

**MINUTES  
EXECUTIVE COMMITTEE  
Rockingham Planning Commission**

**May 27, 2020**

**Remote Meeting via ZOOM Conference Call  
Per RSA 91-A:2, III(b) the RPC Chair declared the COVID-19 Outbreak  
An Emergency and has waived the requirement that  
A quorum be physically present at the meeting**

**Committee Members Present:** B. Kravitz (Chairman); R. McDermott (Vice Chair); M. McAndrew, A. Davis, L. Plumer, T. Moore (Members At Large); G. Coppelman (Secretary); M. Turell (Treasurer)

**Staff:** T. Roache (Executive Director); A. Pettengill (Business Manager)

- 1. Chairman Kravitz called the meeting to order and Roll Call of attendees was taken at 3:02 p.m. This meeting was conducted via ZOOM Conference Call per RSA 91-A:2, III(b)**

- 2. Minutes of April 22, 2020**

*Coppelman moved to approve the Minutes of April 22, 2020 as presented; Davis seconded. Roll Call vote was taken. **SO VOTED.***

- 3. Financial Report**

Roache indicated that April was a strong revenue month at \$86k since there were many quarterly contracts billed. Expenses continue to run underspent however April showed a high amount of pass through expense in Contracted Services.

Dashboard shows cash flow is good as town dues has been coming in; staff activity includes virtual meetings w/ towns and project managers, conversations with town managers and staff and the business community at large regarding COVID-19 programs, beach reopening, and any related assistance the RPC can provide.

- 4. Old Business**

**a) Draft FY21 Budget :** Coppelman recused himself. Roache reviewed carryover of \$40k from the current UPWP into year 2 of the contract, and an update was made to the Hampton Falls CR contract total. He noted there is potential for another \$175k in revenue from

anticipated contracts that he has not included in this budget to be conservative. Salaries line item of Expenses includes a 2% COLA and 3 merit adjustments. Health and Dental have small increases and travel was adjusted down since there's more online meetings being held. This budget shows a possible Net Reserve of \$15k. *Turell moved to recommend adoption of the FY 21 Budget as presented to the full Commission; Davis seconded. Roll Call was taken. **SO VOTED.***

## 5. New Business

- a) Annual Grant & Contract Authorization: Roache explained that each year the Executive Committee gives authority for the Executive Director to implement the RPC Annual Work Program and apply for, enter into, and execute agreements to receive funding for that purpose. *Kravitz moved to give authority to the Executive Director to enter into, execute agreements and receive funds to implement the FY 21 Work Program; McDermott seconded. Roll Call was taken. **SO VOTED.***
  - b) MPO Meeting Debrief: Roache stated that the staff was very pleased with the Zoom & Publicinput.com process used for the MPO meeting on May 13<sup>th</sup>. There were 32 people on Zoom and 6 on publicinput.com. A few minor issues occurred and those are being addressed with publicinput. General consensus was positive on the meeting format. The link & materials to the meeting are still available on the RPC website. Discussion followed. McDermott suggested the link to the meeting be included in the next newsletter and a list of acronyms be part of future MPO meetings.
  - c) Covid Update: Roache noted that as of May 31<sup>st</sup> the Stay at Home order ends; however, due to lack of school and daycare, many of the staff don't have an option other than continuing to work from home. So the RPC strategy is Not to open June 1<sup>st</sup> but to keep the status quo and allow staff to remain working from home as long as that can be maintained. Roache noted the RPC has put out many informational newsletters and notices to provide economic guidance and information on programs available during the pandemic. He's also reached out to towns to ask how they are coping with the situations and if the RPC can be of help. He's also worked in conjunction with Exeter's Economic Development to bring program information to the business community and served on a Beach Reopening Committee established by the Governor to create a unified beach opening plan with Maine and Massachusetts. Kravitz thanked Roache for his initiative bringing forth information to the towns and business community alike during the pandemic. Coppelman noted that the representation by Roache has increased the RPC's profile and therefore has increased the positive public relations of the RPC.
  - d) June Commission Meeting: Roache stated that this year's annual meeting on June 10<sup>th</sup> will be a business meeting conducted via Zoom and Publicinput.com. Business will include: Elect officers & executive committee members and Adopt FY 21 budget and work program. He is extending the deadline for the Hayden and Quinlan awards through June 20<sup>th</sup> in the hopes that an awards ceremony can be planned for the Fall. Discussion followed regarding staffing a qualified person to do some transportation work and land use planning and the
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struggle with finding qualified candidates. Moore noted the Legislative Policy Committee will meet in July or August to look at the RPC Legislative Policies again and discuss this year's Legislative Forum options.

Meeting adjourned at 4:35 p.m.

Respectfully submitted,  
Annette Pettengill, Recording Secretary

**Rockingham Planning Commission**  
**Financial Statement**  
**Budget vs. Actual**  
April 2020

	May 2020	YTD FY 20	FY 20 Budget Amendment #2	Balance	% Budget
<b>RESOURCES</b>					
Federal Contracts		\$ -	\$ -	\$ -	
Grants		\$ -		\$ -	
Local Dues	\$ -	\$ 166,181	\$ 166,181	\$ -	100.0%
Other Income	\$ -		\$ 2,000	\$ 2,000	0.0%
Local Planning Contracts	\$ 3,250	\$ 192,612	\$ 197,713	\$ 5,101	97.4%
State Contracts	\$ 63,166	\$ 569,810	\$ 783,187	\$ 213,377	72.8%
<b>Total RESOURCES</b>	<b>\$ 66,416</b>	<b>\$ 928,603</b>	<b>\$ 1,149,081</b>	<b>\$ 220,478</b>	<b>80.8%</b>
<b>EXPENSES</b>					
Newspaper/Media	\$ -		\$ 1,000	\$ 1,000	0.0%
Contracted Printing	\$ -	\$ 171	\$ 2,000	\$ 1,829	8.6%
Contracted Services	\$ 3,793	\$ 135,587	\$ 190,710	\$ 55,123	71.1%
Total Salaries	\$ 46,470	\$ 567,660	\$ 626,818	\$ 59,158	90.6%
Travel	\$ -	\$ 4,876	\$ 10,000	\$ 5,124	48.8%
Reconciliation Discrepancies			\$ -	\$ -	
Payroll Processing Fees	\$ 33	\$ 388	\$ 501	\$ 113	77.4%
Janitorial	\$ -	\$ 1,170	\$ 2,000	\$ 830	58.5%
Accounting	\$ -	\$ -	\$ 300	\$ 300	0.0%
Audit	\$ -	\$ 11,140	\$ 12,000	\$ 860	92.8%
Bank & Service Charges	\$ 0	\$ 250	\$ 350	\$ 100	71.4%
**Dues & Subscriptions	\$ 6,250	\$ 17,293	\$ 18,000	\$ 707	96.1%
Employee Co Contrib of Benefits	\$ -	\$ -			
C Deferred Comp 457	\$ 1,976	\$ 24,606	\$ 26,890	\$ 2,284	91.5%
C Dental Insurance	\$ 550	\$ 6,676	\$ 7,210	\$ 534	92.6%
C Health Ins.	\$ 3,449	\$ 41,777	\$ 45,188	\$ 3,411	92.5%
C Life Insurance	\$ 69	\$ 829	\$ 1,180	\$ 351	70.3%
C LTD Insurance	\$ 104	\$ 1,248	\$ 1,540	\$ 292	81.0%
C NH Retirement 414E	\$ 3,090	\$ 33,583	\$ 39,612	\$ 6,029	84.8%
C STD Insurance	\$ 69	\$ 827	\$ 1,080	\$ 253	76.5%
**Equipment	\$ -	\$ 3,030	\$ 5,000	\$ 1,970	60.6%
**Equipment & Software Maint.	\$ 7,188	\$ 14,270	\$ 17,500	\$ 3,230	81.5%
General Insurance	\$ 290	\$ 3,457	\$ 4,000	\$ 543	86.4%
Misc	\$ -	\$ (762)	\$ 2,000	\$ 2,762	-38.1%
**Office Supplies	\$ 129	\$ 5,717	\$ 10,000	\$ 4,283	57.2%
Payroll Expenses (C Portion)					
P/R Taxes - Other	\$ 3,500	\$ 42,748	\$ 47,034	\$ 4,287	90.9%
SUTA	\$ 155	\$ 465	\$ 500	\$ 35	93.0%
**Postage	\$ -	\$ 353	\$ 1,000	\$ 647	35.3%
Rent	\$ 4,243	\$ 46,673	\$ 51,000	\$ 4,327	91.5%
Telephone & Internet	\$ 355	\$ 3,735	\$ 4,100	\$ 365	91.1%
**Training & Workshops	\$ -	\$ 1,610	\$ 5,000	\$ 3,390	32.2%
Utilities	\$ 359	\$ 5,095	\$ 7,100	\$ 2,005	71.8%
<b>Total EXPENSES</b>	<b>\$ 82,073</b>	<b>\$ 974,470</b>	<b>\$ 1,140,613</b>	<b>\$ 166,143</b>	<b>85.4%</b>
	\$ (15,657)	\$ (45,867)			
Unobligated Funds			\$ 8,468	\$ 8,468	
Fund Balance Accrual	\$ -		\$ -	\$ -	
			\$ -	\$ -	
<b>Balance</b>	<b>\$ (15,657)</b>	<b>\$ (45,867)</b>	<b>\$ 1,149,081</b>	<b>\$ 174,611</b>	

NOTE: May 31st is 92% through the fiscal year

\*\* Direct & Indirect

Last Statement - May 31, 2020	
<b>Bank Checking</b>	
Beginning Balance	\$131,934.00
Deposits	104,733.00
Payments	90,782.00
<b>Ending Balance</b>	<b>\$145,885.00</b>
<b>Other Accounts</b>	
Line of credit (\$30,000) activated?	\$0.00
Holding Account Beginning	\$21,650.00
Holding Account Ending	\$21,650.00
<b>Performance targets</b>	
Operating Expenses In Reserve	3 months
rpc-nh.org -- Sessions	1500
rpc-nh.org -- Users	1000
Target News Letter Open Rate	35%
Twitter Followers	300
Facebook Likes	250

May/June	
<b>Staff Presentations / Activities</b>	
Seacoast Transportation Corridor Vulnerability Project Call	
Beach Reopening Calls With Maine Massachusetts and New Hampshire	
COAST and ACT Board Virtual Meetings	
NH Beach Reopen Task Force	
CAW Outreach Meetings	
Rockingham Economic Recovery Partnership with Exeter, Portsmouth and the REDC and the Exeter Chamber of Commerce	
NHPA Virtual Confernece	
UNH Trail/Downtowns Webinar	
<b>Current Performance</b>	
Operating Expenses In Reserve	< 1 month
theRPC.org -- Sessions	1,200 sessions (-)
theRPC.org -- Users	1000 Users (-)
Newsletter Engagement	29% open rate (-) 129 opened (-) 18 clicks (+)
Twitter Impressions	1852 Tweet Impressions (-64.8%)
Facebook Engagement	101 Page Views (+) 240 Engagements (+)
<b>Social Media Narrative: Census updates, Protecting Wildlife Corridors, Fisherman on the Seacoast, Algae Blooms, State Parks Update, Credit for Going Green Webinar</b>	
<b>Website: Most page views: home page (397); Communities/South Hampton (117); maps and data/resources (109); Commission/staff (106); Maps and Data/Maps (90); Communities/East Kingston (82); Communities/Epping (65); Maps and Data (65); transportation/tip/tip-amendments (59); Commission/meeting (58)</b>	

Budget Narrative	
<b>Bank Balance/Cash on hand:</b>	Cash reserves remain at a minimum level. We have less than one month of operating expenses on hand. Cash on hand is in low due to delayed payments from NHDOT.
<b>Payables and Receivables:</b>	Remains current to be paid/received within 30 days. (SWP Education and LTS Past 30 days)
<b>FY20 Working Budget:</b>	Current working budget has a potential net revenue of \$8,500 with additional potential revenue of \$22,500.

FY20 Working Budget	
Funding Sources	Expenses
Local Dues	\$ 166,181.00
State and Federal Contracts	\$ 783,187.00
Grants	\$ -
Local Planning Contracts	\$ 197,713.00
Other Income	\$ 2,000.00
<b>Total</b>	<b>\$ 1,149,081.00</b>
<b>Potential New Revenue</b>	
Stratham GIS Service*	\$ 6,500.00
Coastal Resilience Exeter*	\$ 10,000.00
Coastal Resilience North Hampton*	\$ 15,000.00
North Hampton Septic*	\$ 9,500.00
Hampstead MS4	\$ 5,000.00
Newington CIP*	\$ 11,000.00
Hampton Master Plan?	
PREP Assistance	\$ 6,500.00
	\$ 22,500.00
* Contracts in place - Next Amendment	
<b>Total Revenue</b>	<b>\$1,149,081.00</b>

FY20 Working Budget	
Funding Sources	Expenses
	Salaries \$ 614,818.00
	Contracted Services \$ 189,710.00
	Legal Services \$ 1,000.00
	Travel & Expenses \$ 10,000.00
	Bank Service Charge \$ 350.00
	Taxes-Payroll \$ 47,034.00
	Unemployment Insurance \$ 501.00
	Health Insurance \$ 45,188.00
	Health Stipend \$ 12,000.00
	Dental Insurance \$ 7,210.00
	Life & Disability Insurance \$ 3,800.00
	Retirement - 457 Plan \$ 26,890.00
	Retirement - NHRS \$ 39,612.00
	General Insurance \$ 4,000.00
	Rent \$ 51,000.00
	Janitorial \$ 2,000.00
	Telephone & Internet \$ 4,100.00
	Office Supply and Events \$ 10,000.00
	Postage \$ 1,000.00
	Audit \$ 12,000.00
	Utilities \$ 7,100.00
	Contract Printing \$ 2,000.00
	Newspaper and Media \$ 1,000.00
	Equipment and Software Maintenance \$ 17,500.00
	Dues & Subscriptions \$ 18,000.00
	Training, Workshops, Conf. \$ 5,000.00
	Accounting \$ 300.00
	Payroll Processing \$ 500.00
	Miscellaneous \$ 2,000.00
	Equipment Purchases \$ 5,000.00
	<b>Total Expenses \$1,140,613.00</b>
	Potential Reserve \$8,468.00
	<b>Delta \$0.00</b>

**DATE:** June 24, 2020  
**TO:** RPC Executive Committee  
**FROM:** Tim Roache, RPC Executive Director  
**RE:** COVID-19 Staff In-Person Participation and Board Meeting Protocols

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At this time most all RPC staff are continuing to work from home and will continue to do so for the foreseeable future. Only RPC management level staff are working in the office to manage and address financial administration.

As of the writing of this memo, the State of Emergency, implemented under Executive Order 2020-04, as extended by Executive Orders 2020-05, 2020-08, 2020-09 and 2020-10 is in effect through June 26, 2020. Related to this Executive Order and pertinent to the RPC and our members are Emergency Orders 12 which relaxed the RSA 91A meeting requirements, and Emergency Order 23 which relaxed requirements on deadlines for municipal boards. These orders are to remain in effect until the State of Emergency expires. It is unknown if the State of Emergency will be extended beyond June 26, 2020.

With relaxing of the “Stay at Home 2.0” order to the updated “Safer at Home” order, the State is moving in the direction of returning to more normal business operations. As a result, more municipal boards are formulating plans to hold in person meetings in the weeks ahead. In anticipation of the State of Emergency eventually being lifted and to address the increasing demand for a physical presence at meetings, I recommend the following phased approach consistent with Emergency Order 52.

<https://www.governor.nh.gov/sites/g/files/ehbemt336/files/files/inline-documents/emergency-order-52.pdf>

Phase 1: “Safer at Home”

- RPC staff participation in public meetings, is limited to remote participation per Emergency Order 12
- The RPC Office will remain closed to the public.
- Staff will be allowed to continue to work remotely until the State of Emergency is lifted.
- All RPC Committees will continue to meet remotely.

Phase 2: “Post State of Emergency”

- The RPC office will be open to the public.
- Staff attendance at public meetings will be on a case by case basis and limited to those meetings where the best practices set forth by the Centers for Disease Control, NH Department of Health and Human Services and the NH Governors Universal Guidelines are employed.
- Staff with underlying health conditions or age-related risk factors will be allowed to continue remote participation in meetings.

- All RPC Committee meetings that require a physical location and quorum present will continue to have a remote option. Physical locations must have adequate space for physical distancing. Masks will be required. Meetings will be limited to a one-hour time limit.

In addition, attendance at public meetings should be limited to when the following conditions are met:

1. Meeting space should be disinfected prior to public meetings
  2. Good hand washing and cover your cough hygiene is practiced by all
  3. There shall be fewer than 10 attendees present at any given time in one location
  4. All attendees are to be separated by at least 6 feet (staff, board members, applicants, public)
  5. Anyone who is sick or not feeling well is required to stay home (Possible symptoms of COVID-19 include fever, runny nose, sore throat, cough, shortness of breath, muscle aches, chills, fatigue, change in sense of taste of or smell)
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## Rockingham Planning Commission Guidance and Procedures for Response to COVID-19

Due to the contractual relationships that Rockingham Planning Commission has with state and federal agencies that are deemed under [Emergency Order #17](#)<sup>1</sup> (requesting Granite Staters to stay at home due to the presence of COVID-19) to be [essential businesses](#). Rockingham Planning Commission is permitted to provide work under contracts with tasks that are pertinent to the essential function of those agencies. Rockingham Planning Commission will keep the health and safety of our employees and communities as the priority.

The purpose of this document is to provide Rockingham Planning Commission employees with operating procedures and guidelines that abide by CDC and [State of New Hampshire guidelines](#) and government issued orders to prevent the spread of COVID-19 while ensuring a safe, positive and productive work environment. These guidelines are non-negotiable and must be followed during work hours to ensure your safety and the safety of others.

All Rockingham Planning Commission employees must remain vigilant in following [CDC guidelines](#) and complying with government issued orders at all times. This document is subject to change contingent on the latest pandemic information, best practices, and updates to public health guidelines

### Process for Screening for Employees Reporting to Work

Each day prior to employees entering the workplace they will be required to go through a health check using guidance from the CDC, State of New Hampshire and PRIMEX. This is to ensure the safety of our employees and communities along with slowing the spread of COVID-19.

All employees **must self-certify via the “health check” form** before each workday that they are symptom free using the following guidance from the CDC, State of New Hampshire and PRIMEX guidelines.

Each day, prior to leaving their home, the “health check form” will be completed and self-reported to the Executive Director each day prior to entering the Rockingham Planning Commission (RPC) office or any other non-home-based work location.

### Temperature Check

- If temperature is 100.4 degrees Fahrenheit or higher do not come into work or, if you have already arrived, leave the workplace.
  - Call your PCP.
  - Notify your supervisor as soon as possible.

### Assess for Symptoms

- If the employee answers yes to any of the following respiratory [symptoms](#) or two of the other symptoms.
  - **Stay home** and seek advice from your PCP.

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<sup>1</sup> And as amended in Emergency Orders 40 , 49 and 52 as of 6/15/2020 and any subsequent amendments; see <https://www.governor.nh.gov/news-and-media/emergency-orders-2020>



- Notify your supervisor as soon as possible.

If illness occurs during working hours, the affected employee should **leave the location immediately**, seek medical advice from their PCP, and notify supervisor as soon as possible.

Respiratory Symptoms	Or at Least Two of These Symptoms	
Cough	Chills	Muscle pain
Shortness of breath	Repeated shaking with chills	Headache
Difficulty breathing	Sore throat	New loss of taste or smell
	Vomiting	Diarrhea
	Fever	Severe fatigue

Do not come to work:

- If you are feeling unwell,
- If you come into contact with someone who is sick with the virus, OR
- If you come into contact with someone who has been in contact with a confirmed case:
  - [Self-isolate and follow CDC's recommendations.](#)
  - Notify your supervisor as soon as possible.

## Guidance for Slowing the Spread and Reducing Exposure

### Hygiene

All employees are required to practice good hygiene during work hours and are encouraged to maintain these practices while away from work.

- Frequently [wash hands](#) with soapy water for at least 20 seconds especially before eating, after coughing or sneezing, or touching any potentially contaminated surface.
- Use alcohol-based hand sanitizer when soap and water is not available.
- [Disinfect high traffic communal surfaces](#), both at work and at home.
- Take five minutes daily to [disinfect your work area](#).
- Avoid touching face, nose, and eyes.

### 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 feet between one another at all times. Keeping space between you and others is one of the best tools to avoid being exposed to COVID-19 and slowing its spread.

- Stay at least 6 feet (about 2 arms' length) from other people.
- Do not gather in groups
- Stay away from (as much as possible) crowded places and avoid mass gatherings.

## Personal Protective Equipment (PPE)

Each employee will be issued PPE that is relevant to the work that they do. Do not share any PPE and it is to remain on your person.

- **Gloves**

- For field crews' leather or other material work gloves can be used at employee's discretion. Disinfect with an aerosol spray once per day after the conclusion of the workday.
- All employees' non-sterile nitrile gloves can be used when touching communal or public surfaces (i.e. gas station pumps) at employees' discretion.

- **Face Masks**

Based on the CDC and State of New Hampshire guidelines everyone should wear a mask when they go out in public even if you do not feel sick. Masks are available at the RPC office. Please inform your supervisor when you are in need of a new mask as soon as possible.

- Maintain a minimum of 6 feet between yourself and others. A mask is not a substitute for social distancing.
- The [State of NH is recommending](#) that all Granite Staters wear cloth face coverings when outside of the home to help slow the spread of COVID19.
- Wearing a mask is especially important when social distancing is difficult, when dealing with the public, trips for supplies. It is important to wear your mask properly and follow the [CDC guidelines](#).

## Rockingham Planning Commission Workspaces & Operational Procedures

### Rockingham Planning Commission Office

Rockingham Planning Commission office located at 156 Water Street Exeter, NH is closed to visitors (March 17<sup>th</sup>, 2020 until further notice). Due our small space there should be no more than five scheduled employees in the space at one time.

- Ensure minimum of 6 foot spacing among all employees and visitors at all times.
- Employees and visitors should wear masks while at Rockingham Planning Commission to minimize potential virus load in the building.
- Individuals with offices should close doors and open windows as weather conditions allow
- Visitors that enter the building are to be documented in the visitor log.
- [Disinfect high traffic, communal surfaces](#) (i.e. copier, common work surfaces, kitchen) daily.
- Employees are required to [disinfect your immediate work area](#).

### Rockingham Planning Commission Vehicles

Only one staff may be in a vehicle at any given time for work purposes, unless in an emergency. In the event carpooling is required, staff must wear masks, have windows rolled down, and space as far apart as possible in the vehicle. Each vehicle is equipped with a disinfectant kit. Employees must disinfect the vehicle after every use and/or switch in driver.

- Disinfect all frequently touched surfaces inside and out (i.e. inside/outside door handles, seatbelts, steering wheel, controls, turn signals, wipers radio etc.) at the end of each daily use and/or driver switch.
- Wipe and/or spray keys with disinfectant at the of the day upon return to office.
- Use nitrile gloves when fueling vehicles.

#### Common Storage, Production, Small Conference, and Kitchen Spaces

- Only one staff member should be in the library, production/breakroom at any given time.
- If work requires more two people, employees are required to wear a mask.
- Disinfect locks, handles, and other high traffic surfaces frequently using the disinfection kit located at the office.

#### Visitors

Reducing the number of visitors in Rockingham Planning Commission workspace is essential to ensure the safety of our employees and communities along with slowing the spread of COVID-19. As of March 17, 2020, no visitors are allowed into Rockingham Planning Commission office space.

- If a visitor needs to pick up or deliver materials to the office a scheduled time needs to be established for the exchange to occur curbside.
- Visitors that need to physically enter Rockingham Planning Commission office (i.e. cleaners, copier or IT repair vendors, or executive committee members fulfilling essential business opportunities) will need to be logged into a visitor log (name, association, and phone number).

#### Offsite Field & Community (Public) Space

All field work will follow the measures included herein for COVID-19. No fieldwork will occur unless all individuals are agreeable to the risks and approval has been made by Executive Director.

Field team partners will remain the same throughout the duration of COVID-19 to reduce the risk of exposure. It is recommended that field work requiring multiple staff be done using personnel vehicles and the Rockingham Planning Commission vehicle when available.

#### Public Interaction and Communications

With many of the public spaces in which employees conduct work, it is likely to come in contact with individuals seeking information about the work employees are doing. It is imperative that employees maintain compliance with CDC and state recommendations while in public spaces to ensure everyone's safety and to uphold Rockingham Planning Commission's reputation for professionalism.

Be prepared to discuss Rockingham Planning Commission's procedures that ensure public safety during this time. Refer them to the Executive Director with any questions you do not feel comfortable answering.

## Handwashing Station for Fieldwork

Each day, a handwashing station must be prepped at the worksite and/or office consisting of:

- 1-gallon water jug
- Hand soap
- Paper towels
- Disinfectant (Wipes, spray)

## Social Distancing

Some project objectives/work tasks may not be feasible while maintaining compliance in the public spaces' employees work within.

- Lead field team member and Executive Director will determine on a case-by-case basis what field projects need to be postponed or altered until the pandemic is under control in collaboration with project partners.
- Disperse employees as much as possible on projects.
- Spread out to ensure minimum of 6 foot distance if in a public meeting situation utilize signage for spacing (i.e. painters' tape, post-it notes, signs).

## Equipment Use

### *Fieldwork*

- If sharing tools is unavoidable, disinfect before exchanging and at the end of each workday.

### *Office*

- Minimize sharing of office equipment (i.e. staples, tape, scissors, 3-hole punch, computers, and associated equipment).
- Each employee at workstation has general office supplies if you need additional equipment submit a request to the Executive Director.
- Common equipment where sharing is unavoidable (i.e. copier, paper cutter, file cabinets, projector) should be disinfected during the five-minute cleaning break.

## **Cleaning and Disinfecting Guidelines**

### Everyday Steps

- Open windows as weather conditions allow.
- [Disinfect high traffic, communal surfaces](#) (i.e. Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.) daily and initial the cleaning log posted in the kitchen.
- Employees when in the office are required to take five minutes daily to [disinfect your immediate work area](#).

### Disinfecting if Someone is Sick

If there is a confirmed case of COVID-19 with an employee or individual that has been in Rockingham Planning Commission space – decision will be made by the Executive Director, Assistant Director or Finance Manager to call the building manager to arrange to disinfect the space (all employees will remote work until cleaning can be completed).

- Close off areas used by the individual/employee who is sick.
- Open outside doors to increase air circulation in the area while cleaning service is in space.
- Wait 24 hours before disinfecting. If 24 hours is not feasible, wait as long as possible.
- Disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls.

### Project status and work tasks

Should an employee become sick for an extended period of time it is important to ensure status of projects and work tasks critical to the operation of the RPC are carefully and clearly documented to ensure minimal interruption of the RPC workflow. Employees are asked to maintain careful notes on the status of projects in an accessible location on the network server.

Critical operations related to finances and payroll need to be clearly documented to allow temporary staff to maintain financial operations of the organization.

All Safety provisions required during COVID -19 measures will remain in effect until authorized by the Executive Director under the advice of Federal, State, and local authorities.

<https://www.governor.nh.gov/sites/g/files/ehbemt336/files/files/inline-documents/emergency-order-52-a.pdf>

## Health Check

Date: \_\_\_\_\_ Name: \_\_\_\_\_

*Please complete this form prior to entering the SRPC office or other non-home-based work location each workday.*

1. I have had one respiratory symptom (column A)  YES  NO
2. I have had two of symptoms in column B  YES  NO

A	B
<b>Respiratory Symptoms</b> Cough Shortness of breath Difficulty breathing	<b>Or at Least Two of These Symptoms</b> Chills Headache Sore throat Vomiting Fever Muscle pain Repeated shaking with chills New loss of taste or smell Diarrhea Severe fatigue

3. I have a household family member who has symptoms as outlined in #1 causing them to feel unwell.  YES  NO
4. I answered no to #1 and #2 but I (or a household family member) did have symptoms within the last 72 hours.  YES  NO
5. I have had contact with an individual who has tested positive for COVID-19 within the last 14 calendar days.  YES  NO
6. I have had contact with an individual who is experiencing virus symptoms such as those indicated in #1, but has not been tested, within the last 14 calendar days.  YES  NO
7. I have traveled (hotel, airplane, etc.) outside of NH in the last 14 days.  YES  NO
8. I have been involved in other activities that put me at a greater risk to come in contact with COVID-19.  YES  NO
9. I have taken my temperature today AND it is less than or equal to 100.0 F  YES  NO

*If you answer "Yes" to any of questions 1 through 8, return to or stay home, seek advice from your PCP, and notify your supervisor as soon as possible.*

## Health Check

Date: \_\_\_\_\_ Name: \_\_\_\_\_

*Please complete this form prior to entering the SRPC office or other non-home-based work location each workday.*

1. I have had one respiratory symptom (column A)  YES  NO
2. I have had two of symptoms in column B  YES  NO

A	B
<b>Respiratory Symptoms</b> Cough Shortness of breath Difficulty breathing	<b>Or at Least Two of These Symptoms</b> Chills Headache Sore throat Vomiting Fever Muscle pain Repeated shaking with chills New loss of taste or smell Diarrhea Severe fatigue

3. I have a household family member who has symptoms as outlined in #1 causing them to feel unwell.  YES  NO
4. I answered no to #1 and #2 but I (or a household family member) did have symptoms within the last 72 hours.  YES  NO
5. I have had contact with an individual who has tested positive for COVID-19 within the last 14 calendar days.  YES  NO
6. I have had contact with an individual who is experiencing virus symptoms such as those indicated in #1, but has not been tested, within the last 14 calendar days.  YES  NO
7. I have traveled (hotel, airplane, etc.) outside of NH in the last 14 days.  YES  NO
8. I have been involved in other activities that put me at a greater risk to come in contact with COVID-19.  YES  NO
9. I have taken my temperature today AND it is less than or equal to 100.0 F  YES  NO

*If you answer "Yes" to any of questions 1 through 8, return to or stay home, seek advice from your PCP, and notify your supervisor as soon as possible.*

## Screening Process for Employees Reporting to Work

Each day prior to employees entering the workplace they will be required to go through a health check using guidance from the CDC, State of New Hampshire and PRIMEX. This is to ensure the safety of our employees and communities along with slowing the spread of COVID-19.

All employees **must self-certify via the “health check” form** before each workday that they are symptom free using the following guidance from the CDC, State of New Hampshire and PRIMEX guidelines.

The “health check form” will be completed and self-reported to the Executive Director (or Financial Consultant if Director is unavailable) each day prior to entering the Strafford Regional Planning Commission (SRPC) office or any other non-home-based work location. Because SRPC does not have the ideal location to check on premises before entering the building the most logical location will be in the parking lot, in the employee’s vehicle or for those who bike, walk, or travel by other means, prior to leaving their home.

- If you are feeling unwell,
- If you come into contact with someone who is sick with the virus, OR
- If you come into contact with someone who has been in contact with a confirmed case.
  - **Do not come to work!**
  - [Self-isolate and follow CDC’s recommendations.](#)
  - Notify your supervisor as soon as possible.

### Temperature Check

- If temperature is 100.4 degrees Fahrenheit or higher do not come into work or, if you have already arrived, leave the workplace.
  - Call your PCP.
  - Notify your supervisor as soon as possible.

### Assess for Symptoms

- If the employee answers “YES” to any respiratory [symptoms](#) in question 1, two of the other symptoms in question 2, or to questions 3-8:
  - **Return to or stay home** and seek advice from your PCP.
  - Notify your supervisor as soon as possible.

If illness occurs during working hours, the affected employee should **leave the location immediately**, seek medical advice from their PCP, and notify supervisor as soon as possible. Protocol for active deep clean will be initiated.

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**DATE:** June 24, 2020  
**TO:** RPC Executive Committee  
**FROM:** Tim Roache, RPC Executive Director  
**RE:** Remote Meeting Facilitation Service

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To support our communities and ensure continued public access to local government and RPC activities, the RPC is offering a tiered service approach for remote public meeting and public hearing facilitation services.

**Tier 1: Facilitate a Zoom meeting –** Assist a community with setting up and managing a Zoom session for a small committee or meeting. RPC will provide a staff person to host the meeting. This will include, managing waiting room, muting participants, monitoring the chat window and alerting the chair to raised hands. RPC will offer one meeting per community per community dues, then charge a \$200 flat fee for each additional meeting.

**Tier 2: Develop public input page –** Develop a public input site to facilitate submission of comments on plans, agenda items, etc. ahead of a meeting. This allows people to provide their input without attending the meeting itself. You can require a sign-in to tie each comment to a person and get name/address/email/phone. Single issue/item pages can be very simple and activated quickly with an hour or two of work. More complicated efforts (like the TIP Revision) will take additional time or staff. This service is available under separate contract.

**Tier 3: Facilitate a public hearing –** This service will be provided using Zoom embedded within PublicInput. RPC will develop a PublicInput web portal and integrate the Zoom meeting. The PublicInput page will include a tab to view the hearing and provide comment as well as view hearing materials or plans in advance of the Hearing. Participants will view the Zoom meeting through the publicinput.com webpage but not be logged into the zoom meeting. The user experience will be similar to watching the meeting on local cable access. The difference is that participants will be able to interact by providing real time typed/written comments in the comment box to the right of the video. Participants may also listen by phone or leave a voicemail. Voice messages will be translated into text and provided to the staff at the meeting. This service is available to member communities and partner organizations on a contractual basis.

Communities will be responsible for adequate broadband access, all hardware and software other than PublicInput.Com and Zoom.

Communities will be responsible for providing public notice consistent with the requirements of RSA 91A and Emergency Order 12.