

ACIR

Advisory Commission on Intergovernmental Relations

Best Practices Guidelines

Updated 1-28-2021 - Declaration of Public Health and Civil Preparedness Emergencies

Land Use

Critical Functions/Responsibilities

The Land Use Office is a functioning combination of community commission/agency members) and municipal staff. Together, they are in place to support the residents of a given town in meeting that town's land use challenges and regulatory obligations, identifying opportunities for improved development and redevelopment, natural resource protections, and properly applying regulatory (wetlands, zoning, subdivision) mechanisms.

A typical Land Use Office consists of the following staff positions: Town Planner(s), Zoning Enforcement Officer(s), Wetlands Enforcement officer, Building Official(s) and administrative staff. These persons serve the Planning and Zoning Commission (some towns have these separated and two towns do not have a zoning commission), Inland Wetlands and Watercourses Agency, Conservation Commission (optional) and a Zoning Board of Appeals. The actions of the staff are governed by land use regulations, State Statute and town polices/procedures.

In general this function(s) is responsible for accepting/processing applications, preparing the legal notices, reviewing all applications for completeness and compliance, preparing the meeting agenda, and organizing the actual meeting place. Statutory Issues/References

Statutory Issues/References

- Chapter 124 - Zoning**
- Sec. 8-1. Zoning commissions** - Any municipality may, by vote of its legislative body, adopt the provisions of this chapter and exercise through a zoning commission the powers granted hereunder. ...
- Sec. 8-3. Enforcement of regulations.**
- Sec. 8-6. Powers and Duties of Board of Appeals** - The zoning board of appeals shall have the following powers and duties: (1) To hear and decide appeals where it is alleged that there is an error in any order, requirement or decision made by the official charged with the enforcement of this chapter orregulation(2) to hear and decide all matters including special exceptions and special exemptions under section 8-2g upon which it is required to pass by the specific terms of the zoning bylaw, ordinance or regulation; and (3) to determine and vary the application of the zoningregulations in harmony with their general purpose and intent and with due consideration for conserving the public health, safety, convenience, welfare and property values solely with respect to a parcel of land where, owing to conditions especially affecting such parcel but not affecting generally the district in which it is situated, a literal enforcement of such regulations would result in exceptional difficulty or unusual hardship ...
- Sec. 22a-42. Municipal Regulation of Wetlands and Watercourses** - To carry out and effectuate the purposes and policies of sections 22a-36 to 22a-45a [Inland Wetlands and Watercourses Act], inclusive, it is hereby declared to be the public policy of the state to require municipal regulation of activities affecting the wetlands and watercourses within the territorial limits of the various municipalities or districts.

Executive Orders

Declaration of Public Health and Civil Preparedness Emergencies

January 26, 2021

On March 10, 2020, in response to the global pandemic of COVID-19 disease associated with a novel coronavirus that was affecting multiple countries and states and had resulted in the spread of infections in Connecticut and surrounding states, as well as resulting shortages of personal protective equipment and other supplies that could jeopardize public safety and civil preparedness, and in order to provide me and other appropriate officials with all authorities necessary to limit the spread of the COVID-19 coronavirus and protect public safety within the State of Connecticut, I declared a public health emergency and civil preparedness emergency throughout the State...On September 1, 2020, in anticipation of the expiration of

those states of emergency and in recognition of continued and newly emerging threats to public health and safety and civil preparedness posed by the COVID-19 pandemic, I renewed the March 10, 2020 declarations and declared new public health and civil preparedness emergencies through February 9, 2021

Since I declared and renewed those public health and civil preparedness emergencies, and due in no small part to the orders I have issued pursuant to those emergencies, Connecticut has made significant progress in limiting the spread of COVID-19 and mitigating its devastating public health and economic effects. And yet, while it has been more than a month since I have issued a new executive order, those orders currently in effect remain crucial to the state's civil preparedness and ability to protect the public health. COVID-19 remains a global pandemic, capable of spreading quickly within our state. New and unforeseen challenges have arisen since September of last year, when I declared new and renewed emergencies. The current, second wave and the recent mutations of the virus have made clear that many of the existing orders will remain essential beyond February 9. While our vaccination effort currently leads the country in many respects, an effective mass vaccination program requires that I be vested with all of the flexibility and resources that the declared states of emergency provide. As was true in September of last year, the risks to public health and to our state's economy would be heightened substantially if the existing emergencies expired as scheduled on February 9.

As a result, and for the same reasons I declared emergencies on March 10 and declared new and renewed emergencies on September 1...I am renewing the existing public health emergency and civil preparedness emergencies throughout the State...I hereby declare that new states of public health and civil preparedness emergency exist throughout the State...These new and renewed states of emergency shall run concurrently and remain in effect until April 20, 2021, unless earlier terminated by me.

- ☐ **7N-1 - Addressed social distancing in order to minimize COVID-19 exposure, amended and superseded by Executive Order 7D and now 7N-1**

Executive Order 7N Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7N.pdf>

- ☐ **7B - Suspension of in-person open meeting requirements:** The order modifies statutes regarding state and local government meetings that are required to permit members of the public to attend in-person and authorizes those meetings to be held remotely by conference call or videoconference, provided that the public is provided remote access to view or listen to the meetings and access materials for the meetings. Sec. 1-206, 225 and 226

Executive Order 7B Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7B.pdf>

- ☐ **7H-1 - Restrictions on workplaces for non-essential business:** The order directs all non-essential businesses and not-for-profit entities in Connecticut to prohibit all in-person functions if they are able to, effective Monday, March 23, 2020 at 8:00 p.m. The governor is encouraging all businesses to employ, to the maximum extent possible, any telecommuting or work-from-home procedures that they can safely implement. The governor's order excludes any essential business or entity providing essential services or functions, such as healthcare, food service, law enforcement, and similar critical services.

Executive Order 7H Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7H.pdf>

- ☐ **7I-19 - (See 7JJ-4 - Tolling of Land Use and Building Permits) Suspends, modifies, and clarifies certain municipal procedural requirements and time limitations regarding notice, commencement, and holding of public hearings, decisions, and appeals, including land use and other municipal boards.** Specifically, General Statutes Chapters 14, 97a, 98, 103, 124, 126, 246, 368k, 440, 444, 446i, and the repealed Section 14-55, if and to the extent such repealed section is revived by current judicial action, and any related special act(s), and municipal charter, ordinance, resolution, or regulation (all such state and municipal laws and regulations being, collectively, the "Covered Laws"); any provision of such Covered Laws that establish procedural requirements for municipal decisions and that conflict with this order, is suspended and modified.

- a. Any time deadlines contained in the Covered Laws that may pass or expire during the public health and civil preparedness emergency declared by me on March 10, 2020 ("state of emergency") are extended by an additional 90 days

- b. If the 90-day demolition delay required by Section 7-147j would commence or expire during the state of emergency, such period of delay shall be extended for 90 days.
- c. Any Covered Law requiring a municipality or agency to publish any notice or notices in a newspaper of general or substantial circulation is suspended and modified to allow a single notice to be published electronically on a municipality's or agency's website
- d. Any Covered Law requiring any notice to be filed in the office of any municipal clerk, including any town, city, borough, or district clerk, is suspended and modified to allow said notice to be posted electronically on a municipality's website,
- e. Any Covered Law requiring direct or personal notice by mail from a municipality, agency or applicant to any other person, agency, municipal clerk (including any town, city, borough, or district clerk), municipality, utility company or water company regarding the filing or pendency of any petition, application, or other proposal is suspended and modified to allow said notice requirement to be satisfied by electronic mail notification,
- f. Any Covered Law prescribing the procedure for any petition, including petition of a decision, to an agency or legislative body, is suspended and modified to allow such petition to be signed electronically
- g. Any Covered Law prescribing the procedure for commencement of an appeal of a decision to the Superior Court and associated service of process is suspended and modified to permit any such appeal to be commenced by a proper officer by electronic mail notice
- h. Any Covered Law prescribing the procedure for commencement of an appeal of a decision to the Superior Court and associated service of process is suspended and modified to permit any such appeal to be commenced by a proper officer by electronic mail notice
- i. Any Covered Law prescribing the procedure for commencement of an appeal of a decision by a zoning enforcement officer or an agent for an inland wetland agency is suspended and modified to permit any such appeal to be commenced by regular mail or by electronic mail

Land Use Clarification for Section 19:

- a. Land use applications and proceedings that are constrained by statutory deadlines will have those deadlines extended by up to an aggregate period of ninety (90) days in addition to any other statutory or regulatory extension provisions.
- b. Demolition delay timelines are extended by ninety (90) days
- c. Statutory or regulatory provisions requiring filings or publications of notices and other information are generally suspended to allow such filings or publications to be made on the municipality's website rather than in the town clerk's office or in a newspaper
- d. Statutory or regulatory provisions requiring posting of physical signs are suspended (with one exception noted below)
- e. Statutory or regulatory provisions requiring personal notice by mail to individuals, other boards or commissions, other towns, regional planning organizations or other entities or persons may be made by electronic mail where possible. If electronic mail addresses are unknown for any such recipients, the party obligated to give the notice may (i) post a sign on the property indicating that an application is pending and giving relevant details or (ii) mail required notices to those individuals or entities at the address provided to them by the municipality.
- f. Statutory or regulatory provisions requiring the filing of any petition, including a petition for an appeal to a legislative body or agency, may be satisfied by electronic filings of and electronic signatures on such petitions
- g. Commencement of an appeal of a municipal decision to Superior Court which requires service on the town clerk or other town official or entity may be satisfied by service by electronic mail by the proper officer. The time period for filing an appeal has not been changed.

- h. The appeal of a decision of a zoning enforcement officer or an inland wetlands agent may be made by electronic mail rather than regular mail. The time period for filing such appeals has not been changed.
- i. The suspensions and modifications contained in Section 19 of Executive Order 71 would require the filing or delivery of the applicable confirmations, notices, appeals or other actions to be made within a reasonable time after the applicable office opens for public activity.

Executive Order 71 Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-71.pdf>

- ☐ **7L-3 - Suspends restrictions on the re-employment of retired municipal employees:** To enable municipalities to meet critical staffing needs caused by COVID-19 with skilled and experienced employees who require little to no additional training, the order modifies state statutes to allow certain retired employees who are in the municipal retirement system to work without any hourly or durational limitation while also continuing to receive retirement allowances. Sec. 7-438(b). Continuation of retirement allowance upon other public employment. Participation in state retirement system. Reemployment by participating municipality.

Executive Order 7L Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7L.pdf>

- ☐ **7M-2 - Suspension of mandatory statutory filing requirements for Freedom of Information Act appeals and decisions by the Freedom of Information Commission:** As many state offices transition to a telework environment, including the staff at the Freedom of Information Commission, this order suspends the time requirements for filing an appeal with the commission, and the requirement that the commission must hear and decide an appeal within one year after the filing of such appeal. - Sec. 1-206. (Formerly Sec. 1-21i). Denial of access to public records or meetings. Appeals. Notice. Orders. Civil penalty. Petition for relief from vexatious requester. Service of process upon commission. Frivolous appeals. Appeal re state hazardous waste program records.(b) (1)

- ☐ **7M-3 - Authorizing state agencies to extend statutory regulatory administrative deadlines by 90 days:** The order allows flexibility in meeting statutory deadlines for filings, decisions, and notice in the many permitting and other applications and administrative hearings under the purview of state agencies, and requires agencies to post any changes on their web sites

Executive Order 7M Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7M.pdf>

- ☐ **7V-1 - Safe workplaces in essential businesses:** Requires the Department of Economic and Community Development to work in consultation with the Department of Public Health on the development of legally binding statewide rules prescribing additional protective measures that every workplace in Connecticut deemed essential – and any other business or nonprofit allowed to remain open – must follow. Such rules will be mandatory throughout the state.
- Immediately upon Governor Lamont’s signing of this executive order, the Department of Economic and Community Development published the Safe Workplaces Rules for Essential Employers on its website, outlining guidance for these businesses. These rules go into effect immediately.

- Nothing in such rules or this order shall supersede Executive Order No. 7S, Section 1, or the “Safe Stores” rules

✓ Go to DECD’s website for the most recent guidance: <https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Safe-Workplace-Rules-for-Essential-Employers>

Executive Order 7V Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7V.pdf>

- ☐ **7BB-1 - (Repealed and Replaced with EO 7NNN)** Cloth face coverings or higher level of protection required in public wherever close contact is unavoidable - Each employee shall be required to wear a mask or other cloth material that covers his or her mouth and nose at all times while in the workplace. Towns shall issue such masks or cloth face coverings to their employees. In the event a town is unable to provide masks or cloth face coverings to employees because of shortages or supply chain difficulties, towns must provide the materials and CDC tutorial about how to create a cloth face covering, or compensate employees for the reasonable and necessary costs employees expend on such materials to make their own masks or cloth face coverings.

- Nothing in these rules shall require the use of a mask or cloth face covering by anyone for whom doing so would be contrary to his or her health or safety because of a medical condition.
- If a person declines to wear a mask or face covering because of a medical condition as described above, such person shall not be required to produce medical documentation verifying the stated condition.

Executive Order 7BB Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7BB.pdf>

- **7JJ-4 - Tolling of Land Use and Building Permits.** In order to ensure that land use and building permit holders may continue to diligently pursue permitted activities after the state of emergency, an approval or permit issued by a municipal land use agency or official pursuant to the "Covered Laws" as defined in Section 19 of Executive Order 7I, or by a municipal building official pursuant to Connecticut General Statutes Chapter 541 and valid as of March 10, 2020, shall not lapse or otherwise expire during the state of emergency, and the expiration date of the approval shall toll during the state of emergency. To the extent that any such approval contains or is subject to conditions, the agency or official may waive such conditions if an approval holder is not able to abide by the conditions as a result of the COVID-19 pandemic or protective measures taken in response to it, provided that such waiver shall not be unreasonably withheld. This section shall not apply to an approval or permit whose holder was in violation of the terms and conditions of the approval as of March 10, 2020 or who violates such terms and conditions during the state of emergency.

Executive Order 7JJ Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7JJ.pdf>

- **7MM - 1 - Expedited Municipal Zoning Amendments.** (Per EO 7000 - All provisions of Executive Order No. 7MM and any approvals issued under it shall be extended through November 12, 2020) In order to expedite changes to municipal laws, ordinances, or regulations and ensure greater flexibility for local governments to respond to COVID-19, Section 8-3b of the Connecticut General Statutes is suspended and modified to provide that, if a zoning administrator, chairperson of the zoning commission or planning and zoning commission, or chief elected official has made a finding that a proposal is necessary to respond to the COVID-19 pandemic, including but not limited to making changes to permit the Outdoor Activities described herein, such zoning administrator, chairperson, or chief elected official may place such proposal, or cause such proposal to be placed, on the public hearing agenda of a zoning commission or a planning and zoning commission, as applicable, and such commission shall conduct its public hearing and act on such proposal without being required to adhere to the requirements of Section 8-3b.
- **7MM-2 - Suspension and Modification of Certain Permitting and Approval Processes for Outdoor Activities.** In order to prevent the potential transmission of COVID-19 in commercial establishments while allowing commercial establishments to operate in a manner that promotes social distancing and complies with my executive orders or any order issued by an executive agency or municipal official pursuant to the public health and civil preparedness emergency declared on March 10, 2020, including but not limited to any rules or guidelines issued by the Department of Economic and Community Development for operation of businesses during such emergency, any provision of Connecticut General Statutes Chapters 14, 97a, 98, 124, 126, 242, or 541 and Section 22a-27j, or any special act, municipal charter, ordinance, resolution, or regulation that conflicts with this Order (all such state and municipal laws and regulations being, collectively, the "Covered Laws"), is suspended and modified, as enumerated below, for the duration of this Order and as hereafter provided:
 - a. **Expedited Municipal Review of Outdoor Dining and Retail.** Any Covered Law requiring an applicant to receive an approval or permit for outdoor food and beverage service, outdoor displays of goods, or COVID-19 Signage, which activities (other than COVID-19 Signage) end at 11 p.m. or earlier on Friday and Saturday nights and end at 9 p.m. or earlier all other days of the week (such activities being, the "Outdoor Activities") is suspended to the extent that the Covered Law requires review and determination of any application for Outdoor Activities by a multi-member municipal agency or any by any entity other than an individual municipal official generally responsible for administrative enforcement of the relevant Covered Law, such as a zoning administrator or a building code official (such official and his or her designee being, the "Local Enforcement Official"), and modified to require all such reviews and determinations to be conducted only by the Local Enforcement Official.

- i. "COVID-19 Signage" shall mean any outdoor, non-internally-illuminated, non-animated signage that is 15 square feet in size or smaller and contains directions, social distancing instructions, or other signage that might customarily be displayed within the building, including but not limited to menus or specials.
 - ii. "Outdoor Activities" shall not be deemed to include live entertainment, provided that nothing in this Order shall be deemed to prohibit an independent approval of live entertainment pursuant to local regulation.
- b. **Outdoor Dining and Retail Allowed During Emergency.** Any Covered Law that does not explicitly allow Outdoor Activities or that prohibits Outdoor Activities shall be deemed to allow such activities as an accessory use to any location where food or beverages are served or goods are sold, as applicable, subject to review and approval by the Local Enforcement Official and reasonable conditions imposed through Local Enforcement Official review, provided that nothing in this order shall require a municipality to permit the sale or service of alcoholic beverages as a principal or accessory use anywhere that such activity is not permitted as a principal or accessory use, and provided further than nothing in this Order shall permit the sale of alcoholic beverages for on-premise consumption independent of sale of food, or permit the operation of outdoor bars unless expressly permitted by further executive order or by rules or guidelines issued by the Department of Community and Economic Development pursuant to an executive order
- c. **Minimum Parking Lifted to Facilitate Outdoor Activities.** Any Covered Law requiring a minimum number of parking spaces or prohibiting Outdoor Activities from taking place in parking lots is suspended to the extent required to permit such Outdoor Activities alone or in conjunction with any other authorized activity, including any activity required to enable the response to the COVID-19 pandemic. Any Covered Law prohibiting Outdoor Activities from taking place in on-street parking spaces is modified to allow the Local Enforcement Official to permit this activity, consistent with the requirements of this Order.
- d. **Application Process.** Any Covered Law relating to applications for Outdoor Activities is suspended to the extent that it requires any of the following documents: plans stamped by a licensed engineer, landscape architect, or architect; site survey; parking plan; traffic study or plan; sign plan; soil erosion and sediment control plan; photometric lighting plan; or stormwater management plan; provided that the applicant has submitted, at a minimum, a drawing or illustration, roughly to scale or dimensioned and depicting with reasonable accuracy the outdoor area that is proposed to be used and what is proposed to be placed, built, or erected in the outdoor area, and a narrative (with or without accompanying illustrations) that explains any noise, waste management, odor, light pollution, and environmental impacts expected from same and how said impacts will be managed.
- e. **Approval and Conditions.** Notwithstanding any contrary Covered Law, the Local Enforcement Official shall review and approve, approve with conditions consistent with any executive orders or rules issued pursuant to executive orders (including extending the hours of operation), or reject any complete Activities, and shall notify an applicant of such decision (including, but not limited to, emailed notice or certified mail) by the later of (i) ten days after actual receipt of the complete application, or (ii) ten calendar days after actual receipt of any additional materials required pursuant to the previous paragraph. Any failure of the Local Enforcement Official to act pursuant to the preceding sentence within such time period shall be deemed to be an approval of the application.
- f. **Appeals.** Notwithstanding any contrary Covered Law, if a Local Enforcement Official approves with conditions or rejects an application for an Outdoor Activity filed pursuant to this Order, the applicant may appeal such decision, within 7 days of receipt of notice of the decision (including, but not limited to, emailed notice or certified mail), to the planning and zoning commission or to the zoning commission, as applicable, but if the zoning commission is the town's legislative body, to the planning commission, provided that any Covered Law that would require a public hearing for such appeal is suspended. Nothing in this Order shall suspend or modify an individual's right to submit a complaint to the relevant municipal authority or the right of a municipal authority to enforce conditions associated with a permitted Outdoor Activity, impose fines and fees, or issue a notice of violation or a cease and desist order.
- g. **Shared Lots and Expanded Spaces.** Any Covered Law requiring Outdoor Activities to take place on the same lot, zoning lot, street face or yard as a principal use, or to take place only in certain yards, shall be modified to allow Outdoor Activities to take place on any nearby lot, zoning lot, street face, or yard, (contiguous or not), provided that written permission from the owner of any other lot or zoning lot on which such Outdoor Activity is proposed to take place is provided to the Local Enforcement Official and further provided that any nearby lot, zoning lot, or street face used for Outdoor Activities must include a commercial use or be located in a commercial zoning district.

- h. **Sidewalks and Non-Vehicular Rights of Way.** Any Covered Law prohibiting Outdoor Activities from taking place on public sidewalks or other non-vehicular public rights of way shall be suspended and modified to allow Outdoor Activities to take place therein, subject to a 6-foot clearance for pedestrian passage, and subject to reasonable conditions imposed by the municipal department with jurisdiction over sidewalk obstruction permits. Any Covered Laws prohibiting Outdoor Activities from taking place on a state highway right of way are modified to allow the State Department of Transportation (DOT) to issue a permit for such activities to take place in the non-vehicular portion of the state highway right of way pursuant to conditions imposed by the DOT.
 - i. **Vehicular Rights of Way.** Any Covered Laws prohibiting Outdoor Activities from taking place on a local public road or vehicular right of way are modified to allow the municipal official with jurisdiction over local roads, after consulting with the municipality's Local Traffic Authority and, if that local road is used for public transportation routes, consulting with the DOT, to close the road in order to permit Outdoor Activities without additional public hearings. Closure of any part of the vehicular portion of a state highway right of way shall not be permitted without a request from the municipality to the DOT pursuant to the Regulations of Connecticut State Agencies §14-298-262 for a Special Event Permit, provided that such Outdoor Activities shall be included in the definition of "special event" and the DOT shall use its best efforts to expedite review of any such request in furtherance of the purposes of this Order. Any Covered Laws prohibiting special event permits for the closure of a state highway are modified to authorize the DOT to issue such permits to allow Outdoor Activities pursuant to this Order. The automatic approval provisions of subsection 1(c) of this order shall not apply to this subsection.
 - j. **No Nonconformity Rights Bestowed.** Any Covered Law that would provide nonconforming use or structure rights to any activity or structure permitted during the state of emergency pursuant to this Section 2 of this Order is suspended.
 - k. **No Application, Building or Related Fees.** The Covered Laws are suspended to the extent they impose fees for applications filed pursuant to this Order for Outdoor Activities, and no fees for such applications shall be collected or be due and owed to the State or to any municipality for the duration of the emergency
- ☐ **7 MM-3 - Liquor Service in Connection with Outdoor Dining.** (modified by EO 7000-3) Title 30 of the Connecticut General Statutes, including Sections 30-22(a) and 30-22a(a), and any corresponding regulations or practices such as the requirement to file a patio or extension of use permit with the Department of Consumer Protection, are modified to the extent they conflict with, or create additional requirements on, the sale of alcoholic liquor by a liquor licensee so long as such licensee is (i) in compliance with Section 2 of this order and any executive order permitting outdoor dining; (ii) any rules for outdoor dining, including social distancing requirements, issued by the Department of Economic and Community Development (DECD); and (iii) any town or municipal requirements related to outdoor dining and liquor sales, as amended by Section 2 of this order. A liquor licensee who serves alcoholic liquor shall not be required to obtain a patio or extension of use permit provided that the licensee shall serve only the types of alcoholic liquor allowed by their permit type and shall abide by the following conditions:
- a. The licensee must comply with all other laws and regulations under Title 30, including prohibitions on sales to minors or intoxicated persons and restrictions on the times such sales may occur.
 - b. Alcoholic liquor may be served only in connection with outdoor dining, which means food prepared on premises or at a food truck adjacent to the premises.
 - c. There shall be no consumer bars, and all alcoholic beverages shall be served table-side.
 - d. There shall be no live entertainment unless live entertainment was previously permitted in the outdoor space, or the licensee obtains permission pursuant to this order or underlying rules, and such entertainment complies with all other social distancing rules.
 - e. For Caterer licensees, outdoor service is permitted only at locations with on-premise permits for which the licensee is hired as a bona fide caterer.
 - f. For Clubs, outdoor dining is permitted only for members and their families and guests.
 - g. If a licensee is permitted by local authorities to provide outdoor dining in space outside their permitted premises, including public sidewalks, parking lots or space owned by an adjacent business, such space shall be deemed to

be part of the permitted premises for the duration of this order and the licensee shall be responsible for any liquor violations in that area.

Executive Order 7MM Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7MM.pdf>

- **7QQ-6 - Clarification that Commissioner Orders Issued Pursuant to the Governor's Executive Orders Are Not Regulations Subject to the UAPA.** Section 4-166(16) of the Connecticut General Statutes is modified to clarify that the definition of a regulation does not include any amendment or repeal of an existing regulation and any directive, rule, guidance, or order issued by a Commissioner or Department Head pursuant to a Governor's Executive Order during the existing civil preparedness and public health emergency and any renewal or extension thereof. Notwithstanding Sections 4-166 to 189, inclusive, of the Connecticut General Statutes, any Commissioner or Department Head, as permitted or directed by any such Governor's executive order, may modify or suspend any regulatory requirements adopted by the Commissioner or Department Head that they deem necessary to reduce the spread of COVID-19 and to protect the public health. This section applies to all orders that have been issued since the declaration of public health and civil preparedness emergencies on March 10, 2020 and for the duration of the public health and civil preparedness emergency, including any period of renewal of such emergency declaration.

Executive order 7QQ Link - <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7QQ.pdf>

- **7NNN - 1 - Executive Order No. 7BB, Section 2, issued on April 17, 2020, is repealed.** Effective immediately, any person in a public place in Connecticut, whether indoors or outdoors, who does not maintain a safe social distance of approximately six feet from every other person shall cover their mouth and nose with a mask or cloth face-covering. In addition, individuals shall use a mask or cloth face covering when using the services of any taxi, car, livery, ride-sharing or similar service, or any means of mass public transit, or while within any semi-enclosed transit stop or waiting area.
 - a. Nothing in this order shall require the use of a mask or cloth face covering by anyone for whom doing so would be contrary to his or her health or safety because of a medical condition, a child in a child care setting, or anyone under the age of 2 years. Any person who declines to wear a mask or face covering because of a medical condition shall be exempt from this order and any requirement to wear masks in Sector Rules or other rules issued by the Commissioner of the Department of Economic and Community Development (DECD), but only if such person provides written documentation that the person is qualified for the exemption from a licensed medical provider, the Department of Developmental Services or other state agency that provides or supports services for people with emotional, intellectual or physical disabilities, or a person authorized by any such agency. Such documentation need not name or describe the condition that qualifies the person for the exemption
 - b. The Commissioner of DECD shall issue updated versions of Sector Rules, Safe Workplace Rules for Essential Employers, or other rules issued pursuant to previous executive orders, which updated versions shall set forth updated requirements for face coverings within those settings, and which, when complied with, shall constitute compliance with this order.
 - c. This order shall supersede and preempt any current or future municipal order whenever such order conflicts with this order.

Executive Order Link 7NNN- <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7NNN.pdf>

- **7000-1 - Extension of Expanded Outdoor Dining.** All provisions of Executive Order No. 7MM and any approvals issued under it shall be extended through November 12, 2020. Extension of any approval for use of a right-of-way owned or controlled by the state shall be contingent upon approval, as applicable, by the appropriate federal transportation officials.
- **7000-2 - Modification of the Extension of 30-Day Period of Credit for Liquor Permittees.** Executive Order No. 7S, which addressed the maximum period of credit available to certain liquor permittees, is amended so that the maximum period of credit shall be sixty days after the date of delivery for all permittees that were restricted from engaging in on-premise sales per Executive Order No. 7D and its subsequent modifications. The extension of credit shall not apply to permits that were delinquent at the time Executive Order No. 7D became effective on March 16, 2020. The period of delinquency shall begin on the sixty-first day after the date of delivery. All other requirements

addressing the maximum period of credit, including Section 30-48(b) of the Connecticut General Statutes and Sections 30-6-A36 and 30-6-A37a of the Regulations of Connecticut State Agencies, shall continue to apply, except as modified to reflect the increased period of credit, and the standard thirty-day period of credit will continue to apply to all permittees whose businesses were not engaging in on-premise sales at the time Executive Order No. 7D became effective. This credit extension modification will remain in effect for the duration of the public health emergency, including any period of renewal, unless earlier modified or terminated.

Executive Order Link 7NNN - <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7000.pdf>

- **9B.2 - Authorization for the Issuance of Fines.** Section 51-164n(b) of the Connecticut General Statutes is amended to authorize the Commissioner of Public Health, local health directors, district health directors, and their designees; municipal chief executive officers and their designees; and state and municipal police officers, peace officers as defined in Section 53a-3(9) of the Connecticut General Statutes, special police forces described in Section 10a-156b of the Connecticut General Statutes, and public safety departments of institutions of higher education to issue fines for the violations listed below. All fines collected pursuant to this order shall be distributed to the General Fund. In any case in which a person is charged with a violation pursuant to this order, the procedures set forth in Section 51-164n through 51-164r of the Connecticut General Statutes shall apply. Nothing in this Section shall be construed to limit, alter, modify or suspend any penalties or remedies that otherwise apply to violation of orders issued pursuant to civil preparedness and public health emergencies or that are otherwise available through existing executive orders. For purposes of this section, “business entity” means a public or private corporation, a limited liability company, an unincorporated association, a partnership of any kind, or a sole proprietor.
 - a. Any person who, while in any public place or in any location where and for whom wearing a mask or face covering is required by Executive Order No. 7NNN or any DECD Sector Rules, or other lawful authority, as each is amended from time to time, other than a person who qualifies for the medical exemption set forth in Executive Order No. 7NNN or who while outdoors maintains a distance of approximately six feet from every other person, who fails to wear a mask or cloth-face covering shall be guilty of a violation and fined one hundred dollars. A business entity, rather than the employee, is liable for a fine of the same amount for any employee’s failure to wear a required mask or cloth-face covering while at work.
 - b. Any person or business entity who organizes, hosts, or sponsors a gathering that violates the gathering size restrictions set forth in the DECD Rules for Gatherings and Venues and Sector Rules for Outdoor Events issued pursuant to Section 2 of Executive Order No. 7ZZ and Section 2 of Executive Order No. 7NNN, as amended from time to time, shall be guilty of a violation and fined five-hundred dollars.
 - c. Any person who attends a gathering that violates the gathering size restrictions set forth in the DECD Rules for Gatherings and Venues and Sector Rules for Outdoor Events issued pursuant to Section 2 of Executive Order No. 7ZZ and Section 2 of Executive Order No. 7NNN, as amended from time to time, shall be guilty of a violation and fined two-hundred and fifty dollars.

Executive Order Link 9B - <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-9B.pdf>

- **9F.1 - Amendments to Size Restrictions on Certain Gatherings.** Effective on October 8, 2020, Executive Order No. 7TT, Section 2 is amended to provide that religious, spiritual, or worship gatherings, if held indoors, are limited to no more than 50 percent of the building’s capacity or a maximum of 200 people, whichever is lower, and such services, if held outdoors, are limited to the number of people that can be accommodated safely by the venue or location provided that all persons present wear masks, unless speaking from designated safe locations, and that a distance of 6 feet is maintained between all persons or groups not from the same household.
- **9F.4 - Extension of Drive-In Worship Services and Graduations.** The provisions of Executive Order No. 7XX, Sections 1 and 2, regarding drive-in religious and graduation ceremonies, shall remain in effect.

Executive Order Link 9F - <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-9F.pdf>

- **9H.1 - Remote Participation in Municipal Meetings.** Notwithstanding any provision of the Connecticut General Statutes, Regulations of Connecticut State Agencies, or any ordinance, charter, bylaws or other rule:

- a. Any municipal (as defined in Section 12 of Executive Order No. 7I) agency, board, commission, council or local legislative body, and, in a municipality where the legislative body is a town meeting, the board of selectmen, may hold a public meeting or hearing that provides for remote participation in its entirety, or for remote participation in conjunction with an in-person meeting, which shall be referred to herein as a “hybrid meeting.” Remote participation shall include the opportunity to offer public comment, if otherwise generally permitted at such meetings, and the ability of electors or qualified voters to vote, if eligible pursuant to state statute, municipal charter, or other applicable legal authority, at any meeting, annual town meeting or special town meeting. Officials conducting hybrid meetings shall make provisions to allow at least some members of the public and press to attend in the same location as the officials conducting the meeting in a manner consistent with public health guidance for limiting the transmission of COVID-19. Municipal bodies conducting in-person or hybrid meetings shall consult with and take steps recommended by local or state public health officials to conduct such meetings in a manner that significantly reduces the risk of transmission of COVID-19. Remote and hybrid meetings shall proceed in a manner as closely consistent with the applicable statutes, special acts, town charters, municipal ordinances, resolutions or procedures as possible, and in compliance with the open meeting provisions set forth in the Freedom of Information Act, as modified by Executive Order No. 7B.
- b. No member of any municipal agency, board, commission, council or local legislative body shall be denied the opportunity to participate and vote in any meeting or proceeding using remote technology if such member requests to do so, and a member of any such body may request to participate remotely in all meetings for the duration of the public health and civil preparedness emergency, and shall not be required to file an individual request for each meeting.

☐ **9K.6 - Extension of Expanded Outdoor Dining.** Subject to any rules issued pursuant to Section 5 of this Executive Order, all provisions and approvals granted pursuant to Executive Order No. 7MM shall remain in effect through February 9, 2021.

☐ **9K.7 - Extension of Prohibition on Sale of Alcohol by Certain Permittees Without the Sale of Food.** The provisions of Executive Order No. 7D, Section 2 not previously repealed, and as amended by Executive Order Nos. 7G, 7T, and 7ZZ, which prohibit the sale of alcohol by certain permittees without the sale of food, shall remain in effect until February 9, 2021, unless earlier modified or terminated.

Executive Order Link 9K - <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-9K.pdf>

☐ **9L.1 - Extension of COVID-19 Executive Orders to February 9, 2021.** Pursuant to the emergency declarations issued on September 1, 2020, all executive orders issued pursuant to the public health and civil preparedness emergencies declared on March 10, 2020 and renewed on September 1, 2020 (COVID-19 Orders) that are unexpired and currently in effect as of the date of this order are hereby extended through February 9, 2021, unless earlier modified or terminated by me. Any individual section of any such order that is scheduled to expire on any other specific date shall remain in effect until such specific date, and any specific effective date or date for action contained in any such individual section shall remain valid. By way of illustration, and for the sake of clarity, Executive Order No. 9E has no specific duration because each individual section has specific dates for expiration or other action. The specific deadlines within such order, including the January 1, 2021 expiration of the eviction moratorium in Section 1 of that order and the February 9, 2021 expiration of the café liquor permits provided for in Section 2 of that order, shall remain unchanged and unaffected by this order.

☐ **9L.2 - Extension of Agency and Municipality Orders of Concurrent Duration with Public Health and Civil Preparedness Emergencies.** Any unexpired order, rule, regulation, directive or guidance issued by any official, agency, department, municipality, or entity pursuant to an unexpired COVID-19 Order, which by its own terms provides that it shall remain in place for the duration of the public health and civil preparedness emergency shall remain in effect until February 9, 2021, unless earlier modified or terminated by the issuing authority or a subsequent executive order.

Executive Order Link 9L - <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-9L.pdf>

Continuity Issues

- ❑ **Safety** - Workplace safety is now the “new normal” and will - for the foreseeable future change the workplace. The Land Use functions operates in both the field and the office.
- ❑ **Staffing** - Municipalities have varying configurations for their land use functions. Larger towns often have extensive staff and specialization - while smaller communities rely on part-time multi-purpose staffing. The pandemic has the possibility of disrupting the pool of qualified inspectors - causing delays to an already stressed system.
 - Inter-local agreements (7-339a to 7-339l, inclusive) require endorsement of the town’s legislative body
- ❑ **Public Interactions** - Some things can be done remotely and others may require in person meetings. The challenge in the short and long-term is having in place the capacity to serve the public while protecting office staff.
- ❑ **Routine Functions** - Regulation Updates Permit Applications and Process, Inspections and Enforcement, Planning (i.e. POCDs and)Hearings
- ❑ **Statutory Rigidity** - making quick responses to the pandemic difficult

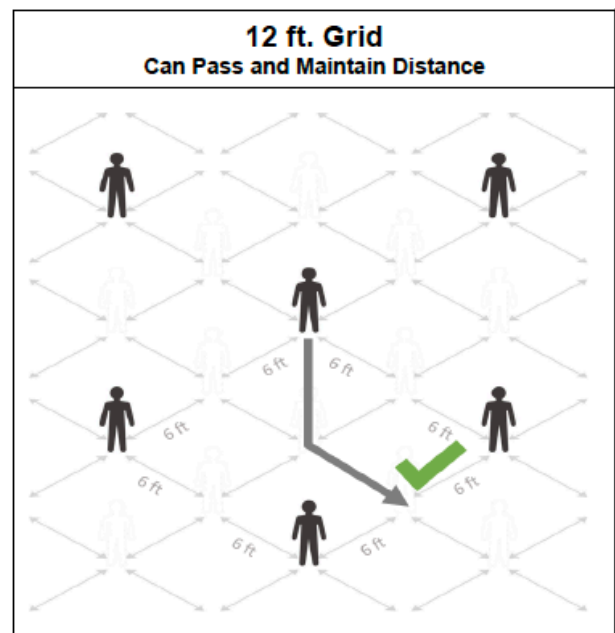
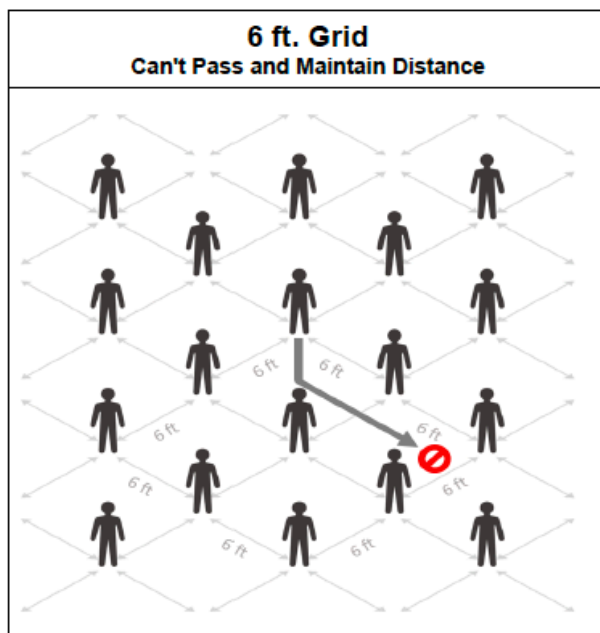
Suggested Best Practices

- ❑ **Staffing**
 - Towns may consider either an **inter-municipal agreement or mutual aid agreement** with a neighboring community to either share staff or “piggyback” various town staffing with a community with more capacity. Before exercising this option, municipalities should consult with their bargaining units to meet any staffing challenges to ensure proper coordination in accordance with the terms of existing bargaining agreements and all applicable laws including but not limited to the Teachers Negotiations Act and the Municipal Employees Relation Act..
 - **Regional councils of governments** should be assembling rosters of qualified inspectors who can fill in as independent contractors on an as-needed basis to fill vacancies or work loads of member towns.
 - ✓ Avoids need for inter-town agreements
 - ✓ Independent contractors used to fill temporary need should be allowed through E.O. so as not to conflict with local collective bargaining agreements
 - ✓ COGs must engage and involve bargaining unit representatives to be part of any regional staffing.
 - Towns with either staffing capacity issues or a temporary interruption in staffing due to COVID-19 could bridge such situations utilizing their regional council of governments (COGs). The nine regional COGs either have the staffing capacity or the ability to “staff up” to perform most town functions. COGs have the statutory authority (8-31b) to provide most any function a town may need. COGs already provide dozens of services otherwise performed individually by towns on a shared or regional basis. COGs must engage and involve bargaining unit representatives to be part of any regional staffing.
 - Utilizing Executive Order 7L-3 municipalities are allowed to re-hire retired municipal employees - allowing communities third experienced staff. **Before exercising this option, municipalities should consult with their bargaining units to meet any staffing challenges to ensure proper coordination in accordance with the terms of existing bargaining agreements.**
- ❑ **Safety**
 - Land Use Office can remain open during regular business hours for employees ONLY - public should not be allowed in town halls
 - Winter months pose a
 - Rank and file public employees are a resource that must be used when discussing, planning or implementing safety protocols and to assist in determining safe practices for public interactions.. To not the people who will be staffing worksites is shortsighted, may compromise their safety and will only lead to future problems.
 - ✓ Guidance, per Executive Order 7V-1 must be adhered to : guidance: <https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Safe-Workplace-Rules-for-Essential-Employers>

- ✓ Place posters that encourage hand hygiene to help stop the spread at the entrance to your workplace and in other workplace areas where they are likely to be seen.
- ✓ Ensure that all employees who do not speak English as their first language are aware of procedures by communicating the procedures, either orally or in writing, in their native or preferred language.
- **Maintain Healthy Environment (CDC)**
 - ✓ Intensify cleaning and disinfection of frequently touched surfaces
 - ✓ Ensure ventilation systems operate properly and increase circulation of outdoor air
 - ✓ Ensure all water systems are safe to use
 - ✓ Modify layouts to promote social distance of at least 6 feet between people – especially for person who do not live together
 - ✓ Install physical barriers and guides to support social distancing if appropriate
 - ✓ Close communal spaces, or stagger use and clean and disinfect between use
 - ✓ Limit sharing of objects, or clean and disinfect between use
- **Maintain Healthy Operations (CDC)**
 - ✓ Protect people at higher risk for severe illness from COVID-19
 - ✓ To cope with stress, encourage people to take breaks from the news, take care of their bodies, take time to unwind and connect with others, particularly when they have concerns
 - ✓ Maintain awareness of local or state regulations
 - ✓ Stagger or rotate scheduling
 - ✓ Create static groups or “cohorts” of individuals and avoid mixing between groups
 - ✓ Pursue virtual events. Maintain social distancing at any in-person events, and limit group size as much as possible
 - ✓ Limit non-essential visitors, volunteers, and activities involving external groups or organizations, especially with those who are not from the local area
 - ✓ Encourage telework and virtual meetings if possible
 - ✓ Consider options for non-essential travel in accordance with state and local regulations
 - ✓ Designate a COVID-19 point of contact
 - ✓ Implement flexible and non-punitive leave policies
 - ✓ Monitor absenteeism and create a back-up staffing plan
 - ✓ Train staff on all safety protocols
 - ✓ Consider conducting daily health checks such as temperature screening or symptom checking
 - ✓ Encourage those who share the facilities to also adhere to mitigation strategies
 - ✓ Put in place communication systems for:
 - ✓ Individuals to self-report COVID-19 symptoms, a positive test for COVID-19, or exposure to someone with COVID-19
 - ✓ Notifying local health authorities of COVID-19 cases
 - ✓ Notifying individuals (employees, customers, students, etc.) of any COVID-19 exposures while maintaining confidentiality in accordance with privacy laws
 - ✓ Notifying individuals (e.g. employees, customers, students) of any facility closures
- **Other Safety Measures:**
 - ✓ Maintain minimum six-foot separation between all employees (and customers) in all interactions at all times. When strict physical distancing is not feasible for a specific task, other prevention measures are required, such as use of barriers, minimizing staff or customers in narrow or enclosed areas, and staggering breaks and work shift starts.
 - ✓ Tightly enclosed spaces or small rooms should be occupied by only one individual at a time, unless all occupants are wearing cloth face coverings, masks or respirators. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.
 - ✓ Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations)

- ✓ Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
 - ✓ Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.
 - ✓ Provide (at no cost to employees) and require the wearing of personal protective equipment (PPE), such as gloves, goggles, face shields and face masks as appropriate or required for the work activity being performed. Cloth face coverings must be worn by every employee not working alone on the job site unless their exposure dictates a higher level of protection under L&I safety and health rules and guidance.
 - ✓ Ensure frequent and adequate hand washing with adequate maintenance of supplies. Use disposable gloves where safe and applicable to prevent virus transmission on tools or other items that are shared
 - ✓ Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed
 - ✓ In the field, in addition to normal safety gear, inspectors should adhere to all applicable CDC recommended protections.
- **Covid-19 Social Distancing Calculator** (From The Colorado Department Of Health)

IMPORTANT NOTICE: This calculator is provided to assist you in planning social distancing for your employees and customers. However, the results given by this calculator do not relieve you of your obligation to follow all applicable Public Health Orders as they apply to your space. The configuration of any given space (aisles, racks, etc.) may result in a lower actual capacity limit. It is up to each business to ensure compliance with all portions of current orders. You may find information about more specific business sector requirements using the links below. In order to maintain at least 6 feet of separation from each other when taking into account the unpredictable dynamics of each person's movement, this calculator uses a 12 foot grid distribution.



1. **Enter The Total Square Footage Of The Space.** Due to the varying nature of use and shared facilities, each space within a building may need to be analyzed individually. Proprietors of shared spaces should account together for common areas within a larger area, including, but not limited to, entrances/exits and plan in partnership with others, to ensure all social distancing requirements can be met and maintained for staff and the public interacting within the shared space.
2. **Estimate the percent of floor space occupied by items such as furniture, equipment, displays, etc.**

3. **Maximum number of people that the space can accommodate with adequate 6 feet social distancing.** Any codes, regulations, or ordinances requiring a smaller number of people must be followed. Use the links below to find space specifics and other requirements & recommendations per business sector.

| | |
|--|--|
| Total Square Footage Of The Space | |
| Estimate the percent of floor space occupied by items such as furniture, equipment, displays, etc. | |
| Maximum number of people that the space can accommodate with adequate 6 feet social distancing. | |

Or use the State of Colorado’s online tool (<https://www.calconic.com/calculator-widgets/social-distancing-calculator/5ef21c169444bf0029086759>) that calculates transmission risk using the total square footage of the space and objects in the room to determine how many people can safely be there at one time.

- **CDC Interim Guidance For Employers With Workers At High Risk** (<https://www.Cdc.Gov/Coronavirus/2019-Ncov/Downloads/Php/Cdc-Activities-Initiatives-For-Covid-19-Response.Pdf#Page=57>)

As workplaces consider a gradual scale up of activities towards pre-COVID-19 operating practices, it is particularly important to keep in mind that **some workers are at higher risk for severe illness from COVID-19**. These workers include individuals over age 65 and those with underlying medical conditions. Such underlying conditions include, but are not limited to, chronic lung disease, moderate to severe asthma, hypertension, severe heart conditions, weakened immunity, severe obesity, diabetes, liver disease, and chronic kidney disease that requires dialysis. Workers at higher risk for severe illness should be encouraged to self-identify, and employers should avoid making unnecessary medical inquiries. Employers should take particular care to reduce workers’ risk of exposure to COVID-19, while making sure to be compliant with relevant Americans with Disabilities Act (ADA) and Age Discrimination in Employment Act (ADEA) regulations. First and foremost, this means following CDC and the Occupational Safety and Health Administration (OSHA) guidance for reducing workplace exposure for all employees. All decisions about following these recommendations should be made in collaboration with local health officials and other state and local authorities who can help assess the current level of mitigation needed based on levels of COVID-19 community transmission and the capacities of the local public health and healthcare systems. In addition, the guidance offered below applies to workplaces generally; specific industries may require more stringent safety precautions. Finally, there may be essential workplaces in which the recommended mitigation strategies are not feasible. CDC is releasing this interim guidance, laid out in a series of three steps, to inform a gradual scale up of operations. The scope and nature of community mitigation suggested decreases from Step 1 to Step 3. Some amount of community mitigation is necessary across all steps until a vaccine or therapeutic drug becomes widely available. Scaling Up Operations:

In all Steps:

- Establish and maintain communication with local and state authorities to determine current mitigation levels in your community
 - Protect employees at higher risk for severe illness by supporting and encouraging options to telework
 - Consider offering workers at higher risk duties that minimize their contact with customers and other employees (eg , restocking shelves rather than working as a cashier), if agreed to by the worker
 - Encourage any other entities sharing the same work space also follow this guidance
 - Provide employees from higher transmission areas (earlier Step areas) telework and other options as feasible to eliminate travel to workplaces in lower transmission (later Step) areas and vice versa
- ✓ Step 1: Scale up only if business can ensure strict social distancing, proper cleaning and disinfecting requirements, and protection of their workers and customers; workers at higher risk for severe illness are recommended to shelter in place
 - ✓ Step 2: Scale up only if business can ensure moderate social distancing, proper cleaning and disinfecting requirements, and protection of their workers and customers; workers at higher risk for severe illness are recommended to shelter in place
 - ✓ Step 3: Scale up only if business can ensure limited social distancing, proper cleaning and disinfecting requirements, and protection of their workers and customers

- **Guidance on Mask Management** (World Health Organization - Advice on the use of masks in the context of COVID-19: Interim Guidance)

For any type of mask, appropriate use and disposal are essential to ensure that they are as effective as possible and to avoid any increase in transmission. WHO offers the following guidance on the correct use of masks, derived from best practices in health care settings:

- perform hand hygiene before putting on the mask;
- place the mask carefully, ensuring it covers the mouth and nose, adjust to the nose bridge, and tie it securely to minimize any gaps between the face and the mask;
- avoid touching the mask while wearing it;
- remove the mask using the appropriate technique: do not touch the front of the mask but untie it from behind.
- after removal or whenever a used mask is inadvertently touched, clean hands with an alcohol-based hand rub, or soap and water if hands are visibly dirty;
- replace masks as soon as they become damp with a new clean, dry mask;
- do not re-use single-use masks;
- discard single-use masks after each use and dispose of them immediately upon removal.

- ☐ CDC has free, simple **posters** available to download and print, some of which are translated into different languages. - <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>

☐ **Permits**

- Online submission of permits drawings, license information and applications via permit portal or email from town website
- If paper is the only method, mail-in applications only
- Payments received via online portal or mail-in checks
- Grant permits conditionally subject to post-construction inspection
- Provided to PE-stamped applications and drawings certifying compliance with relevant codes

☐ **Inspections/Enforcement**

- Inspections still occur post-construction, but installation process is not delayed due to periodic inspections, and contractor bears risk
- If exterior only, conduct as normal with proper distancing
- If interior - utilize virtual inspections - Virtual inspections are conducted between a customer and Town/City inspector by using a video call on a smart phone or tablet. Generally:
 - ✓ Inspection complexity will be determined by the inspector.
 - ✓ For inspections deemed too complex for virtual completion, the Town/City may accept, at the municipalities's discretion, third-party inspections.
 - ✓ Customers must have a smartphone or tablet connected to WiFi or 4G wireless service with Google Duo (all devices), FaceTime (Apple OS devices), or Microsoft Teams (all devices) to host the video call.
 - ✓ Third party engineers or third party agencies must obtain approval prior to conducting a virtual inspection. Town should have procedures for such approval.
 - ✓ The inspector will determine if additional fee(s) for re-inspection is required.
- Many municipalities have e-permitting/inspection systems. Communities without such should consider such program (For example: Municipity 5, CentralSquare, [form.com](#), ProntoForms, Permit-LV, Accela Building Civic Application or AuditUtopia) as a means to expedite the process and protect inspectors
- **Remote (Video) Inspection Model Process** (*adapted from Prince William County, Virginia*)
 1. To enable Video inspections, the inspection requestor must have an electronic device that can connect with town inspectors and their remote device _____. Use the following methods to connect with a town inspector:
 - i. FaceTime: Connecting with a county inspector is easy using FaceTime. When it is time for your inspection, the inspector will FaceTime you. This option is not available with Android phones.

- ii. Google Duo: You will need to install the Goggle Duo app on your device. Inspectors will call you at your scheduled time. Don't forget to turn on your video and unmute your mic.
 - iii. Skype for Business: You will need to install the Skype for Business app on your device. Inspectors will connect to you through a meeting request. Don't forget to turn on your video and unmute your mic.
2. Town inspectors will coordinate your video inspection and verify one of the apps above during their morning calls. The inspection requestor must be prepared to use their mobile device's camera and microphone to show the inspector the areas of construction or other land use permit matter ready for inspection. Be prepared to verify the address of the property using your device. Town-approved plans must still be available onsite. Video inspections are at the discretion of the inspector and may not be possible in all cases.
3. Video Inspection Process
- i. Schedule your inspection through the Land use Department ePortal: address
 - ii. Prepare for your video inspection:
 - The inspector will call you between 7:30 AM & 9:00 AM to arrange a time for your inspection.
 - Ensure you have the necessary tools (based on the inspection type) readily available. For example, a tape measure, level, GFCI tester, step ladder, and/or flashlight, etc.
 - Make sure your mobile device is fully charged.
 - Turn off phone or tablet notifications. Notifications can freeze the video feed during the call and could cause delays or require the inspection to be rescheduled
 - Accept the incoming video call initiated by your inspector at the scheduled time.
 - Please follow the direction of the inspector during the inspection.
4. Inspection Results
- Your inspector will tell you in the video call if the inspection has passed or failed. Results will be processed in the ePortal system by the end of the day on which the inspection occurred.
5. Disclaimer:
- The inspector is limited to what they can verify during this video inspection. The Permit Holder is responsible for ensuring all work installed meets the Connecticut State Building Code or other regulatory conditions.

Collaborate and Communicate

- Communicate Routinely with boards and commissions- by phone or video-conference - board and commission chairs, elected officials (local and state) - Keep in mind and adhere to ALL applicable FOIA Statutes, Regulations, Rulings and Policies.

Public Meetings

- Consistent with Executive orders - ALL meetings should be conducted utilizing an online video platform
- Not all residents have WiFi or Internet connections - Meetings should also be played live on local cable access channels and have telephone dial-in option.
- Community Notification System is a mass notification product that many communities use to provide urgent information to their residents. While the primary use of such systems is to convey emergency information can and should be used to notify residents of a range of developments - including community meetings.
- Review, with the communities IT division or consultant, security, capacity
- Any minutes created should reflect the fact that the meeting is being held remotely as the result of the publicly declared state emergency necessitating remote meetings. This should be done to ensure that any subsequent search of the record (perhaps years down the line) it will be clear why such actions were taken.

Sample Process/Procedure (adapted from MetroCOG)

Notice is hereby given that this remote electronic public meeting shall:

1. Permit the public to view or listen anonymously, and when permitted, participate in real-time;

2. Be recorded and posted to _____'s website within 7 days;
3. Be made available to the public within a reasonable time (at _____'s offices or upon written request).

In addition to standard parliamentary procedure as outlined on this agenda, the following special rules shall apply to all participants:

- ✓ Please "mute" your microphone so as reduce background noise at any time you are not speaking.
- ✓ Prior to speaking on each occasion, each speaker shall clearly state their name and title for the record.
- ✓ The use of chat features are prohibited and will not be considered during the meeting if in use.

Notice is hereby given that only _____ participants may access this remote electronic public meeting at any one time.

Access is granted solely by the _____ technology on first access basis and is not within the control of the _____. While it is anticipated that this participant limit will be sufficient, should the participants reach said limit, the meeting may be adjourned and continued at a later date using technology appropriate to ensure all members of the public may participate.

Guidelines For Public Participation In Remote Electronic Meetings

Anyone who desires to address the Council must adhere to the following rules of participation:

- ✓ The _____ welcomes all public participation but asks that all comments be limited to items listed on the meeting agenda.
- ✓ Please state your name and address for the record prior beginning your comment.
- ✓ The _____ presiding officer will limit each comment to ___ minutes in order to accommodate all members of the public that wish to speak. The presiding officer may allow additional time at their discretion.
- ✓ Written comments or statements on any topic within the purview of the body are always welcome and will be provided to all _____ members.
- ✓ Please be advised that immediate replies to questions/comments should not be expected.

Resources

- ❑ **COVID-19 Public Health Emergency Resources, CT Chapter of APA** - <https://ct.planning.org>
- ❑ **Recommended Reads during COVID-19: A Curated List of News and Information of Interest to Land Use Professionals** - <https://urbanland.uli.org/covid-19/recommended-reads-during-covid-19-a-curated-list-of-news-and-information-of-interest-to-land-use-professionals/>
- ❑ **Office of the State Building Inspector** - <https://portal.ct.gov/DAS/Office-of-State-Building-Inspector/Office-of-State-Building-Inspector>
- ❑ **Connecticut Building Officials Association (CBOA)** - <http://www.ctbuildingofficial.org>
- ❑ **Certified Commercial Property Inspectors Association (CCPIA)** - <https://ccpia.org>
- ❑ **COVID-19: A Guide For Commercial Property Inspectors** - <https://ccpia.org/covid-19-a-guide-for-commercial-property-inspectors/#standards-specific-to-commercial>
- ❑ **Virtual site visits help control infection on project sites** <https://www.bdcnetwork.com/virtual-site-visits-help-control-infection-project-sites>
- ❑ **Town Of West Hartford Video Inspection Guide:** <https://www.westhartfordct.gov/civica3/filebank/blobdload.aspx?BlobID=41458>
- ❑ **Charrettes go virtual: A state-of-the-art process helps a community stay-the-course during COVID-19, Michigan State University** - <https://www.canr.msu.edu/news/charrettes-go-virtual-a-state-of-the-art-process-helps-a-community-stay-the-course-during-covid-20>
- ❑ **Pandemics Are Also an Urban Planning Problem, City Lab** - <https://www.citylab.com/design/2020/03/coronavirus-urban-planning-global-cities-infectious-disease/607603/>

ACIR

Best Practices Guidelines

The information contained in this document is not intended to provide legal advice and should be used only for guidance regarding various functions performed by municipalities. Individual questions regarding the applicability of Executive Orders should be directed to the Office of Policy and Management Intergovernmental Policy and Planning Division (IGPP) or the town's legal representative.

The Advisory Commission on Intergovernmental Relations (ACIR) is a 25-member agency of the State of Connecticut created in 1985 to study system issues between the state and local governments and to recommend solutions as appropriate. The membership is designed to represent the state legislative and executive branches, municipalities and other local interests, and the general public.

The role of ACIR, as contained in Section 2-79a of the Connecticut General Statutes, is to: (1) serve as a forum for consultation between state and local officials; (2) conduct research on intergovernmental issues; (3) encourage and coordinate studies of intergovernmental issues by universities and others; and (4) initiate policy development and make recommendations to all levels of government.

For Further Information, Please Contact:

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