



**BOARD OF HEALTH
Topsfield Town Hall
8 West Common Street, Topsfield, MA 01983
VIDEO/TELE CONFERENCE**

August 19, 2020

6:30 PM

Board Members present: Chairperson Sheryl Knutsen RN and Board Members Anthony Alley RN, Larry Fixler RPh, Mark Rizza and William Hunt Esq. Health Agent Wendy Hansbury and Recording Secretary Susan Winslow were in attendance.

COMMONLY USED ABBREVIATIONS:

ADA: Americans with Disabilities Act

BOH: Board of Health

BOS: Board of Selectmen

MAVEN: Massachusetts Virtual Epidemiology Network

MDEP: Massachusetts Department of Environmental
Protection

CDC: Center for Disease Control

CEU: Continuing Education Unit

CEMP: Comprehensive Emergency Management Plan

COIN: Community Outreach Information Network

MEMA: Massachusetts Emergency Management Agency

MRC: Medical Reserve Corps

DPH: Department of Public Health

NEMMC: Northeast Massachusetts Mosquito Control

EEE: Eastern Equine Encephalitis

EDS: Emergency Dispensing Site

PHEP: Public Health Emergency Preparedness

ESHWT: Estimated Seasonal High Water Table

POD: Point Of Dispensing

EP: Emergency Preparedness

RN: Registered Nurse

FDA: Food & Drug Administration

RS: Registered Sanitarian

HHS: Health and Human Services

SAS: Soil Absorption System

HMCC: Health & Medical Coordinating Coalition

TBOH: Topsfield Board of Health

LSAC: Local State Advisory Committee

TRMRC: Topsfield Regional Medical Reserve Corps

MDPH Mass. Dept. of Public Health

VNA: Visiting Nurse Association

WNV: West Nile Virus

CALL TO ORDER

Chairperson Sheryl Knutsen called the meeting to order at 6:30 pm.

ANNOUNCEMENTS

Meeting Announcement:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may

gather in one place, this meeting of the Topsfield Board of Health will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Topsfield Town Website, at <https://www.topsfield-ma.gov/>. For this meeting, members of the public who wish to listen to the meeting, may do so in the following manner: join the ZOOM audio-video conference call (see information below). No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the Topsfield Board of Health website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

Topsfield Town is inviting you to a scheduled Zoom meeting.

Time: Aug 19, 2020 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88165850195?pwd=VHpnL08zUUFGTUl5QU9ONGVxNEF0Zz09>

Meeting ID: 881 6585 0195

Passcode: 272630

Joining by phone:

1 929 205 6099 US (New York)

Meeting ID: 881 6585 0195

Passcode: 272630

Public Hearing to be Continued

The Public Hearing on R: 1-2 Supplemental Regulations to 310 CMR 15.00 The State Environmental Code duly advertised on January 16, 2020 and January 23, 2020 and opened at the February 19, 2020 Board of Health Meeting will be continued per Section 17 of Ch.53 of the Acts of 2020 to the first hearing date following the termination of the state of emergency or to a date otherwise prescribed by law.

APPOINTMENTS

- **28 Ipswich Road** – Kaminski, request to reclassify bedroom count. Per the request of the Kaminskis, this item was rescheduled to the September 16, 2020 Board of Health Meeting.

MEETING MINUTES

July 29, 2020

VOTE: Mr. Fixler made a motion to approve the July 29, 2020 Meeting Minutes as written. Seconded by Mr. Rizza. Chairperson Knutsen called for a roll-call vote:

Knutsen – yes

Rizza – yes

Fixler – yes

Alley – abstain (not in attendance at 7/29/20 Meeting)

The motion passed in a vote of 3-0-1.

Mr. Hunt arrived at 6:34 PM

OLD BUSINESS

COVID-19

Chairperson Sheryl Knutsen gave the Board an update on multiple COVID Command Center Conference Calls she has participated in since the July 29, 2020 Board of Health Meeting. Chair Knutsen read the following information into the record:

For 8/19/20 TBOH meeting Weekly Conference calls between MDPH and LPH:

There have been 6 conference calls between MDPH and LPH since our last Topsfield BOH meeting. The following is a summary of my notes from these calls.

7/31 Governor Baker and Lt. Governor Polito recognized LBOHs for all of their hard work with COVID, especially with boots-on-the-ground enforcement, and the added economic calamity and racial justice issues, and thanked them for their teamwork and partnership with MDPH. Travel Order (Order #45) was issued, requiring travelers from anywhere but the northeast to fill out a form and quarantine for 14 days or test negative. LHDs will have access to info about who is traveling in their municipality via a web portal. This is primarily an honor system but LHDs can issue fines of up to \$500/day, primarily in response to complaints. Questions were answered about efficacy of face shields and face gaiters; air purifiers] UV lights in HVAC systems; rapid result tests vs. PCR testing; and timeliness of test results. Callers were concerned about backyard weddings and barbecues causing clusters, and about medical waiting rooms in schools and parental concerns about knowing test results for children who are out of school quarantining. Callers asked about an electronic (paperless) system that is being used in Maryland & Rhode Island for registering people and billing for Flu Clinics.

8/4 The first 2020 human case of EEE occurred in Plymouth County. The Governor announced a new #MaskUp MA! effort. Complaints from the public will now be collected via a new "COVID Safe Practices Concern form," which will be redirected to LBOH contacts for follow-up. MAHB provided a new LBOH COVID Cease and Desist Order Template. LBOHs expressed concern about the number of cases creeping up statewide. Callers want to know if there are benchmarks to roll back reopening.

DESE released guidance about Career/Vocational Technical reopening, Emotional Well-being of students/staff/families, guidance for science and lab courses and adult/community learning services. Callers were concerned about DESE guidance that does not match up with MDPH guidance, and about news reports of school closings in other states despite literature which indicates that schools do not play a role in transmission. A caller commented that schools are too focused on cleaning and not concerned enough about social distancing. Other questions were about camps, unorganized sports, college dining services and Plexiglas barriers.

8/7 In an effort to reach people who speak languages other than English, the CTC has been holding focus groups and have access to 77 contact tracers who speak another language. DESE has updated its FAQ page with new health/safety guidance. Over 500 local school districts have submitted reopening plans. Callers asked about training

protocols for school staff, and are worried about what to do about complaints that private schools are not following the guidance. An urgent request was made to update guidance for polling places, since they fall under the new 25-person maximum gathering order. After the call, the Governor held a press conference to announce new initiatives to stop the spread of COVID in MA, including 1) stricter statewide rules for public & private gatherings that reduce the limit for outdoor gatherings to 50 people on either public or private property, enforceable by state & local police; 2) targeted guidance for communities that have seen an uptick in cases, 3) additional weekly reporting for town-by-town data that will show the spread of COVID at a community level, 4) extending through September 17th free COVID testing in 17 communities, 5) indefinitely postponing step two of Phase III of the reopening plan, and 6) requiring restaurants only serve alcoholic beverages also serve food, and closing bars that masquerade as restaurants. Statewide enforcement and intervention will be supplemented by a new targeted cross-agency COVID Enforcement and Intervention Team, that will be responsible for ramping up enforcement statewide and coordinating intervention efforts at the local level in these higher risk COVID-19 communities, including providing technical support to local government officials in accessing funding through the CARES Act.

8/11 The Administration today released data on the average daily cases per 100,000 residents, average percent positivity, and total case counts, for all 351 Massachusetts cities and towns over the last two weeks.

Based on the average daily cases per 100,000 residents, each city or town has been designated as a higher risk, moderate risk, or lower risk community. The DESE Commissioner has set up an expectation that the school learning models be coordinated with the risk level in the community. DPH and DESE are working together to resolve differences in guidance. Callers are concerned about air quality in schools and were referred to EPA and ASHRAE for guidance. Dr. Katie Brown reviewed the different types of COVID tests: Molecular, Antigen and Serology (Antibody), all of which can have false positive or negative results. A new COVID case definition is forthcoming, further defining "confirmed," "probable" and "suspect" cases. 75% of COVID tests that are done in Massachusetts labs are turned around within 72 hours, as opposed to tests sent to large commercial labs which take much longer to provide results. The Executive Office for Administration and Finance provided a Webinar on the Coronavirus Relief Fund (CARES Act) – Municipal Program Overview.

8/14 MDPH released a new Travel Order FAQ in response to the many questions that have been received. It explained that Travelers are exempt from self-quarantine if their travel is limited to brief trips for purposes that the Commissioner has designated as Critical Life Activities. Police Chiefs reiterated their support for LBOHs in enforcement matters. CMG Associates can provide short term counseling for LBOH staff and Board members via telehealth sessions and can also provide stress management webinars, coaching, and listening sessions. DESE issued guidance for using metrics to determine local learning models in local school districts: Red=Remote; Yellow=Hybrid or Remote; Green or unshaded = Full-time in-person or Hybrid. However they stressed that the final decision rests with your local school committee. DESE urged districts to monitor multiple weeks of local COVID data to assess trends that will inform decisions to make changes in plans. DES has people who are analyzing data for multiple communities i.e. regional schools. Callers were concerned about issues around contact tracing in colleges and K-12 schools and also about why the # of cases in the chart does not match the # of cases we see in MAVEN. Executive Office of Energy and Environmental Affairs (EOEEA) reviewed updated complex youth sports guidance which will take effect 8/17. The new guidance is in the form of a Sport Activity Level Assessment Framework which is a flow chart, with corresponding compliance attestation, checklist and portal for complaints/questions. The same guidance will be adopted by DESE and MIAA for fall interscholastic sports. Included in the guidance is a new cohort training concept and clarification of guidance for face coverings. EOEEA will not be issuing sport-specific guidance. MDPH will be working with Commonwealth Medicine to provide all LHDs with "PrepMod," an online, paperless

system that Local Health Departments can use at their immunization clinics to schedule, screen, bill and report to the Massachusetts Immunization Information System (MIIS). It also includes "Clinic Wizard" and "ReadiConsent," which are HIPAA-compliant, companion technologies that automate registration, planning, implementation, evaluation, recording, and reporting for mass vaccination and preparedness efforts. Paper-based billing will also be available through Commonwealth Medicine for those LHDs that choose not to use PrepMod. Training will be provided. The CDC revised their guidance for planning flu clinics, especially off-site clinics, which includes recommendations for PPE for vaccinators.

8/18 MassDEP released guidance on flushing plumbing in school and buildings that have been closed up, as well as guidance to reduce levels of lead and copper in drinking water in schools. DLS released a statement of corrective actions from Cumberland Farms saying they will cease all self-service beverage stations. The DPH Office of Oral Health recommends portable dental programs continue their work in schools and other public health settings if they are able to meet the most up-to-date CDC guidelines. State dashboard data has been revised to report age-based data weekly. The new Risk Map showing Community-Level COVID-19 Data Reporting has been updated to make it interactive. Stop the Spread clinics have been expanded to include Holyoke, Salem and Saugus. The Administration has awarded over \$3 million to improve food security in MA. The Governor signed Order #48 today saying chapter M.G.L. c.40, sec 21D (non-criminal disposition of violations of municipal by-law, ordinance, rule or regulation) will be the way to enforce seven previous Orders. A message regarding polling places was sent to town clerks by the Elections Division, Office of the Secretary of the Commonwealth (SOC) advising municipalities to take a look at all of their polling places and validate that they are fully accessible for all voters, and that they can accommodate proper social distancing. Also, under section 11 of Chapter 115 of the Acts of 2020, there are new procedures required when moving precincts or polling locations which affects any polling place changes on or after July 6, 2020. The select board, may, by recorded and public vote, change any polling place to be used at the primary election or the general election at least 20 days prior to the date of the primary election or general election if it is determined that the public convenience or public health would be better served. DESE answered questions about handling of papers, sharing of balls by a cohort of students, hallway traffic, and contact tracing especially for clusters. EOEEA is working on guidance for corn mazes, and hay rides but haunted houses and corn mazes will follow Theater and Performance standards. DLS clarified that self-service is not allowed in cafeterias or for outdoor water stations. Drive-in movies that offer beer & wine must also serve food per the Restaurant guidelines.

NEW BUSINESS

COVID-19 Update

Schools:

Topsfield is currently considered "Moderate" on the state risk map for COVID-19. There have been 5 positive cases of COVID-19 in Topsfield in the past 14 days. Ms. Hansbury has met with the School Committee and the School Nurses and she has worked closely with the school Superintendent to help prepare for the coming school year. Ms. Hansbury informed the Board that Topsfield Elementary Schools will be doing 'Remote 2.0' this Fall which consists of a hybrid of in-school classroom and remote learning, with school scheduled to open on September 16, 2020. Topsfield is following MDPH and DESE guidance regarding facilities, personnel, feeding and health metrics. Ms. Hansbury and Ms. Knutsen participated in a walk-through of the Steward and Proctor Schools to review their ability to meeting DESE and MDPH guidance regarding considerations including but not limited to:

- Currently, there is no vaccine for COVID-19 and there are many people with no defenses for COVID-19
- Social distancing: 'cohorts' will be 6 feet apart
- Ventilation
- Declaring, maintaining and staffing a dedicated COVID-19 medical waiting room for students exhibiting COVID-19 symptoms that complies with DESE and MDPH guidelines.
- Preparations for School Nurses. Ms. Knutsen informed the Board that preparations for School Nurses are still evolving. School Nurses sent 4 pages of questions to Ms. Hansbury and Ms. Knutsen asking for guidance. School Nurses also expressed a need for PPE instruction.

Travel:

Ms. Hansbury informed the Board that MDPH has instituted a voluntary on-line portal for travelers entering Massachusetts. The State has instituted a 14-day quarantine period for all travelers entering the State, with fines for individuals who do not comply. There is no definitive guidance on the enforcement agency for such fines. Ms. Hansbury has worked with Police Chief Neal Hovey to encourage education and compliance versus punishment.

Letter:

The Topsfield School Committee has asked the Board of Health to draft a letter of support. Ms. Knutsen presented the following letter to Board Members for their review:

August 18, 2020

To the Topsfield Elementary School Committee

Five months after the Governor's declaration of an emergency due to the COVID-19 pandemic, the decision on how to start the school year is a difficult one. In "Fall Reopening Frequently Asked Questions Updated August 3, 2020" the Massachusetts Department of Elementary and Secondary Education (DESE) states that "The Department is requiring districts...to develop one plan that addresses all three models for learning (in-person, hybrid, and remote) in case districts need to change course during the school year. The plan should prioritize safely getting as many students as possible back to school in-person, following a comprehensive set of health and safety requirements. The plan should also describe how the district would implement remote learning and hybrid (combination of in-person and remote learning) models.

The required comprehensive set of health and safety requirements include: safe physical distancing (a minimum of 3 feet but 6 feet preferred); wearing masks/face coverings; handwashing/sanitizing and staying home when sick. In addition there are guidelines for maximizing air ventilation, assessing symptomatic individuals and following public health guidelines for testing and quarantining COVID-positive students, staff and their close contacts. The guidance that has come from DESE, the Massachusetts Department of Public Health (MDPH), and medical experts is comprehensive, complex, and continues to evolve as more information about COVID-19 is discovered.

The Topsfield Board of Health appreciates the careful deliberations that have been undertaken by the Topsfield Elementary School Committee to date. These deliberations included a site visit to both elementary schools and a school bus ride for town officials to experience first-hand what an in-person return to school would look like. Our Health Agent Wendy Hansbury and our Board of Health Chair Sheryl Knutsen participated in those activities and the ensuing discussion.

Therefore, the Topsfield Board of Health supports the Topsfield Elementary School Committee's decision to begin the school year with a phased approach beginning with "Robust Remote Learning 2.0 "Plus" which would involve weekly small group, in person meetings between teachers and students - preferably outside – for the purposes of

social emotional learning and relationship building with potentially more in person, small group time for the youngest learners. The special needs population would receive services as deemed safe by the Student Services team."

The Board of Health and its Agent are working with the School Administration and Nursing staff on hybrid, in-person schooling, to ensure the public health considerations are incorporated in the plans. We are also in contact with the School Committee and the Superintendent on any changes that occur in the data that is available to the local board of health, including current community infection rates calculated by the state. We support the work and decision process the Topsfield Elementary School Committee is using to provide a continuous, safe school year for young residents. The Topsfield Board of Health looks forward to continuing the strong relationship established with the schools during this uniquely challenging period.

Sincerely,

Sheryl Knutsen, RN, Chair

Anthony Alley, RN

Larry Fixler, RPh

Mark Rizza

William Hunt, Esq.

Discussion ensued regarding the letter.

VOTE: Mr. Alley made a motion to support the letter dated August 18, 2020 to the Topsfield Elementary School Committee. Seconded by Mr. Hunt. Chair Knutsen called for a roll-call vote:

Knutsen – yes

Alley – yes

Fixler – yes

Rizza – yes

Hunt -yes

The motion passed in a vote of 5-0.

Dead Animal Disposal

Ms. Hansbury updated the Board Members on the issue of Dead Animal Disposal.

- Park and Cemetery will no longer handle this task.
- Burial site used by Park and Cemetery is running out of room.
- No other Town Department is willing to take on this task.
- Animal Control Officer is responsible for domestic animals only.
- Ms. Hansbury worked with TW Excavating to contract with them for the pick-up and disposal of dead wild animals in the roadways over 15 pounds and for dead wild animals of all sizes in school bus stop areas and the downtown area.
- In the past, small dead wild animals have been left for nature to take its course. The Topsfield Police Department is now calling TW Excavating for dead wild animals in the roadway including those under 15

pounds. Because TW Excavating is charging the same fee for small animals as they do for as for large animals, this will negatively impact the line item in the FY21 Board of Health Budget for Dead Animal Pick-up and Disposal.

Ms. Hansbury will work with Town Administrator Kevin Harutunian to develop a job description for small dead wild animal collection and disposal. Ms. Hansbury will report back to the Board once this is accomplished.

Vote to Rescind Moratorium on Issuing Board of Health Licenses and Permits

VOTE: Mr. Alley made a motion to rescind the moratorium on issuing new Board of Health Licenses and Permits. Seconded by Mr. Hunt. Chair Knutsen called for a roll-call vote:

Knutsen – yes

Alley – yes

Fixler – yes

Rizza – yes

Hunt – yes

The motion carried in a vote of 5-0.

HEALTH AGENT REPORT

Ms. Hansbury gave the Board Members an update on recent activities including but not limited to:

Mosquitoes:

- EEE – 2 cases have been reported in Massachusetts this season; Topsfield is currently in the Low Risk category
- NEMMC has completed ditch and catch basin larviciding for mosquitoes. Barrier spraying will be conducted on all public school and park playing fields prior to school opening.
- Mr. Fixler asked if there had been any mosquitoes trapped in Topsfield that were positive for EEE. Ms. Hansbury explained that there have been none, and that MDPH would contact our office in the event of a positive finding.
- Nearby towns: Boxford and Masconomet Regional High School are not conducting any barrier spraying; Middleton is spraying ballfields and barrier spraying similar to Topsfield.
- This is not to be confused with truck-mounted street spraying which only occurs in the event of a positive finding of EEE in a mosquito trapped in Topsfield.
- The spray has a 90-day efficacy.

Topsfield Village Shopping Center:

- The Health Agent responded to a report that the septic alarm went off at the Topsfield Village Shopping Center. Upon investigation, Ms. Hansbury determined that the septic alarm had sounded and was addressed by the septic installer on August 10, 2020, but the flashing light that accompanies the alarm hadn't been turned off. Ms. Hansbury reported that the light issue was addressed and the system is working properly.

Flu Vaccine Clinics:

- This year, the State is requiring that a flu vaccine will be mandatory for all children.
- The Board of Health is planning to obtain 200 intra-nasal doses of flu vaccine in addition to injectable vaccine including high-dose for senior citizens.
- Flu Vaccine Clinics are in the planning stages for late September and October
- The Board of Health will attempt to use electronic registration for these clinics to minimize contact.
- Cares Act funding is available.

Office Activities:

- The Health Agent reported that the office has been staffed throughout the COVID pandemic and business has carried on with septic installations and repairs, soil testing and the normal Board of Health activities. Town Hall is closed to the public except by appointment but the office has made use of telephone and email to keep business flowing as smoothly as possible.

ADJOURN

VOTE: Mr. Fixler made a motion to adjourn at 8:20 PM. Seconded by Mr. Rizza. Chair Knutsen called for a roll-call vote:

Knutsen – yes

Alley – yes

Fixler – yes

Rizza – yes

Hunt – yes

The motion carried in a vote of 5-0.

Respectfully Submitted,

Susan Winslow

Recording Secretary

Items distributed:

1. Agenda
2. Board of Health Meeting Minutes of July 29, 2020
3. Synopsis of LPH COVID Command Center Conference Calls
4. August 18, 2020 Letter from Board of Health to Topsfield Elementary School Committee
5. Massachusetts Department of Elementary and Secondary Education Memorandum dated August 18, 2020
6. Email from Bruce Fletcher re: corrective actions in response to State finding of Non-compliance with COVID-19 Safety Standards DLS File # 21C-10115 related to Cumberland Farms self-serve coffee.

These Meeting Minutes were APPROVED at the September 16, 2020 Board of Health Meeting.