March 19<sup>th</sup> the Health Department became aware of two food establishments in Wayland where food handlers had contact with someone who has tested presumptive positive for COVID-19. These food establishments were; Liberty's Pizza and Starbucks. Both businesses are closed at this time until further notice. Please take notice that we were made aware that food handlers at Liberty's sometimes work at other food establishments. These individuals were told to go home and self-quarantine for 14 days as per CDC guidelines. We are in the process of contact case investigation. It is extremely important to follow food handling safety measures at this time of spreading illness of COVID-19.**

Establishments may continue to offer food for take-out and delivery provided that they follow the social distancing protocols set forth in Department of Public Health guidance.

1. Wayland BOH **strongly recommends** that, apart from gloves, because COVID-19 virus is spread, via oral/ respiratory secretions, even in the "sniffles" stage which precedes the achiness, cough and fever stage, food "prep" staff, in residential or fast food / takeout settings, wear "over the ear" surgical type masks when food prepping, **especially when preparing ready-to-eat food.**
2. In food prep scenarios Supervisors should regularly evaluate their staff for any signs of cold/infectious symptoms.
3. If symptoms or signs of a cold are present these employees should be removed from food prep duties, and the Wayland BOH should be informed.
4. Also, whenever food prep staff leave the immediate food prep areas to non- food prep areas, such as counter, cash register duties, bathroom, etc., additional hand washing needs to occur immediately prior to food prepping.

## WHAT DOES THIS MEAN FOR YOU?

Beginning March 17 until April 6 unless further extended and/or further restricted:

- Modify operations for take-out and delivery of food product only
- Seated dine-in options are prohibited during this period
- Review and reduce prepared food product to prevent food spoilage

- Reduce the risk of cross-contamination: self-service stations such as buffets, salad bars, and hot bars must be suspended until further notice. Package products à la carte, to-go for patrons
  - Follow social distancing protocols
  - Keep patrons at least 6 feet away from others when in lines
  - Minimize contact with patrons when doing take-out or delivery
- Inform the Health Department of any changes in operation such as a closure

We would like to re-emphasize existing sanitation and illness policies which include frequent and proper handwashing and proper glove-usage.

All Person(s)-in-Charge (PIC) must ensure that all employees are in good health. Please review with all staff that they must report any illnesses. Ill employees MUST NOT report to work. Anyone at work with symptoms of illness should be sent home. Symptoms of illness include: sore throat, fever, cough, vomiting, and diarrhea.

#### **BEST PRACTICES REQUIRED:**

- Good hygiene, clean clothing and hair restraints.
- Clean, fully-stocked handwashing sinks.
- Proper handwashing for 20 seconds, using paper towel to turn off faucets to avoid recontaminations of clean hands.
- Restricting use of cell phones and eating and drinking by staff to specified areas, and immediate handwashing after using phones or eating and drinking.
- If you sneeze or cough, follow proper protocols of coughing/sneezing into one's elbow and not touching face or hands, use proper handwashing afterwards.
- Conduct frequent, routine cleaning and disinfecting of contact surfaces (i.e. door handles, door knobs, tables, customer service areas, etc.).
- Have hand sanitizer available.
- Disinfect all electronic payment pads and other electronic touch screen devices (cell phones, tablets, etc).

**The Wayland Health Department will be conducting spot check inspections to ensure everyone is in compliance.**

For more information, visit the following websites:

Massachusetts Department of Public Health: [www.mass.gov/2019coronavirus](http://www.mass.gov/2019coronavirus)

Centers for Disease Control and Prevention - CDC: [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19)



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Date: March 21, 2020  
To: All Residents  
Re: 150 Main Street CVS Temporary Closure

Effective today, March 21, 2020, the CVS at 150 Main Street has been closed temporarily due to an employee testing positive for the Coronavirus. The Town and CVS were informed earlier today of the positive test result.

CVS has closed the business and is currently following cleaning protocols. The CVS District Manager is working with the Wayland Health Director on a plan to reopen.

CVS has informed us that anyone needing immediate assistance with a prescription should contact the Boston Post Road CVS store at 508-358-2381.

We continue to urge all residents to evaluate their own health and determine if they are feeling mildly ill with a head cold, headache, cough and/or experiencing any CDC identified symptoms of COVID-19, which include fever, cough, and shortness of breath. If you are feeling any symptoms, we advise you to contact the Wayland Health Department at the Coronavirus Hotline 508-358-6805 and your primary care physician for guidance. If you or anyone in your family has any symptoms of being ill, we advise you to stay quarantined at home until you are feeling better and follow up with your primary care physician as needed.

The Town will also provide general help for residents who may need assistance obtaining basic and important life necessities, such as food or medications, by calling 508-358-7701.



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To: All Wayland Residents  
From: Town Administrator, Louise Miller  
Director of Public Health, Julia Junghanns  
Date: March 23, 2020 at 10:45 am

## **Re: Update on Wayland Businesses**

Thank you for your patience as Wayland continues to address multiple facets of its COVID-19 response plan. The following is an update on the three Wayland businesses that closed last week:

CVS, 150 Main Street, Wayland: The CVS store has reopened. The Pharmacy area is not at risk and is also open. The store worked cooperatively with the Wayland Health Department and Director of Public Health to follow all CDC protocols for reopening. All employees who had close contact with the COVID-19 positive person are in self-quarantine and will not be working. The building was deep cleaned prior to reopening.

Starbucks, 44 Main Street, Wayland: The Wayland Health Department continues to work with Starbucks. The store will remain closed until further notice.

Liberty Pizza, 116 Main Street, Wayland: The Wayland Health Department is still awaiting information and is working with the owners on a reopening plan. No other information is available at this time

\*\*\*\*\*

We continue to urge all residents to evaluate their own health and determine if they are feeling mildly ill with a head cold, headache, cough and/or experiencing any CDC identified symptoms of COVID-19, which include fever, cough, and shortness of breath. If you are feeling any symptoms, we advise you to contact the Wayland Health Department at the Coronavirus Hotline 508-358-6805 and your primary care physician for guidance. If you or anyone in your family has any symptoms of being ill, we advise you to stay quarantined at home until you are feeling better and follow up with your primary care physician as needed.

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To: All Wayland Residents and Businesses  
From: Town Administrator, Louise Miller  
Date: March 23, 2020 at 11:45 am

## **Re: Governor's Order of COVID-19 Essential Services**

Today, the Governor closed all businesses that do not provide essential services effective tomorrow, Tuesday, March 24<sup>th</sup> at noon until Tuesday, April 7<sup>th</sup> at noon.

Wayland Town Government: The Town has already proactively pared services to the essential level. As such, the following departments will continue to provide base level essential services, sometimes with limited staff: Health, Public Works, Water, Wastewater, Facilities (including Custodians), Fire and Police (including Dispatch), IT, Finance functions (including Finance, Treasurer and Assessor), Town Clerk, Council on Aging and Housing Authority and the Town Administrator's office. The School Department has made similar adjustments.

Town Buildings are closed to the public with the exception of the Public Safety Building vestibule.

On Friday, the Town Administrator provided an update to the Board of Selectmen. To see this discussion, please use this WayCAM link: <https://www.waycam.tv/government-on-demand> and scroll down to click on "Board of Selectmen, March 20, 2020."

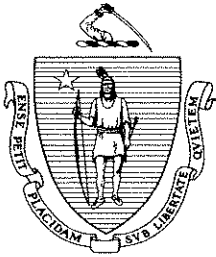
Wayland Businesses: The Town will work with our local businesses to comply with the Governor's mandate.

A list of essential services as defined by the state is posted on the Town's website on the COVID-19 page. From the Governor's statement today:

"While these businesses are designated as essential, they are urged to follow social distancing protocols for workers in accordance with guidance from the Department of Public Health.

Businesses and organizations not on the list of essential services are encouraged to continue operations through remote means that do not require workers, customers, or the public to enter or appear at the brick-and-mortar premises closed by the order.

Restaurants and other establishments that sell food to the public are encouraged to continue to offer food for take-out and by delivery if they follow the social distancing protocols set forth in the Department of Public Health guidance. On-premise consumption of food or drink is prohibited."



OFFICE OF THE GOVERNOR  
**COMMONWEALTH OF MASSACHUSETTS**  
STATE HOUSE • BOSTON, MA 02133  
(617) 725-4000

**CHARLES D. BAKER**  
GOVERNOR

**KARYN E. POLITO**  
LIEUTENANT GOVERNOR

**ORDER ASSURING CONTINUED OPERATION OF ESSENTIAL SERVICES  
IN THE COMMONWEALTH, CLOSING CERTAIN WORKPLACES,  
AND PROHIBITING GATHERINGS OF MORE THAN 10 PEOPLE**

COVID-19 Order No. 13

**WHEREAS**, on March 10, 2020, I, Charles D. Baker, Governor of the Commonwealth of Massachusetts, acting pursuant to the powers provided by Chapter 639 of the Acts of 1950 and Section 2A of Chapter 17 of the General Laws, declared that there now exists in the Commonwealth of Massachusetts a state of emergency due to the outbreak of the 2019 novel Coronavirus (“COVID-19”);

**WHEREAS**, on March 11, 2020, the COVID-19 outbreak was characterized as a pandemic by the World Health Organization;

**WHEREAS**, the number of presumptive positive and confirmed cases of COVID-19 continues to rise exponentially in the Commonwealth. As of March 22, 2020, the Department of Public Health had reported 646 cases of COVID-19, including 5 deaths, with 13 of the 14 counties in the Commonwealth impacted;

**WHEREAS**, the Department of Public Health is urging all residents of the Commonwealth to limit activities outside of the home and to practice social distancing at all times, both inside and outside of the home to limit the spread of this highly contagious and potentially deadly virus;

**WHEREAS**, on March 19, 2020, the Federal Cybersecurity and Infrastructure Security Agency issued guidance to assist States that identifies 14 critical infrastructure sectors whose workers provide services and functions that are essential to maintain in order to support a strong response to the COVID-19 pandemic;

**WHEREAS**, as Governor, I have identified additional services and functions that likewise are essential to promote the public health and welfare of the Commonwealth, and

therefore it is imperative to ensure that workers providing critical services and functions in these State and Federally designated sectors may continue to work to ensure community resilience and continuity of response efforts; and

**WHEREAS**, sections 7, 8, and 8A of Chapter 639 of the Acts of 1950 authorize the Governor, during the effective period of a declared emergency, to exercise any and all authority over persons and property necessary or expedient for meeting a state of emergency, including but not limited to authority over public assemblages in order to protect the health and safety of persons, regulating the sale of articles of food and household articles, and policing, protection, and preservation of public and private property;

**NOW, THEREFORE**, in order to minimize all unnecessary activities outside of the home during the state of emergency, I hereby order the following:

1. Maintaining Operation of COVID-19 Essential Services and Workforces

The production and service sectors identified in Exhibit A are hereby designated as “COVID-19 Essential Services.” The workforces engaged and working in these production and service sectors are hereby designated as “COVID-19 Essential Workforces.” I shall amend and publish updates to Exhibit A as I determine necessary in response to conditions as they develop.

Businesses and other organizations that provide the services and functions identified as COVID-19 Essential Services in Exhibit A are urged to continue operations during the state of emergency, but to do so with allowance for social distancing protocols consistent with guidance provided by the Department of Public Health.

Restaurants, bars, and other retail establishments that sell food and beverage products to the public provide COVID-19 Essential Services and are designated as such in Exhibit A. These establishments are therefore encouraged to continue to offer food and beverages for take-out and by delivery provided that they follow the social distancing protocols set forth in Department of Public Health guidance. Restaurants, bars, or other establishments that offer food or beverages to the public shall not permit on-premises consumption of food or beverages.

2. Temporary Closing of Other Businesses and Organizations

All businesses and other organizations that do not provide COVID-19 Essential Services shall close their physical workplaces and facilities (“brick-and-mortar premises”) to workers, customers, and the public as of 12:00 noon on March 24, 2020 and shall not re-open to workers, customers, or the public before 12:00 noon on April 7, 2020. Churches, temples, mosques, and other places of worship shall not be required to close their brick and mortar premises to workers or the public; provided, however, that such institutions shall be required to comply with all limitations on gatherings established in section 3 below.

Businesses and other organizations that do not provide COVID-19 Essential Services are encouraged to continue operations where they are able to operate through remote means that do not require workers, customers, or the public to enter or appear at the brick-and-mortar premises closed by this Order.

3. Limitations on Gatherings

Gatherings of more than 10 people are prohibited throughout the Commonwealth. Gatherings subject to this Order include, without limitation, community, civic, public, leisure, faith-based, or sporting events, concerts, conferences, conventions, fundraisers, parades, fairs, festivals, weddings, funerals, and any similar event or activity that brings together more than 10 persons in any confined indoor or outdoor space. This limitation shall not apply to the operations or activities of any business or organization in its provision or delivery of COVID-19 Essential Services.

This Order does not prohibit gatherings of more than 10 people in an unenclosed, outdoor space such as a park, athletic field, or parking lot.

Athletic and recreational activities that bring participants into close, physical contact are prohibited even when involving 10 or fewer people and regardless of where conducted.

4. Exceptions

(a) This Order shall not apply to any municipal legislative body or to the General Court or to the Judiciary.

(b) This Order shall not apply to residential schools for special needs students. This Order also does not apply to public and private elementary and secondary (K-12) schools in the Commonwealth, which are subject to the March 15, 2020 Order Temporarily Closing All Public and Private Elementary and Secondary Schools, as may be subsequently amended, which suspended all normal, in-person instruction.

(c) This Order does not apply to the operation of child care programs in the Commonwealth, which are subject to the March 18, 2020 Order Temporarily Closing All Child Care Programs and Authorizing the Temporary Creation and Operation of Emergency Child Care Programs, as may be subsequently amended.

5. Implementing Guidance and Enforcement

The Commissioner of Public Health is directed to issue guidance (“DPH Guidance”), subject to my approval, to implement the terms of this Order. The DPH Guidance shall include a requirement that grocery stores and other retailers with substantial retail grocery sales establish special limited access hours during which elderly and other vulnerable populations may have exclusive access to make grocery purchases.



The Department of Public Health, along with any board of health or authorized agent pursuant to G. L. c. 111, § 30, shall enforce this Order and if necessary may do so with the assistance of State or municipal police. Violation of the terms of this Order or the DPH Guidance may result in a criminal penalty pursuant to Section 8 of Chapter 639 of the Acts of 1950 or a civil fine of up to \$300 per violation, in the manner provided for non-criminal disposition of violations of municipal by-law, ordinance, rule, or regulation pursuant to G. L. c. 40, § 21D. A criminal complaint for violation of or a motion for an injunction to enforce this Order or the DPH Guidance shall be filed in the district court with jurisdiction for the municipality in which the violation has been charged.

In addition, I hereby direct the Commissioner of Public Health to act under the authority of G. L. c. 17, § 2A and G. L. c. 111, § 6 or any other appropriate authority to supplement the terms of this Order in the event she determines additional measures are required to ensure that the terms of this Order are observed.

This Order supersedes and makes inoperative any order or rule issued by a municipality that will or might in any way impede or interfere with the achievement of the objectives of this Order. With respect to work and travel in particular, any order or rule issued by a municipality is hereby made inoperative to the extent: (1) such municipal order or rule will or might interfere with provisions of this Order ensuring the continued operation of COVID-19 Essential Services; or (2) such municipal order or rule will or might interfere with the free travel anywhere within the Commonwealth of any person who is a member of any COVID-19 Essential Workforce where such travel is made in connection with the ongoing operation of COVID-19 Essential Services.

This Order rescinds and revokes the Order Prohibiting Gatherings of More than 25 People and On-Premises Consumption of Food or Drink, issued March 15, 2020.

If any provision of this Order or the application thereof to any person or entity or circumstance is determined to be invalid by a court of competent jurisdiction, such judgment shall not affect or impair the validity of the other provisions of this Order or the application thereof to other persons, entities, and circumstances.

This Order shall be effective at 12:00 noon March 24, 2020 and shall remain in effect through 12:00 noon on April 7, 2020 unless further extended.

Given in Boston at 9:15 AM this 23rd day  
of March, two thousand and twenty

A handwritten signature in black ink, appearing to read "Charles D. Baker", written over a horizontal line.

CHARLES D. BAKER  
GOVERNOR  
Commonwealth of Massachusetts

## **COVID-19 ESSENTIAL SERVICES**

### **EXHIBIT A OF THE ORDER OF THE GOVERNOR ASSURING CONTINUED OPERATION OF ESSENTIAL SERVICES IN THE COMMONWEALTH, CLOSING CERTAIN WORKPLACES AND PROHIBITING GATHERINGS OF MORE THAN 10 PEOPLE**

**March 23, 2020**

Governor Charlie Baker issued an emergency order requiring all businesses and organizations that do not provide “COVID-19 Essential Services” to close their physical workplaces and facilities to workers, customers and the public as of Tuesday, March 24<sup>th</sup> at noon until Tuesday, April 7<sup>th</sup> at noon. These businesses are encouraged to continue operations remotely.

The Baker-Polito Administration issued a list of designated businesses and other organizations that provide essential services and workforces related to COVID-19 that shall continue to operate brick and mortar facilities during this two-week time period. This list is based on federal guidance and amended to reflect the needs of Massachusetts’ unique economy. While these businesses are designated as essential, they are urged to follow social distancing protocols for workers in accordance with guidance from the Department of Public Health.

Businesses and organizations not on the list of essential services are encouraged to continue operations through remote means that do not require workers, customers, or the public to enter or appear at the brick-and-mortar premises closed by the order.

Restaurants, bars, and other establishments that sell food and beverage products to the public are encouraged to continue to offer food for take-out and by delivery if they follow the social distancing protocols set forth in Department of Public Health guidance continue operations. On-premises consumption of food or drink is prohibited.

#### **HEALTHCARE / PUBLIC HEALTH / HUMAN SERVICES**

- Workers providing COVID-19 testing; Workers that perform critical clinical research needed for COVID-19 response
- Medical Professionals and caregivers (e.g., physicians, dentists, psychologists, mid-level practitioners, nurses and assistants, infection control and quality assurance personnel, pharmacists, physical and occupational therapists and assistants, social workers, speech pathologists and diagnostic and therapeutic technicians and technologists, other providers of mental and behavioral health care, personal care attendants, home health aides and home care workers)
- Hospital and laboratory personnel (including accounting, administrative, admitting and discharge, engineering, epidemiological, source plasma and blood donation, food service, housekeeping, medical records, information technology and operational technology, nutritionists, sanitarians, respiratory therapists, etc.)
- Workers in other medical facilities (including Ambulatory Health and Surgical, Blood Banks, Medical Clinics, Community Mental Health Centers, Methadone/OBOT Clinics, 24 hour Diversionary and Residential Behavioral Health Providers, Comprehensive Outpatient rehabilitation, End Stage Renal Disease, Health Departments, Home Health care, Hospices, Hospitals, Nursing Facilities, Rest Homes, Assisted Living Residences, Organ Pharmacies,

## COVID-19 Essential Services

Procurement Organizations, Psychiatric Residential, Residential Treatment Schools, Rural Health Clinics and Federally Qualified Health Centers and Community Health Centers, State Hospitals, and licensed medical marijuana retailers)

- Workers in other 24/7 community resident services serving children and youth, and individuals with developmental, intellectual, physical and/or cognitive disabilities
- Manufacturers, technicians, logistics and warehouse operators, and distributors of or necessary to the supply chain of medical equipment, personal protective equipment (PPE), medical gases, pharmaceuticals, blood and blood products, vaccines, testing materials, laboratory supplies, cleaning, sanitizing, disinfecting or sterilization supplies, and tissue and paper towel products
- Public health / community health workers, including those who compile, model, analyze and communicate public health information
- Blood and plasma donors and the employees of the organizations that operate and manage related activities
- Workers that manage health plans, billing, and health information, who cannot practically work remotely
- Workers who conduct community-based public health functions, conducting epidemiologic surveillance, compiling, analyzing and communicating public health information, who cannot practically work remotely
- Workers performing cybersecurity functions at healthcare and public health facilities, who cannot practically work remotely
- Workers conducting research critical to COVID-19 response
- Workers performing security, incident management, and emergency operations functions at or on behalf of healthcare entities including healthcare coalitions, who cannot practically work remotely
- Workers who support food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals, such as those residing in shelters
- Pharmacy employees necessary for filling prescriptions
- Workers performing mortuary services and workers at funeral homes, crematoriums, and cemeteries
- Workers who coordinate with other organizations to ensure the proper recovery, handling, identification, transportation, tracking, storage, and disposal of human remains and personal effects; certify cause of death; and facilitate access to mental/behavioral health services to the family members, responders, and survivors of an incident

### **LAW ENFORCEMENT, PUBLIC SAFETY, FIRST RESPONDERS**

- Personnel in emergency management, law enforcement, Emergency Management Systems, fire, and corrections, including front line and management required to maintain operations
- Emergency Medical Technicians
- 911 call center employees, including telecommunicators, dispatchers and managers
- Fusion Center employees
- Hazardous material responders from government and the private sector.
- Workers – including contracted vendors -- who maintain digital systems infrastructure supporting law enforcement and emergency service operations.

### **FOOD AND AGRICULTURE**

- Workers supporting groceries, pharmacies and other retail, including farmers markets and farm stands, that sells food and beverage products, including liquor stores
- Restaurant carry-out and quick serve food operations - Carry-out and delivery food employees

## COVID-19 Essential Services

- Food manufacturer employees and their supplier employees—to include those employed in food processing (packers, meat processing, cheese plants, milk plants, produce, etc.) facilities; livestock, poultry, seafood slaughter facilities; pet and animal feed processing facilities; human food facilities producing by-products for animal food; beverage production facilities; and the production of food packaging
- Farm workers to include those employed in animal food, feed, and ingredient production, packaging, and distribution; manufacturing, packaging, and distribution of veterinary drugs; truck delivery and transport; farm and fishery labor needed to produce our food supply domestically
- Farm workers and support service workers to include those who field crops; commodity inspection; fuel ethanol facilities; storage facilities; and other agricultural inputs
- Workers supporting the seafood and fishing industry
- Employees and firms supporting food, feed, and beverage distribution, including warehouse workers, vendor-managed inventory controllers and blockchain managers
- Workers supporting the sanitation of all food manufacturing processes and operations from wholesale to retail
- Company cafeterias - in-plant cafeterias used to feed employees; food service workers in residential schools with students who are unable to leave campus
- Workers in food testing labs in private industries and in institutions of higher education
- Workers essential for assistance programs and government payments
- Employees of companies engaged in the production of chemicals, medicines, vaccines, and other substances used by the food and agriculture industry, including pesticides, herbicides, fertilizers, minerals, enrichments, and other agricultural production aids
- Animal agriculture workers to include those employed in veterinary health; manufacturing and distribution of animal medical materials, animal vaccines, animal drugs, feed ingredients, feed, and bedding, etc.; transportation of live animals, animal medical materials; transportation of deceased animals for disposal; raising of animals for food; animal production operations; slaughter and packing plants and associated regulatory and government workforce
- Organizations and workers responsible for the care and custody of animals, pets and livestock
- Workers who support the manufacture and distribution of forest products, including, but not limited to timber, paper, and other wood products
- Employees engaged in the manufacture and maintenance of equipment and other infrastructure necessary to agricultural production and distribution

## ENERGY

### Electricity industry:

- Workers who maintain, ensure, or restore the reliable generation, transmission, and distribution of electric power, including call centers, utility workers, reliability engineers and fleet maintenance technicians
- Workers needed for safe and secure operations at nuclear generation
- Workers at generation, transmission and electric blackstart facilities
- Workers at Reliability Coordinator (RC), Balancing Authorities (BA), and primary and backup Control Centers (CC), including but not limited to independent system operators, regional transmission organizations, and balancing authorities
- Mutual assistance personnel

## COVID-19 Essential Services

- IT and OT technology staff – for EMS (Energy Management Systems) and Supervisory Control and Data Acquisition (SCADA) systems, and utility data centers; Cybersecurity engineers; cybersecurity risk management
- Vegetation management crews and traffic workers who support
- Environmental remediation/monitoring technicians
- Instrumentation, protection, and control technicians

### **Petroleum workers:**

- Petroleum product storage, pipeline, marine transport, terminals, rail transport, road transport
- Crude oil storage facilities, pipeline, and marine transport
- Petroleum refinery facilities
- Petroleum security operations center employees and workers who support emergency response services
- Petroleum operations control rooms/centers
- Petroleum drilling, extraction, production, processing, refining, terminal operations, transporting, and retail for use as end-use fuels or feedstocks for chemical manufacturing
- Onshore and offshore operations for maintenance and emergency response
- Retail fuel centers such as gas stations and truck stops, and the distribution systems that support them

### **Natural and propane gas workers:**

- Natural gas transmission and distribution pipelines, including compressor stations, and road transport
- Underground storage of natural gas
- Natural gas processing plants, and those that deal with natural gas liquids
- Liquefied Natural Gas (LNG) facilities
- Natural gas security operations center, natural gas operations dispatch and control rooms/centers natural gas emergency response and customer emergencies, including natural gas leak calls
- Drilling, production, processing, refining, and transporting natural gas for use as end-use fuels, feedstocks for chemical manufacturing, or use in electricity generation
- Propane gas dispatch and control rooms and emergency response and customer emergencies, including propane leak calls
- Propane gas service maintenance and restoration, including call centers
- Processing, refining, and transporting natural liquids, including propane gas, for use as end-use fuels or feedstocks for chemical manufacturing
- Propane gas storage, transmission, and distribution centers

### **Steam workers:**

- Workers who support steam distribution companies' provision of district heating and any electric generation
- Workers who support steam distribution companies' dispatch and control rooms and emergency response and customer emergencies, including steam leak calls
- Workers who support steam distribution companies' service maintenance and restoration, including call centers
- Workers who support steam distribution companies' storage, transmission, and distribution centers

## **WATER AND WASTEWATER**

Employees needed to operate and maintain public and private drinking water and wastewater/drainage infrastructure, including:

- Operational staff at water authorities
- Operational staff at community water systems
- Operational staff at wastewater treatment facilities
- Workers repairing water and wastewater conveyances and performing required sampling or monitoring
- Operational staff for water distribution and testing
- Operational staff at wastewater collection facilities
- Operational staff and technical support for SCADA Control systems
- Chemical disinfectant suppliers for wastewater and personnel protection
- Workers that maintain digital systems infrastructure supporting water and wastewater operations

## **TRANSPORTATION AND LOGISTICS**

- Employees supporting or enabling transportation functions, including dispatchers, maintenance and repair technicians, warehouse workers, truck stop and rest area workers, and workers that maintain and inspect infrastructure (including those that require cross-border travel)
- Employees of firms providing services that enable logistics operations, including cooling, storing, packaging, and distributing products for wholesale or retail sale or use
- Mass transit and passenger rail workers, including contracted vendors providing transportation and maintenance services to public transit authorities
- Workers critical to operating rental car companies and Transportation Network Companies (TNCs) that facilitate continuity of operations for essential workforces, and other essential travel
- Workers responsible for operating dispatching passenger, commuter and freight trains and public transportation and buses and maintaining rail and transit infrastructure and equipment
- Maritime transportation workers - port workers, mariners, equipment operators
- Truck drivers who haul hazardous and waste materials to support critical infrastructure, capabilities, functions, and services
- Automotive repair and maintenance facilities
- Workers who respond to and clear traffic crashes, including contracted vendors and dispatchers
- Manufacturers and distributors (to include service centers and related operations) of packaging materials, pallets, crates, containers, and other supplies needed to support manufacturing, packaging staging and distribution operations
- Postal and shipping workers, to include private companies
- Workers who support moving and storage services
- Employees who repair and maintain vehicles, aircraft, rail equipment, marine vessels, and the equipment and infrastructure that enables operations that encompass movement of cargo and passengers
- Air transportation employees, including air traffic controllers, ramp personnel, aviation security, and aviation management and other workers – including contracted vendors – providing services for air passengers
- Workers who support the maintenance and operation of cargo by air transportation, including flight crews, maintenance, airport operations, and other on- and off- airport facilities workers

## **PUBLIC WORKS**

- Workers who support the operation, inspection, and maintenance of essential dams, locks and levees
- Workers who support the operation, inspection, and maintenance of essential public works facilities and operations, including roads and bridges, water and sewer main breaks, fleet maintenance personnel, construction of critical or strategic infrastructure, traffic signal maintenance, emergency location services for buried utilities, maintenance of digital systems infrastructure supporting public works operations, and other emergent issues
- Workers – including contracted vendors – involved in the construction of critical or strategic infrastructure including public works construction, airport operations, water, sewer, gas, electrical, nuclear, oil refining and other critical energy services, roads and highways, public transportation, solid waste collection and removal, and internet, and telecommunications systems (including the provision of essential global, national, and local infrastructure for computing services)
- Workers such as plumbers, electricians, exterminators, inspectors and other service providers who provide services that are necessary to maintaining the safety, sanitation, and essential operation of residences, construction sites and projects, and needed facilities
- Support, such as road and line clearing and utility relocation, to ensure the availability of needed facilities, transportation, energy and communications
- Support to ensure the effective removal, storage, and disposal of residential and commercial solid waste and hazardous waste
- Licensed site clean-up professionals and other workers addressing hazardous spills, waste sites, and remediation.
- Workers who support the operation, maintenance and public safety of state parks, forests, wildlife management areas, water supply protection lands, and other critical natural resources.
- Workers who support storm clean-up operations (e.g., foresters).

## **COMMUNICATIONS AND INFORMATION TECHNOLOGY**

### **Communications:**

- Maintenance of communications infrastructure- including privately owned and maintained communication systems- supported by technicians, operators, call-centers, wireline and wireless providers, cable service providers, satellite operations, undersea cable landing stations, Internet Exchange Points, and manufacturers and distributors of communications equipment
- Workers who support radio, television, and media service, including, but not limited to front line news reporters, studio, and technicians for newsgathering and reporting
- Workers at Independent System Operators and Regional Transmission Organizations, and Network Operations staff, engineers and/or technicians to manage the network or operate facilities
- Engineers, technicians and associated personnel responsible for infrastructure construction and restoration, including contractors for construction and engineering of fiber optic cables
- Installation, maintenance and repair technicians that establish, support or repair service as needed
- Central office personnel to maintain and operate central office, data centers, and other network office facilities
- Customer service and support staff, including managed and professional services as well as remote providers of support to transitioning employees to set up and maintain home offices,



## COVID-19 Essential Services

who interface with customers to manage or support service environments and security issues, including payroll, billing, fraud, and troubleshooting

- Dispatchers involved with service repair and restoration

### **Information Technology:**

- Workers who support command centers, including, but not limited to Network Operations Command Center, Broadcast Operations Control Center and Security Operations Command Center
- Data center operators, including system administrators, HVAC & electrical engineers, security personnel, IT managers, data transfer solutions engineers, software and hardware engineers, and database administrators
- Client service centers, field engineers, and other technicians supporting critical infrastructure, as well as manufacturers and supply chain vendors that provide hardware and software, and information technology equipment (to include microelectronics and semiconductors) for critical infrastructure
- Workers responding to cyber incidents involving critical infrastructure, including medical facilities, SLTT governments and federal facilities, energy and utilities, and banks and financial institutions, and other critical infrastructure categories and personnel
- Workers supporting the provision of essential global, national and local infrastructure for computing services (incl. cloud computing services), business infrastructure, web-based services, and critical manufacturing
- Workers supporting communications systems and information technology used by law enforcement, public safety, medical, energy and other critical industries
- Support required for continuity of services, including janitorial/cleaning personnel

### **OTHER COMMUNITY-BASED ESSENTIAL FUNCTIONS AND GOVERNMENT OPERATIONS**

- Workers to ensure continuity of building functions, including local and state inspectors and administrative support of inspection services who are responsible for the inspection of elevators, escalators, lifts, buildings, plumbing and gas fitting, electrical work, and other safety related professional work
- Security staff to maintain building access control and physical security measures
- Elections personnel
- Federal, State, and Local, Tribal, and Territorial employees who support Mission Essential Functions and communications networks
- Trade Officials (FTA negotiators; international data flow administrators)
- Weather forecasters
- Workers that maintain digital systems infrastructure supporting other critical government operations
- Workers at operations centers necessary to maintain other essential functions
- Workers who support necessary credentialing, vetting and licensing operations for transportation workers including holders of Commercial Drivers Licenses
- Workers who are critical to facilitating trade in support of the national, state and local emergency response supply chain
- Educators and staff supporting public and private emergency childcare programs, residential schools for students with disabilities, K-12 schools, colleges, and universities for purposes of facilitating distance learning, provision of school meals, or performing other essential student support functions, if operating under rules for social distancing

## COVID-19 Essential Services

- Hotel workers
- Critical government workers, as defined by the employer and consistent with Continuity of Operations Plans
- Construction Workers who support the construction, operation, inspection, and maintenance of construction sites and construction projects (including housing construction)
- Workers that provide services for or determine eligibility for public benefits such as subsidized health care, food and feeding programs, residential and congregate care programs, shelter, in-home supportive services, child welfare, juvenile justice programs, adult protective services and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals (including family members)
- Workers in sober homes
- Professional services (such as legal and accounting services) and payroll and employee benefit services, when necessary to assist in compliance with legally mandated activities and critical sector services or where failure to provide such services during the time of the order would result in significant prejudice
- Commercial retail stores that supply essential sectors, including convenience stores, pet supply stores, auto supplies and repair, hardware and home improvement, and home appliance retailers
- Laundromats and laundry services
- Workers and instructors supporting academies and training facilities and courses for the purpose of graduating students and cadets that comprise the essential workforce for all identified critical sectors
- Workers at places of worship

### **CRITICAL MANUFACTURING**

- Workers necessary for the manufacturing of materials and products needed for medical supply chains including personal protective equipment and hygiene products, transportation, energy, communications, food and agriculture, chemical manufacturing, nuclear facilities, the operation of dams, water and wastewater treatment, emergency services, and the defense industrial base.

### **HAZARDOUS MATERIALS**

- Workers at nuclear facilities, workers managing medical waste, workers managing waste from pharmaceuticals and medical material production, and workers at laboratories processing test kits
- Workers who support hazardous materials response and cleanup
- Workers who maintain digital systems infrastructure supporting hazardous materials management operations

### **FINANCIAL SERVICES**

- Workers who are needed to process and maintain systems for processing financial transactions and services (e.g., payment, clearing, and settlement; wholesale funding; insurance services; and capital markets activities)
- Workers who are needed to provide consumer access to banking and lending services, including ATMs, and to move currency and payments (e.g., armored cash carriers)
- Workers who support financial operations, such as those staffing data and security operations centers

### **CHEMICAL**

- Workers supporting the chemical and industrial gas supply chains, including workers at chemical manufacturing plants, workers in laboratories, workers at distribution facilities, workers who transport basic raw chemical materials to the producers of industrial and consumer goods, including hand sanitizers, food and food additives, pharmaceuticals, textiles, and paper products.
- Workers supporting the safe transportation of chemicals, including those supporting tank truck cleaning facilities and workers who manufacture packaging items
- Workers supporting the production of protective cleaning and medical solutions, personal protective equipment, and packaging that prevents the contamination of food, water, medicine, among others essential products
- Workers supporting the operation and maintenance of facilities (particularly those with high risk chemicals and/or sites that cannot be shut down) whose work cannot be done remotely and requires the presence of highly trained personnel to ensure safe operations, including plant contract workers who provide inspections
- Workers who support the production and transportation of chlorine and alkali manufacturing, single-use plastics, and packaging that prevents the contamination or supports the continued manufacture of food, water, medicine, and other essential products, including glass container manufacturing

### **DEFENSE INDUSTRIAL BASE**

- Workers who support the essential services required to meet national security commitments to the federal government and U.S. Military. These individuals, include but are not limited to, aerospace; mechanical and software engineers, manufacturing/production workers; IT support; security staff; security personnel; intelligence support, aircraft and weapon system mechanics and maintainers
- Personnel working for companies, and their subcontractors, who perform under contract to the Department of Defense providing materials and services to the Department of Defense, and government-owned/contractor-operated and government-owned/government-operated facilities

If the function of your business is not listed above, but you believe that it is essential or it is an entity providing essential services or functions, you may request designation as an essential business.

Requests by businesses to be designated an essential function should only be made if they are NOT covered by the guidance.

To request designation as an essential business, please click here:  
<https://www.mass.gov/forms/essential-service-designation-request>

Any questions can be directed to [covid19.biz@mass.gov](mailto:covid19.biz@mass.gov).

**PUBLIC DOCUMENTS PROVIDED TO THE BOARD OF SELECTMEN FROM MARCH 21, 2020 THROUGH AND INCLUDING MARCH 23, 2020 OTHERWISE NOT LISTED AND INCLUDED IN THE CORRESPONDENCE PACKET FOR MARCH 24, 2020**

**Items distributed to the Board of Selectmen –March 21, 2020 – March 24, 2020**

(none)

**Items Distributed for Information and Use by the Board of Selectmen at the Meeting of March 20, 2020**

(none)

**Items included as part of the Agenda Packet for discussion during the March 24, 2020 Board of Selectmen Meeting**

1. Notice on update to all food establishments dated March 20, 2020
2. Notice on 150 Main Street CVS Temporary Closure dated March 21, 2020
2. Notice on update of Wayland business closures dated March 23, 2020 at 10:45am
3. Notice on Governor's Order of COVID-19 Essential Services dated March 23, 2020 at 11:45am
4. Notice on Governor's signed order closing all non-essential business and limit gathering sizes dated March 23, 2020 at 12:15pm
5. Notice on COVID-19 Essential Services, by Order of the Governor, dated March 23, 2020 at 12:20pm
6. Senate bill no. 2608 "Bill granting authority to postpone 2020 municipal elections in the commonwealth and increase voting options in response to the declaration of emergency to respond to COVID-19" dated March 23, 2020

**BOARD OF SELECTMEN**  
**Tuesday, March 24, 2020**  
**2:00 p.m.**  
**Wayland Town Building**  
**41 Cochituate Road, Wayland, MA**

**CONSENT CALENDAR**

1. Vote the question of approving and signing the weekly payroll and expense warrants

**BOARD OF SELECTMEN**  
**Tuesday, March 24, 2020**  
**2:00 p.m.**  
**Wayland Town Building**  
**Selectmen's Meeting Room**  
**41 Cochituate Road, Wayland, MA**

**CORRESPONDENCE**

1. Correspondence from Carrie Benedon, Massachusetts Assistant Attorney General, to George Harris, Wayland Resident, copy to Cherry Karlson, Board of Selectmen Chair dated March 23, 2020 re: Notice of extension to the Open Meeting Law complaints filed by George Harris to May 27, 2020.