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UPDATE ON NEW WORK SAFE ADDITIONS TO THE BE SMART, STAY SAFE ORDER

MEMO

FROM: Lindsay Kurrle, Secretary, Agency of Commerce and Community Development
TO: Vermont Businesses and Employers
DATE: **March 19, 2021 || Modifications and new sections are in red.**
RE: Update 47 – New Work Safe Additions to the Be Smart, Stay Safe Order

As Vermont continues its work to respond to the COVID-19 pandemic, reduce the spread of the virus, keep Vermonters working, and keep our children in school, our mitigation strategy is constantly evolving.

To that end, the following is required of all Vermonters, visitors, and businesses per the [Governor's Executive Order](https://governor.vermont.gov/sites/scott/files/documents/ADDENDUM%208%20TO%20AMENDED%20AND%20RESTATED%20EXECUTIVE%20ORDER%2001-20.pdf) [01-20.pdf](https://governor.vermont.gov/sites/scott/files/documents/ADDENDUM 8 TO AMENDED AND RESTATED EXECUTIVE ORDER 01-20.pdf):

Critical Updates - Effective until further notice.

1. There are currently limitations on household gatherings in Vermont. Vaccinated individuals or households may gather with other vaccinated individuals or households.

For individuals and households who are not fully vaccinated, social gatherings indoors and outdoors in private spaces are limited to two unvaccinated households or individuals at one time, PLUS any fully vaccinated households. Unvaccinated households or individuals may gather with more than one other unvaccinated household or individual, as long as it is just two unvaccinated households or individuals at any one gathering.

2. **Effective 3/24: Bars and social clubs may operate under the restaurant guidance at [section 7.1](#).**
3. All businesses and organizations that serve the public and host organized non-essential activities shall maintain an easily accessible, legible log of all employees, customers, members and guests and their contact information, including name, address, phone number and email address for 30 days in the event contact tracing is required by VDH. For the sake of clarity, this requirement applies to all employees and all guests in every party.
4. Businesses are required to use remote work or telework whenever possible, including making use of teleconferencing and video conferencing to avoid in person meetings.
5. All recreational sports activities are subject to Section 9.1 of this guidance, including youth leagues, adult leagues (including bowling leagues, soccer, etc.), practices, games and tournaments. Outdoor recreation and fitness activities are subject to Section 4.1.
6. Contact tracing cooperation: Vermonters who have been identified as a case or a close contact are required to:
 - a. Promptly answer calls or otherwise respond to the VDH Contact Tracing Team;

- b. Provide full, complete and truthful information concerning places they have been, activities they have engaged in and persons with whom the individual has had close contact, including contact information when possible;
 - c. Comply with all VDH recommended quarantine and isolation periods and testing.
7. All college students returning home from any college campus in state or out of state are required to quarantine upon return home AND are encouraged to obtain a COVID-19 test on Day 7.

MANDATORY HEALTH & SAFETY REQUIREMENTS FOR ALL BUSINESS, NON-PROFIT & GOVERNMENT OPERATIONS

All businesses must follow Vermont Department of Health and CDC guidelines:

- Employees shall not report to, or be allowed to remain at, work or job site if sick or symptomatic (fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, fatigue, muscle or body aches, headache, congestion or runny nose, sore throat, new loss of taste or smell, nausea or vomiting, diarrhea).
- Employees must observe strict social distancing of 6 feet while on the job. Businesses and non-profit or government entities shall ensure customers observe strict social distancing of 6 feet while on location, to the extent possible.
- Limit the occupancy of designated common areas, such as break rooms and cafeterias, so that occupants maintain strict social distancing of no less than 6 feet per individual. The employer shall enforce the occupancy limit and require employees to wipe down their area after use or shall ensure cleaning of the common areas at regular intervals throughout the day.
- Employees must wear face coverings over their nose and mouth when in the presence of others. In the case of retail cashiers, a translucent shield or "sneeze guard" is acceptable in lieu of a mask if the employee works alone and does not interact with customers outside the work station.
- Businesses, non-profit and government entities may decline service to individuals who are not wearing a mask. This includes refusing service to those who are exempt from the mask mandate, however, the business shall provide an alternate way for those unable to wear a mask to access the business, such as offering curbside pick-up, delivery, or other innovative solutions.
- Employees must have easy and frequent access to soap and water or hand sanitizer during duration of work, and handwashing or hand sanitization is required frequently including before entering, and leaving, job sites.
- All common spaces (when open) and equipment, including bathrooms, frequently touched surfaces and doors, tools and equipment, and vehicles must be cleaned regularly and, when possible, prior to transfer from one person to another, in accordance with [CDC guidance \(https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html?deliveryName=USCDC_2067-DM26911\)](https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html?deliveryName=USCDC_2067-DM26911).
- Prior to the commencement of each work shift, all employees (except those that work alone and have no contact with other people during their shift such as those who work from home remotely) shall complete a health survey either in-person at the worksite or prior to arriving at the worksite. This screening survey shall require an employee to verify that he or she has no symptoms of COVID-19 (fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, fatigue, muscle or body aches, headache, congestion or runny nose, sore throat, new loss of taste or smell, nausea or vomiting, diarrhea) before they enter the workplace. It is strongly recommended that a temperature check be conducted by the employee at home or a non-contact temperature check be conducted by the employer or the employee at the worksite. Employers may create systems that work best for their unique operations – but must be able to demonstrate, if asked by employees or state health officials, that all employees have been pre-screened for symptoms before they enter the workplace.
- Signs must be posted at all entrances clearly indicating that no one may enter if they have symptoms of respiratory illness.
- All businesses and organizations that serve the public and host organized non-essential activities shall maintain an easily accessible, legible log of all employees, customers, members and guests and their contact information, including name, address, phone number and email address for 30 days in the event contact tracing is required by VDH. For the sake of clarity, this requirement applies to all employees and all guests in every party.
- When working inside, open doors and windows to promote air flow to the greatest extent possible and limit the number of people occupying a single indoor space.
- No more than 3 people shall occupy one vehicle when conducting work. Mass transit, taxis, ridesharing, and public safety are exempt from this rule.

- No symptomatic or COVID-19 positive workers are allowed on site and any worker(s) who have close contact for more than 15 minutes with a worker or any other person who is diagnosed with COVID-19 are required to quarantine for 14 days. See the [Department of Health's guidance \(https://www.healthvermont.gov/sites/default/files/documents/pdf/COVID-19-What-employers-should-do-if-their-employee-tests-positive.pdf\)](https://www.healthvermont.gov/sites/default/files/documents/pdf/COVID-19-What-employers-should-do-if-their-employee-tests-positive.pdf) on work place exposures.
- All operations shall designate a health officer on-site at every shift responsible for ensuring compliance with the Executive Order and the Addenda thereto and applicable ACCD Guidance. This person shall have the authority to stop or modify activities to ensure work conforms with the mandatory health and safety requirements.
- All businesses and non-profit and government entities shall encourage and facilitate telework among those employees with the capacity to work remotely when practical without impeding productivity. Employers shall use their best efforts to accommodate the needs of high risk individuals, those workers who may have child care needs which cannot be met due to the closure of schools or child care facilities for reasons relating to COVID-19 and those individuals with concerns about personal health circumstances.
- All employees, including those already working (except healthcare workers, first responders, and others already trained in infection control, personal protection/universal precautions), must complete, and employers must document, a training on mandatory health and safety requirements as provided by VOSHA, or another training program that meets or exceeds the VOSHA-provided standard. Employers who need translations of the training have one week from the release of the translated training to complete this requirement.
- All businesses that have been closed for 7 or more days during the state of emergency must complete and keep on file a reopening and training plan (businesses with fewer than 10 employees at any physical location are not required to create such a plan, however, they must follow all other guidelines and employees must take the VOSHA training). VOSHA and the Agency of Commerce have provided a template at <https://accd.vermont.gov/covid-19/business/restart> (<https://accd.vermont.gov/covid-19/business/restart>). The plan must, at a minimum:
 - Adopt a phased approach to reopening which provides sufficient opportunity to operate first in a low density and low contact environment before making the incremental changes needed to accommodate more moderate density activity while continuing to maintain health and safety.
 - Update physical and administrative safety systems to accommodate COVID-19 VDH/CDC/VOSHA guidelines, health monitoring, including temperature checks, cleaning and sanitizing methods and physical distancing measures.
 - Take appropriate measures to protect employees at greater risk of contact by virtue of their occupational role or setting.
 - Businesses with fewer than 10 employees at any physical location are not required to create such a plan, however, they must follow all other health and safety guidelines above including taking [VOSHA training \(https://labor.vermont.gov/document/protecting-safety-and-health-workers-vosha\)](https://labor.vermont.gov/document/protecting-safety-and-health-workers-vosha).
- For all mass transit CUSTOMERS/ RIDERS (in addition to the mandatory requirement for operators and staff) face coverings are mandatory on public transit conveyances and in stations and terminals. Private charter buses and large multi-passenger vans should only be used if density is reduced to allow for social distancing. This includes reducing capacity to 50 percent, leaving every other seat empty, and every other row open. Cloth face coverings must be worn. K-12 school transportation services shall follow guidance included in the [Agency of Education's Strong and Healthy Start guidance \(https://education.vermont.gov/covid19#shs\)](https://education.vermont.gov/covid19#shs).

ADDITIONAL HEALTH AND SAFETY CONSIDERATIONS FOR ALL BUSINESS, NON-PROFIT AND GOVERNMENT OPERATIONS

- Use of shared workspaces, desks, offices, etc. is discouraged to the maximum extent practicable.
- Face-to-face staff meetings should be limited, and physical distancing must be observed.
- Consider staggered work shifts, break times, etc. and expanding hours to reduce number of individuals working together and reduce contact with members of the public.
- To the extent possible, provide access to hand washing and/or hand sanitizer for vendors, and customers.
- Limit staff travel between multiple sites.
- Ensure a safe process to receive supplies and deliveries.
- Consider accommodations for employees at higher risk from COVID-19 infection (as currently defined by the CDC) to work remotely or

have a job tasks that minimize public interaction.

📌 Compliance with the Americans with Disabilities Act

Consider how the re-opening process and operational changes might impact compliance with the Americans with Disabilities Act (ADA). The health and safety guidance provided by ACCD does not negate any obligations as outlined by the ADA. Refer to [A Primer for Small Business](https://www.ada.gov/regs2010/smallbusiness/smallbusprimer2010.htm) (<https://www.ada.gov/regs2010/smallbusiness/smallbusprimer2010.htm>) for additional information.

BUSINESS CUSTOMER & GENERAL PUBLIC MASK USE

As of Saturday, August 1, 2020, Vermonters and visitors are required to wear masks or cloth facial coverings over their nose and mouth any time they are in public spaces, indoors or outdoors, where they come in contact with others from outside their households, especially in congregate settings, and where it is not possible to maintain a physical distance of at least six feet.

Masks or cloth facial coverings are not required when someone is engaged in strenuous exercise or activity, for anyone under the age of 2, any child or adult with a medical or developmental issue or challenge that is complicated or irritated by a facial covering, anyone with difficulty breathing or as further set forth in guidance issued by VDH. A person who declines to wear a mask or cloth face covering because of a medical or developmental issue, or difficulty breathing, shall not be required to produce documentation, or other evidence, verifying the condition.

Businesses and non-profit and government entities shall implement measures notifying customers or clients of the requirement to wear masks or facial coverings, which may include, but shall not be limited to, posting signage stating that masks or cloth facial coverings are required and denial of entry or service to customers or clients who decline to wear masks or facial coverings.

For the text of the order establishing the mask requirement, read the [Executive Order](https://governor.vermont.gov/sites/scott/files/documents/ADDENDUM%20%20TO%20AMENDED%20AND%20RESTATED%20EXECUTIVE%20ORDER%20NO.%20001-20.pdf) (<https://governor.vermont.gov/sites/scott/files/documents/ADDENDUM%20%20TO%20AMENDED%20AND%20RESTATED%20EXECUTIVE%20ORDER%20NO.%20001-20.pdf>).

CROSS STATE TRAVEL

Anyone returning to or traveling to Vermont must follow Vermont's mandatory quarantine policy as outlined below.

Travelers visiting Vermont or returning to Vermont must adhere to the quarantine guidelines:

- Travelers arriving in Vermont or returning to Vermont in a personal vehicle must complete either a 14-day quarantine or a 7-day quarantine followed by a negative test in their home state or upon arrival in Vermont.
- Travelers arriving to Vermont who have not completed a pre-arrival quarantine must complete either a 14-day quarantine or a 7-day quarantine followed by a negative test upon arrival in Vermont (such as at a Vermont lodging establishment). (Travelers must stay in their quarantine location for the duration of quarantine other than to travel to and from a test site.)
- If you have been vaccinated, you do not need to quarantine to travel to Vermont or return to Vermont, as long as at least 14 days have passed since you received your final vaccine dose.

The State of Vermont has suspended all social gatherings between multiple households. Travelers may not stay with a Vermont host or stay in a Vermont lodging establishment or short-term rental with another household, except that a vaccinated individual or household may stay with a single non-vaccinated household.

If you are not vaccinated you may not gather with another household in Vermont even if you have completed a quarantine. (Individuals who live alone may gather with no more than one other household.)

Vermonters must remember to follow any travel restrictions and quarantine requirements for the states they plan to visit.

[Read more about quarantining at the Vermont Department of Health website](https://www.healthvermont.gov/response/coronavirus-covid-19/traveling-vermont) (<https://www.healthvermont.gov/response/coronavirus-covid-19/traveling-vermont>).

Residents of communities within five miles of a Vermont border with a neighboring state should consult the [travel FAQ](https://accd.vermont.gov/covid-19/restart/cross-state-travel/faqs) (<https://accd.vermont.gov/covid-19/restart/cross-state-travel/faqs>) for additional guidance.

All out of state travelers utilizing lodging, camping and short-term rental properties in Vermont must sign and complete a [Certificate of Compliance](https://accd.vermont.gov/covid-19/restart/cross-state-travel/completing-the-lodging-certificate-of-compliance) (<https://accd.vermont.gov/covid-19/restart/cross-state-travel/completing-the-lodging-certificate-of-compliance>) or affirm a [compliance statement via a digital check box](https://accd.vermont.gov/covid-19/restart/cross-state-travel/completing-the-lodging-compliance-statement-via-a-digital-check-box) ([https://accd.vermont.gov/covid-19/restart/cross-state-travel/completing-the-lodging-](https://accd.vermont.gov/covid-19/restart/cross-state-travel/completing-the-lodging-compliance-statement-via-a-digital-check-box)

[certificate-of-compliance#compliance-checkbox-statement](#)) at the time of reservation and check-in to attest that they meet the quarantine requirement or are an essential/authorized worker.

All out of state travelers are strongly encouraged to register with [Sara Alert \(https://apps.health.vermont.gov/EpiInfoWebSurvey/Home/9c2e5941-1ba7-4ab4-84be-558ba7684f5d\)](#) upon arrival to Vermont to get two weeks of daily reminders to check for common symptoms of COVID-19.

People traveling for essential purposes, including work, do not need to quarantine. [Essential travel \(https://governor.vermont.gov/sites/scott/files/documents/ADDENDUM 6 TO EXECUTIVE ORDER 01-20.pdf\)](#) includes travel for personal safety, medical care, care of others, parental shared custody, for food, beverage or medicine, to attend preK-12 school if commuting daily, or to perform work for businesses that are currently allowed to operate. The current State of Emergency requires employers to use remote work and telework whenever possible to avoid unnecessary work travel. Businesses and employees must only travel for work related trips when absolutely necessary. Individuals engaged in a daily commute to and from their job are expressly exempt from the need to quarantine by Executive Order.

Persons should not travel to, from, or within Vermont if they are experiencing [COVID-19 symptoms \(https://apps.health.vermont.gov/COVID/faq/#4534\)](#) or if they meet the [criteria for needing to Isolate or Quarantine \(https://www.healthvermont.gov/sites/default/files/documents/pdf/COVID-19-chart-observation-isolation-quarantine_final.pdf\)](#).

Please review the [travel FAQ \(https://accd.vermont.gov/covid-19/restart/cross-state-travel/faqs\)](#).

PHASED RESTART

Operations deemed "essential" may continue to operate under pre-existing guidance with the addition of the mandatory health and safety requirements above.

To safely reopen certain operations impacted by the COVID-19 outbreak and not defined as essential, Governor Scott has directed the Agency of Commerce - in consultation with the Department of Health and the Department of Public Safety - to authorize, **subject to mandatory health and safety requirements listed above and additional sector specific guidance below**, the following:

- [1.1 Outdoor Businesses](#)
- [1.2 Low or No Contact Professional Services](#)
- [2.2 Farmers Markets](#)
- [3.1 Manufacturing, Construction, and Distribution Operations](#)
- [4.1 Outdoor Recreation and Fitness](#)
- [4.2 Outdoor Recreation Businesses, Facilities and Organizations](#)
- [5.1 Retail Operations](#)
- [5.2 Drive-In Operations](#)
- [6.1 Lodging, Campgrounds and Other Accommodations](#)
- [7.1 Restaurants, Catering, Food Service, Bars and Clubs](#)
- [7.2 Hair Salons and Barber Shops](#)
- [7.4 Religious Facilities and Places of Worship](#)
- [8.1 Close Contact Business \(Gyms, Fitness Centers, Spas, Nail Salons, etc.\)](#)
- [8.2 Overnight Summer Camps and Limited Residential Summer College Programming](#)
- [8.3 Indoor Arts, Culture and Entertainment](#)
- [9.1 Sports/Organized Sports Including Youth Leagues, Adult Leagues, Practices, Games, and Tournaments](#)
- [10.1 Occupancy Limits for Event Venues \(Weddings, Funerals, Parties, Concerts, Large Sporting Events\)](#)
- [11.1 College and University Campus Learning](#)
- [12.1 Ski Resorts](#)
- [13.1 Meetings of Public Bodies](#)

1.1 Outdoor Businesses

- Those who exclusively or largely work outdoors (such as landscaping, painting, parks maintenance, recreation maintenance, delivery work, etc.) may resume operations.

[Phased Restart: Full list of sectors](#)

1.2 Low or No Contact Professional Services

- Services operating with a single worker or small office environments (such as appraisers, realtors, municipal clerks, attorneys, property managers, pet care operators, and others) may operate if they can comply with the mandatory health and safety requirements listed above, and the mandatory maximum occupancy limits (currently 50 percent fire safety capacity, 1 person per 100 square feet, and a maximum of 75 people indoors and 150 people outdoors).
- Remote work is required whenever possible.
- Operators must maintain a log of customers and their contact information for 30 days in the event contact tracing is required by the Health Department.

[Phased Restart: Full list of sectors](#)

2.2 Farmers Markets

- Farmers markets may open using limited in-person operations to ensure consumer access to quality, healthy food if:
 - They adhere to all municipal ordinances and rules and their local municipality agrees to allow opening.
 - Markets must significantly alter their business practices to eliminate crowds and reduce contact between vendors and customers including a temporary transition away from shopping and social events to primarily a food distribution system.
 - Markets are directed to follow any [additional guidance issued by the Agency of Agriculture, Food and Markets \(https://agriculture.vermont.gov/covid-19-information/covid-19-sector-guidance-news/sector-guidance-farmers-markets\)](https://agriculture.vermont.gov/covid-19-information/covid-19-sector-guidance-news/sector-guidance-farmers-markets).

Live entertainment that requires the rapid expulsion of air from an individual, including singing and playing certain musical instruments, has been linked to the spread of the virus and should be discouraged. Should an organization wish to host such activities, performers must be separated from the audience/attendees and each other by at least 6 feet. Use of a physical barrier between the performer and the audience is not a substitute for social distancing. The audience/attendees should be discouraged from singing along with a song leader or performer.

[Phased Restart: Full list of sectors](#)

3.1 Manufacturing, Construction, and Distribution Operations

- Manufacturing, construction, and distribution operations that ceased operations for more than seven days during the state of emergency may restart with as few employees as necessary to permit full operations while maintaining compliance with the **mandatory health and safety requirements** above, and:
 - Interior residential and commercial construction may occur in occupied structures as of May 22.

[Phased Restart: Full list of sectors](#)

4.1 Outdoor Recreation and Fitness

Vermonters are encouraged to participate in no contact outdoor recreation and fitness activities.

- Outdoor recreation and fitness activities include, but are not limited to biking, hiking, walking, running, hunting and fishing, skiing,

skating, snow machining and other outdoor activities.

Anyone participating in outdoor recreation and fitness activities must wear a cloth face covering.

All participants are expected to consistently maintain at least six feet of physical distance from anyone outside their immediate household.

Plan outdoor activities responsibly and do not take unnecessary risks.

- Winter conditions can change quickly; be prepared for a backcountry emergency by carrying enough gear and extra warm clothing to be self-sufficient for an extended period of time.

Promote an “arrive, participate, and leave” mentality; do not gather at trailheads, access areas or other outdoor facilities before or after recreation and fitness activities.

Nothing in these guidelines should be interpreted to override the need to observe requirements for use of trails or property, including that users obtain appropriate permission from private landowners where required and the expectation that, where needed, users will check with state or local land managers regarding conditions that remain in effect.

Additional information on good etiquette and safe practices for outdoor recreation is available at: <https://fpr.vermont.gov/recreation/outdoor-recreation-and-covid-19> (<https://fpr.vermont.gov/recreation/outdoor-recreation-and-covid-19>) and <https://vtfishandwildlife.com/covid-19-related-information> (<https://vtfishandwildlife.com/covid-19-related-information>)

 [Phased Restart: Full list of sectors](#)

4.2 Outdoor Recreation Businesses, Facilities and Organizations

Businesses, facilities and organizations which support or offer outdoor recreation and fitness activities that require low or no direct physical contact may return to operation under all applicable health and safety requirements established in Governor's Emergency Order. These include, but are not limited to state and municipal parks, recreation associations, trail networks, golf courses, big game check stations, and guided expeditions. In addition, organizations, businesses and facilities catering to outdoor activity must adhere to the conditions set forth below:

- Require an “arrive, play and leave” mentality. Groups may not gather before or after activities (no tailgating, etc.).
- These opportunities are for Vermont residents, and those who meet the [cross state travel guidance \(https://accd.vermont.gov/covid-19/business/stay-home-stay-safe-business-faqs#can-i-travel-to-and-from-vermont\)](https://accd.vermont.gov/covid-19/business/stay-home-stay-safe-business-faqs#can-i-travel-to-and-from-vermont) about traveling to and from Vermont.
- Businesses and organizations shall maintain an easily accessible, legible log of all employees, customers, members and guests and their contact information, including name, address, phone number and email address for 30 days in the event contact tracing is required by VDH. For the sake of clarity, this requirement applies to all employees and all guests in every party.
- Implement measures, including signage and registration processes, that reinforce parks, facilities, trails, etc. are only open to Vermonters and those who have met the [cross state travel guidance \(https://accd.vermont.gov/covid-19/business/stay-home-stay-safe-business-faqs#can-i-travel-to-and-from-vermont\)](https://accd.vermont.gov/covid-19/business/stay-home-stay-safe-business-faqs#can-i-travel-to-and-from-vermont).
- Implement measures, including signage, discouraging contact sports and games. For example, outdoor basketball courts may be open to “shoot hoops,” but full contact games should be discouraged.
- Eliminate services or transactions that result in touch points and/or staff-customer interactions that are not absolutely necessary. This includes prioritizing credit card, telephone and electronic payment; cash transactions may only be accepted as a last resort.
- Reduce high contact surfaces and common areas, and disinfect rental equipment between users.
- Play structures may be open to the public if they are properly signed reminding users not to use them if they or anyone in their household has been ill and to wash hands before and after use. Organizations responsible for the play structure are encouraged to provide hand sanitizer for users.
- Limit gatherings of people to as few as possible to ensure physical distancing of six feet or more can occur. All outdoor events must comply with the [special event guidance in the Work Safe memo \(https://accd.vermont.gov/news/update-new-work-safe-additions-be-](https://accd.vermont.gov/news/update-new-work-safe-additions-be)

[smart-stay-safe-order#event-venues](#)). Large outdoor facilities such as trail networks, beaches, and municipal parks may have more than 150 people in them as long as there is no single gathering or event exceeding 150 people and all guests can maintain six feet of physical distancing between households.

- Restroom facilities may only be opened if they can be regularly cleaned and disinfected per CDC guidelines.
- Organized sports must comply with the Work Safe Guidance included in the Work Safe Guidance Memo: “[9.1 Sports/Organized Sports Including Youth Leagues, Adult Leagues, Practices, Games and Tournaments \(https://accd.vermont.gov/news/update-new-work-safe-additions-be-smart-stay-safe-order\)](#)”.
- Pools and beaches may open if they comply with this guidance. Due to the limited size of pools, organizations shall follow the occupancy rules for event venues in Section 10.1 (currently 50 percent fire safety capacity or 1 person per 100 square feet, with a maximum of 75 people indoors and 150 people outdoors).
- Organizations that host ice fishing derbies may do so under the following conditions.
 - Participants fish only with immediate family members or members of their immediate household.
 - Participants consistently maintain at least six feet of physical distance from anyone outside their immediate household and do not occupy shanties or popup shelters with individuals outside of their immediate household.
 - Participants must wear cloth face coverings whenever six feet of physical distance from anyone outside their immediate household cannot be consistently maintained, and are encouraged to wear a face covering throughout the duration of the derby.
 - Organizers must eliminate potential congregations of participants:
 - Set up a process for fish entries that minimize groups and person-to-person contact.
 - Do not utilize fish display boards that attract crowds of viewers.
 - Eliminate in-person awards ceremonies and arrange individual prize pick-up for a later date under controlled conditions.

 [Phased Restart: Full list of sectors](#)

5.1 Retail Operations

- Non-essential retail operations are limited to 50% (fifty percent) of approved fire safety occupancy; or 1 customer per 200 square feet; or 10 total customers and staff combined, whichever is greater. Operators must POST their temporary occupancy limit, and which method was used to determine it, prominently on all entrances. Posting templates are available at accd.vermont.gov.
- Retail operations do not need to maintain customer contact tracing logs per Addendum 8. Retail is not considered a public accommodation that hosts organized non-essential activities.
- Cashless/touch-less transactions are strongly preferred.
- Curbside pickup remains the preferred method of operation. When possible, retailers should take steps to schedule or stage customer visits, such as waiting in cars or outside, to ensure lower contact operations.
- Yard sales and garage sales may occur at private residences.
- Organized outdoor markets, such as flea markets, shall adhere to the [farmers market guidance issued by the Agency of Agriculture, Food and Markets \(https://agriculture.vermont.gov/covid-19-information/covid-19-sector-guidance-news/sector-guidance-farmers-markets\)](#).
- Pick-your-own agricultural producers, including berry farms and orchards, shall adhere to retail guidance, and follow the best practices identified in the Agency of Agriculture's [Pick-Your-Own Restart Plan \(https://agriculture.vermont.gov/document/pick-your-own-restart-plan\)](#). (Find [additional information and FAQs \(https://agriculture.vermont.gov/covid-19-information/covid-19-sector-guidance-news/sector-guidance-pick-your-own-restart-plan\)](#) about the Pick-Your-Own Restart Plan.)

 [Phased Restart: Full list of sectors](#)

5.2 Drive-In Operations

Drive-in operations including, but not limited to, movie theaters, fireworks displays, parades, restaurants, religious services, graduation ceremonies, and other gatherings may occur subject to the mandatory health and safety guidance above and:

- Vehicles must be spaced a minimum of 6 (six) feet apart.
- People should stay in or near their vehicles to prevent interaction with other parties at drive-in operations.
- Cashless/touch-less transactions are strongly preferred.
- Restrooms on site must be cleaned and sanitized regularly.
- Any concessions on site must be done via takeout or delivery or pursuant to any future food service guidance.

 [Phased Restart: Full list of sectors](#)

6.1 Lodging, Campgrounds and Other Accommodations

- Multi-room lodging operations may book 100 percent of rooms.
- Lodging operations and short-term rentals, campgrounds and marinas may accept overnight reservations from:
 - Vermont residents.
 - Travelers may complete either: (i) complete a 14-day quarantine; or (ii) complete a 7-day quarantine followed by a negative test – in their home state and enter Vermont without further quarantine restrictions if they come to Vermont in a private vehicle (including private air travel) directly from their home.
 - Travelers may complete either: (i) a 14 day quarantine; or (ii) a 7-day quarantine followed by a negative test – in a Vermont lodging establishment regardless of destination origin or manner of travel (travelers must stay in their quarantine location for the duration of quarantine other than to travel to and from a test site).
 - If you have been vaccinated, you do not need to quarantine to travel to Vermont or return to Vermont, as long as at least 14 days have passed since you received your final vaccine dose.
- Operators shall require a signed document or digital check box at time of reservation and check-in from the guest(s) attesting they meet the quarantine requirement, have traveled from a county with similar active COVID-19 caseload per the Vermont Agency of Commerce and Community Development (ACCD), are an essential/authorized worker. The Agency of Commerce has provided a [Certificate of Compliance form](https://accd.vermont.gov/covid-19/restart/cross-state-travel/guest-compliance-options-for-lodging-establishments) (<https://accd.vermont.gov/covid-19/restart/cross-state-travel/guest-compliance-options-for-lodging-establishments>) at accd.vermont.gov that meets this criteria. However, operators may utilize an alternate method including those completed via electronic means such as email, or digital check box using this specific language:
 - ☐ *I certify that I have reviewed the [State of Vermont out-of-state traveler guidelines](https://accd.vermont.gov/content/stay-home-stay-safe-sector-specific-guidance#lodging-accommodations) (<https://accd.vermont.gov/content/stay-home-stay-safe-sector-specific-guidance#lodging-accommodations>) and [travel map](https://accd.vermont.gov/covid-19/restart/cross-state-travel) (<https://accd.vermont.gov/covid-19/restart/cross-state-travel>) and comply with current health and safety requirements for traveling to, from, and within the State of Vermont. I further certify that I understand all travelers should stay home if ill (with any symptoms); maintain physical distance of at least 6' from anyone outside their household; wear a cloth mask when in public spaces; and wash or sanitize hands often.*
- Operators shall recommend that out-of-state guests register with [Sara Alert](https://apps.health.vermont.gov/EpiInfoWebSurvey/Home/9c2e5941-1ba7-4ab4-84be-558ba7684f5d) (<https://apps.health.vermont.gov/EpiInfoWebSurvey/Home/9c2e5941-1ba7-4ab4-84be-558ba7684f5d>) to get daily reminders via text, email or phone from the Vermont Department of Health
- Any guests that exhibit signs of illness or COVID-19 symptoms upon arrival may not be allowed to check in. If symptoms begin during their stay they must be asked to leave and return home if possible. If departure is not possible, guests must self-isolate for the remainder of their stay and the Vermont Department of Health must be contacted immediately.
- All lodging and camping operations with more than 10 (ten) employees must complete and keep on file a reopening and training plan.

VOSHA and the Agency of Commerce have provided a template at: <https://accd.vermont.gov/covid-19/business/restart>
(<https://accd.vermont.gov/covid-19/business/restart>)

- Lodging operations and campgrounds must alter normal operations to maximize social distancing of guests.
- Check-in/out should be done via phone or electronic means to the greatest extent possible.
- A room or accommodation must be thoroughly cleaned in accordance with CDC guidelines before another guest may use the accommodation.
- Businesses shall not host social gatherings such as weddings, parties and business meetings that accommodate guests from multiple households.
- Only one party should use an elevator at any given time.
- Amenities may only be open if they are done so in accordance with the Executive Order and the Phased Restart Work Safe Guidance. Amenities must be cleaned and sanitized between guest usage and be managed to restrict access to 50 percent of fire safety occupancy or one person per 100 square feet, with a maximum of 75 people indoors and 150 people outdoors.
- Food service may only be offered in compliance with current restaurant guidance. Indoor dining is restricted to 50 percent of fire safety occupancy or one person per 100 square feet, with a maximum of 75 people indoors and 150 people outdoors. Restaurants, bars and clubs must suspend table service after 10pm.
- Direct contact services (such as check-in, bell, valet, housekeeping, etc.) must be limited to the greatest extent possible. Cashless / touchless transactions are strongly preferred.
- Operators must maintain an easily accessible log of customers and their contact information for 30 days in the event contact tracing is required by the Health Department.

 [Phased Restart: Full list of sectors](#)

7.1 Restaurants, Catering, Food Service, Bars and Clubs

- **Signs** must be prominently posted at all entrances stating that no-one with a fever, respiratory illness, or symptoms of COVID-19 (see VDH guidance for the current symptom list) is allowed on premise.
- **Occupancy & Seating**
 - Restaurants, catering, food service, bars and clubs may allow 50 percent of fire safety occupancy or 1 person per 100 square feet, with a maximum of 75 people indoors and 150 people outdoors or their maximum licensed seating capacity, whichever is **less**.
 - **Seating** must be available for all patrons and seating must allow for physical distancing of at least 6 feet between seated parties. No standing or mingling is allowed. Customers must be seated while consuming food or beverages.
 - **Restaurants, bars and clubs may seat multiple households at the same table, but no more than six people can be seated at the same table.**
 - Bar seating may only be open if a physical barrier, such as a piece of plexiglass, separates the patrons from bartenders and the drink preparation area. Patrons of different households must be at least six feet apart.
 - A counter area, such as a lunch counter or diner counter, may be open if there is at least six feet between customers and six feet between the customer and any waitstaff and no food or beverage production or storage occurs at the counter.
 - **Reservations or call ahead seating is preferred.** Reservations should be staggered to prevent congregating in waiting areas. Waiting areas must accommodate physical distancing.
- All in-person service at restaurants, bars and clubs must stop table service at 10pm. Take out or curbside service is allowed after 10 pm.
- Restaurants, bars and clubs must maintain an easily accessible, legible log of all employees, customers, members and guests and their contact information, including name, address, phone number and email address for 30 days in the event contact tracing is required by

VDH. For the sake of clarity, this requirement applies to all employees and all guests in every party. All customers opting to dine-in must be logged. Take out customers who do not dine in the establishment do not need to be logged.

- Consider using rolled silverware and eliminating table presets. Disposable/single use condiment packets are encouraged. Multi-use condiments and all other items for general use must be cleaned and sanitized between customers.
- Use of **shared food service** (buffet style) and self-serve utensils, plates or napkins, are **prohibited**. However, a staffed banquet style buffet may occur if serving lines can accommodate physical distancing.
- **Customers are required to wear face coverings when not eating.**
- **Restrooms** should be monitored and routinely cleaned and soap dispensers regularly filled.
- **Disinfect all front-of-house surfaces** including door handles, screens, phones, pens, keyboards; as well as tables, chairs and other areas of high hand contact frequently.
- Licensed caterers and licensed manufacturers may follow this guidance for either outdoor or indoor Catering Event Permits and Special Event Permits in compliance with all Department of Liquor and Lottery permitting and license requirements. However, effective at 10 p.m., November 14, 2020, these businesses shall not serve public or private social, recreational and entertainment gatherings until further notice.
- Live entertainment that requires the rapid expulsion of air from an individual, including singing and playing certain musical instruments, has been linked to the spread of the virus and should be discouraged. Should an organization wish to host such activities, performers must be separated from the audience/attendees and each other by at least 6 feet. Use of a physical barrier between the performer and the audience is not a substitute for social distancing. The audience/attendees should be discouraged from singing along with a song leader or performer.

[Phased Restart: Full list of sectors](#)

7.2 Hair Salons and Barber Shops

Hair salons & barber shops may reopen subject to the mandatory health and safety requirements listed above, and:

- Operations are limited to 25% (twenty-five percent) of approved fire safety occupancy; or 1 customer per 200 square feet; or 10 total customers and staff combined, whichever is greater.
- Additionally, operators should separate customers in chairs, to achieve physical distancing of 6 feet for any activity that will occur for more than a few moments (e.g. a retail transaction).
- To the greatest extent possible, operations shall be by appointment only with specified time periods for each client. No walk-In appointments or at home visits (house calls) are allowed.
- Operations may serve only Vermont residents or others who have completed the prescribed quarantine.
- For retail sales, curbside pickup is preferred; no testing / demonstration of products is allowed; and cashless/touch-less transactions are strongly preferred.
- Businesses and organizations shall maintain an easily accessible, legible log of all employees, customers, members and guests and their contact information, including name, address, phone number and email address for 30 days in the event contact tracing is required by VDH. For the sake of clarity, this requirement applies to all employees and all guests in every party.

[Phased Restart: Full list of sectors](#)

7.4 Religious Facilities and Places of Worship

- Religious facilities and places of worship may resume operations subject to the mandatory health and safety guidance above, and:
 - Outdoor, drive-in, and remote services remain the preferred method of operation.
 - Operations are limited to 50 percent of fire safety occupancy or 1 person per 100 square feet, whichever ensures physical distancing.
 - Physical distancing between household/family units must be observed.
 - Facial coverings are required.
 - Live entertainment that requires the rapid expulsion of air from an individual, including singing and playing certain musical instruments, has been linked to the spread of the virus and should be discouraged. Should an organization wish to host such activities, performers must be separated from the audience/attendees and each other by at least 6 feet. Use of a physical barrier between the performer and the audience is not a substitute for social distancing. The audience/attendees should be discouraged from singing along with a song leader or performer.
 - Events and organized activities beyond worship, including dining, social gatherings and entertainment adjacent to religious worship and ceremonies, must follow the relevant guidance included in the Work Safe Guidance.
 - Businesses and organizations shall maintain an easily accessible, legible log of all employees, customers, members and guests and their contact information, including name, address, phone number and email address for 30 days in the event contact tracing is required by VDH. For the sake of clarity, this requirement applies to all employees and all guests in every party.

[Phased Restart: Full list of sectors](#)

8.1 Close Contact Business (Gyms, Fitness Centers, Spas, Nail Salons, etc.)

Fitness centers (gyms) and similar exercise facilities, massage therapists, nail salons, spas, tattoo parlors, businesses that require home visits, such as cleaning services and similar operations, and businesses that require limited close personal contact may resume in-person operations subject to the mandatory health and safety requirements listed above, and:

- Operations are limited to 25% (twenty-five percent) of approved fire safety occupancy; or 1 customer per 200 square feet, with a maximum of no more than 75 indoors and 150 outdoors.
- Operators shall separate customers to maintain physical distancing of 6 feet for any activity that will occur for more than a few moments (e.g. a retail transaction).
- To the greatest extent possible, operations shall be by appointment only with specified time periods for each client. No walk-In appointments are allowed.
- Operations may serve only Vermont residents or others who have completed the prescribed quarantine.
- Locker rooms, waiting areas, and other common areas shall be restricted to occupancy limits noted above.
- For retail sales, curbside pickup is preferred; no testing / demonstration of products is allowed; and cashless/touch-less transactions are strongly preferred.
- Structured fitness activities/personal instructional services/lessons (such as art, music, personal training, academic) may occur within the maximum occupancy limits mentioned above at a commercial location or residence. This includes group lessons and classes as long as physical distancing can be strictly adhered to and interaction between households is eliminated.
- Fitness centers, gyms, studios and similar facilities should encourage individuals to wear cloth face coverings over the nose and mouth even when participating in strenuous physical activity.
- Businesses and organizations shall maintain an easily accessible, legible log of all employees, customers, members and guests and their contact information, including name, address, phone number and email address for 30 days in the event contact tracing is required by VDH. For the sake of clarity, this requirement applies to all employees and all guests in every party.

[Phased Restart: Full list of sectors](#)

8.2 Overnight Summer Camps and Limited Residential Summer College Programming

Guidance for overnight summer camps and limited residential summer college programming for Summer 2021 is currently under development. Any camps and limited residential programs must operate in accordance with [Health Guidance for Childcare Programs, Summer Programs and Afterschool Programs \(https://www.healthvermont.gov/response/coronavirus-covid-19/schools-and-child-care-programs\)](https://www.healthvermont.gov/response/coronavirus-covid-19/schools-and-child-care-programs) in the interim.

[Phased Restart: Full list of sectors](#)

8.3 Indoor Arts, Culture and Entertainment (Effective 6/1)

- Libraries, galleries, museums, theaters and other indoor arts, culture and entertainment organizations may allow 50 percent of fire occupancy or 1 person per 100 square feet, with a maximum of 75 people indoors and 150 people outdoors. Posting templates are available at accd.vermont.gov.
- Effective at 10 p.m., November 14, 2020, these businesses and organizations shall not serve public or private social, recreational or entertainment gatherings until further notice. A household may still patronize the business, but not for special events or events that encourage socializing between households.
- Businesses and organizations must reduce interactions between guests – such as establishing directional flow in a gallery.
- Concert venues, theaters, and those putting on shows shall ensure all guests are seated and physically distanced by household.
- No dancing is allowed.
- Cashless/touch-less transactions are strongly preferred.
- Curbside pickup remains the preferred method of operation. When possible, organizations should take steps to schedule or stage customer visits, such as waiting in cars or outside, to ensure lower contact operations.
- Organizations should close or remove high touch entertainment features, including arcades and playgrounds.
- Businesses and organizations must maintain an easily accessible, legible log of all employees, customers, members and guests and their contact information, including name, address, phone number and email address for 30 days in the event contact tracing is required by VDH. For the sake of clarity, this requirement applies to all employees and all guests in every party.
- Live entertainment that requires the rapid expulsion of air from an individual, including singing and playing certain musical instruments, has been linked to the spread of the virus and should be discouraged. Should an organization wish to host such activities, performers must be separated from the audience/attendees and each other by at least 6 feet. Use of a physical barrier between the performer and the audience is not a substitute for social distancing. The audience/attendees should be discouraged from singing along with a song leader or performer.

[Phased Restart: Full list of sectors](#)

9.1 Sports/Organized Sports Including Youth Leagues, Adult Leagues, Practices, Games, and Tournaments

PHASE ONE: Effective **Saturday, December 26, 2020**, organized youth leagues and school-based sports programs (serving individuals age 19 years and younger) may resume **team-based activities** strictly limited to no more than 25 participants and:

- Individual skill-building exercises;
- Strength and conditioning sessions; and,

- No-contact drills.

PHASE TWO: Effective **Monday, January 18, 2021**, organized youth leagues and school-based sports programs (serving individuals age 19 years and younger) may resume full **team-based practices** including the following activities:

- Drills involving incidental contact; and
- Team-based scrimmages.

PHASE THREE: Effective **Friday, February 12, 2021**, organized youth leagues and school-based sports programs (serving individuals age 19 years and younger) may resume the following activities:

- Games, meets and competitions, subject to the restrictions noted below.

Please read the entire recreational [sports and organized sports guidance](https://accd.vermont.gov/content/sports-and-organized-sports-guidance) (<https://accd.vermont.gov/content/sports-and-organized-sports-guidance>).

Additional direction on school-sponsored winter sports programs, applicable to both public and independent schools, has been published by the Agency of Education at: <https://education.vermont.gov/documents/aoe-anr-winter-sports-programs-for-the-2020-21-school-year> (<https://education.vermont.gov/documents/aoe-anr-winter-sports-programs-for-the-2020-21-school-year>)

In accordance with Addendum 8, all other indoor and outdoor organized **adult sports*** remain suspended until further notice, including Vermont-based teams participating in interstate play.

**Professionally facilitated lessons and classes that provide individualized instruction to adults are not considered "organized sports" and may occur in accordance with [Section 8.1](https://accd.vermont.gov/news/update-new-work-safe-additions-be-smart-stay-safe-order#close-contact-business) (<https://accd.vermont.gov/news/update-new-work-safe-additions-be-smart-stay-safe-order#close-contact-business>) of the Work Safe Memo.*

 [Phased Restart: Full list of sectors](#)

10.1 Occupancy Limits for Event Venues (Weddings, Funerals, Parties, Concerts, Large Sporting Events)

All event venues; arts, culture, and entertainment venues; restaurants; bars; and clubs serving the public shall suspend public or private social, recreational and entertainment gatherings, indoor and outdoor, including large social gatherings incidental to ceremonies, holiday gatherings, parties and celebrations, unless all participants are from the same household.

Venues may continue to host religious ceremonies, wedding ceremonies, funerals and other essential gatherings - but should not host the incidental receptions and parties that are often affiliated with these gatherings.

Venues shall suspend all events that encourage households to socialize, such as parties. However, they may continue to host retail events (such as craft fairs and ski swaps). Entertainment events at venues must comply with section 8.3 (Indoor Arts, Culture and Entertainment).

Live entertainment that requires the rapid expulsion of air from an individual, including singing and playing certain musical instruments, has been linked to the spread of the virus and should be discouraged. Should an organization wish to host such activities, performers must be separated from the audience/attendees and each other by at least 6 feet. Use of a physical barrier between the performer and the audience is not a substitute for social distancing. The audience/attendees should be discouraged from singing along with a song leader or performer.

When hosting allowable ceremonies or retail events, an organization may accommodate:

- **50 percent** of approved fire safety occupancy to the set maximum below; OR
- **One customer/person per 100 square feet of customer facing space** to the set maximum below if no fire safety occupancy is established.
- Operations may not exceed **75 total people for inside operations** or events regardless of their fire safety occupancy or square footage calculation; AND
- Operations may not exceed **150 people for outside operations** or events regardless of their fire safety occupancy or square footage calculation.

- Staff and vendors are not counted in the maximum number.
- Food service operations at events must comply with the Restaurant, Catering, Food Service, Bars and Clubs guidance.
- Event organizers must maintain an easily accessible log of customers and their contact information for 30 days in the event contact tracing is required by the Health Department. This must include at least the name and phone number of every attendee, including staff.
- ****Outdoor service, events, and gatherings are strongly preferred.****
- **Special guidance for large outdoor venues (race tracks, baseball and football stadiums, fairgrounds, outdoor concert venues)**
 - Large outdoor event venues that can usually accommodate more than 1,000 people may be able to exceed the 150 maximum limit by creating multiple distinct event locations that meet the event criteria.
 - These distinct event locations within the same event must be separated by a physical barrier (fencing, rope, etc.) and at least 25 feet.
 - Signage must be prominently posted prohibiting groups interacting with other groups.
 - These venues must ensure that the 150 people in each distinct event location do not interact with one-another by providing separate:
 - Parking areas
 - Concessions and vendors
 - Bathrooms
 - Entrances and exits
 - All events must be pre-ticketed, no walk-up customers are allowed.
 - Event venues must maintain guest lists by grouping and information about what vendors had contact with each grouping for 30 days to assist in contact tracing.
- **Special guidance for large indoor businesses (over 17,100 square feet)**
 - Indoor businesses / spaces that exceed 17,100 feet, have 10' ceilings or more, have no full walls interrupting the space, and have physical distancing plans in effect to prevent people from being within 6' of each other, may have up to 150 people in the same space under the following conditions:
 - Capacity must remain below 50 percent fire occupancy.
 - The business / organization must break the group of 150 into separate units not to exceed 75.
 - The business must have a plan in place to ensure that no mixing between groupings occurs. For example, a bowling alley that measured 17,500 square feet could rope off half the lanes and have two separate groupings of 75 on each half of the lanes. Low-duration and low-contact interactions between groups (such as walking to a bathroom) is permitted if strict 6-foot physical distancing can be maintained.
 - The business must put systems in place to separate the groups, including clear signage and physical barriers such as ropes, prohibiting contact with people in other groupings.
 - Businesses must collect a name and phone number for all guests that includes the date and time the guest was in the space and maintain the logs for 30 days in the event of contact tracing.
 - An event venue (indoors or outdoors) may host multiple maximum groupings through the day if the groups do not interact with one another. For example – a craft fair could schedule multiple different groups of 150 (if outdoors) or 75 (if indoors) throughout the day to come to a show as long as they staggered the arrivals, ensured all members of a group departed before the second group entered, and followed event guidance. Vendors would not count as part of the group of 75/150.

11.1 College and University Campus Learning

Colleges and universities may provide in-person campus learning in accordance with the [Mandatory Guidance for College and University Campus Learning \(https://accd.vermont.gov/content/restart-plan-college-and-university-campus-learning\)](https://accd.vermont.gov/content/restart-plan-college-and-university-campus-learning) published on the ACCD Restart webpage.

[Phased Restart: Full list of sectors](#)

12.1 Ski Resorts

Ski resorts must operate under the guidance issued on November 3, 2020 available at: [accd.vermont.gov/content/vermont-ski-resort-covid-19-winter-operations-guidance \(https://accd.vermont.gov/content/vermont-ski-resort-covid-19-winter-operations-guidance\)](https://accd.vermont.gov/content/vermont-ski-resort-covid-19-winter-operations-guidance)

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13.1 Meetings of Public Bodies

During the State of Emergency, organizations should conduct regular meetings remotely such as regular select board meetings and school board meetings whenever possible to prevent prolonged interactions between households.

When necessary, leadership from an organization may convene in a single space to conduct a meeting if social distancing between individuals wearing cloth face coverings can occur. However, the organization should promote remote public participation.

Special Guidance for Annual Meetings (Town Meeting)

In-person annual town meetings are strongly discouraged this year. Unlike some municipal meetings, annual town meetings cannot be conducted remotely because they require citizen participation and voting, a constitutional right. Municipalities choosing to conduct in-person meetings or elections must conduct those meetings in a manner that complies with social distancing, building capacity limits, and cloth facial covering mandate laws issued during the State of Emergency. While municipalities are empowered to make individual decisions to fit their circumstance, mask mandates and building capacity limitations may present municipalities with difficult legal questions if voters are turned away or if the meeting puts voters in an unsafe situation. Municipal officials should consult with their legal counsel to ensure they can meet these legal requirements and comply with constitutional voter access requirements.

In accordance with H. 48 and Act 162 (2020), the Secretary of State has [issued guidance \(https://sos.vermont.gov/secretary-s-desk/about-the-office/covid-19-response/\)](https://sos.vermont.gov/secretary-s-desk/about-the-office/covid-19-response/) to help organizations conduct traditional in-person annual meetings using Australian ballot and/or voting by mail instead. The State of Vermont has permitted and made funding available to municipalities to conduct annual meetings using Australian balloting and to mail ballots to all active registered voters, if the legislative body chooses to do so.

Municipalities are strongly encouraged to take advantage of this option and not conduct their annual meetings in-person ("from the floor") this year.

Municipalities are also permitted to postpone in-person meetings until later in the year when the State of Emergency may expire or pandemic restrictions change or meetings may be held outside. This ability to delay also allows municipalities the time to put the pieces in place to conduct their meetings using the Australian ballot system.

Should a municipality decide to hold an in-person annual meeting ("floor vote"), the following guidance must be followed:

- Cloth face coverings over the mouth and nose shall be required for all individuals and officials attending.
- Municipalities shall make spare face masks available in the event a participant fails to bring a mask.
- Building capacity shall be restricted to 50 percent fire safety occupancy or 1 person per 100 square feet, whichever ensures social distancing between households.
- All participants must be seated and socially distanced from each other or from each household by at least 6 feet.
- All officials, employees and attendees must complete a [health screening \(https://accd.vermont.gov/sites/accdnew/files/documents/Pre-](https://accd.vermont.gov/sites/accdnew/files/documents/Pre-)

[screening%20Health%20Survey%20for%20Employees%20and%20Visitors%20Entering%20State%20of%20Vermont%20Facilities.pdf](#)

before entering the public meeting space. Posting signage and asking people to conduct the screening themselves is acceptable.

- Citizens choosing to speak during a town meeting should be directed to an area that affords at least 6 feet of social distancing between the speaker and other individuals. Whenever possible, individuals should leave their masks on when speaking.
- Municipalities shall maintain an easily accessible, legible log of all employees, officials, and attendees and their contact information, including name, address, phone number and email address for 30 days in the event contact tracing is required by VDH.
- Only warned articles shall be voted on at such meetings. Discussion of other business should be deferred to another time and venue when pandemic restrictions are not in place.
- No ancillary services shall be available, including but not limited to potluck meals, bake sales, scout sales, and staffed informational “tabling” operations before, during or after a meeting occurs.
- Municipalities must distribute information to potential meeting attendees about the guidelines, including capacity reductions, cloth face covering requirements, and multi-household socialization restrictions before the event.

Municipalities that depend on access to schools shall consult the Agency of Education’s guidance on using school property for meetings.

[Phased Restart: Full list of sectors](#)

If your business or circumstance does not meet these criteria, additional guidance will be forthcoming.

For additional information visit <https://accd.vermont.gov/covid-19/business/restart> (<https://accd.vermont.gov/covid-19/business/restart>)

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