

Virus Response Planning and  
Sterling Board of Health Meeting  
March 2, 2020 5:30 PM  
Room 205 Butterick Building

Meeting Minutes

5:30 PM                      The meeting was called to order by Vice-Chairman Gary Menin.

**Roll Call:**                      Gary Menin, Vice-Chairman - present  
Allen Hoffman, Member – present  
Catherine Martin, Member - present  
David Favreau, Health Agent

**Attendees:**                      T/A Ross Perry, Matt Scannell, Emergency Preparedness Coordinator  
Barry Lein, Fire Chief David Hurlbut, Police Chief Gary Chamberlain, Veronica Buckley,  
Maureen Cranson, Richard Maki

Goal of meeting:

Discuss three main topics on the Town of Sterling's preparations for the Coronavirus 2020 (COVID-19)

1. Current status
2. Prevention
3. Response if an outbreak occurs in town

**1. Current Status**

- Dispatch already has screening protocols for 911 calls looking for indication of Flu-like symptoms, which would include COVID-19. This enables responders to address situation properly.
- EMS responders have a limited supply of N-95 masks already available.
- EMS responders have been properly fit-tested for these masks
- Fire Department is trying to obtain more masks, however supplies are currently unavailable.
- CMS/Board of Health indicated that a stockpile of additional supplies of various mask types and quantities are available if needed (5,500 of procedural masks, 40 N-95 masks, 1600 blue surgical masks, 750 child masks, 200 N-1105 (N-95), 6000 gloves and another 900 gloves in the BOH 'go-kits'. – a detailed list to be forwarded to TA
- Should COVID-19 be included in upcoming EDS Drill?

## **2. Prevention**

- Follow CDC & MA-DPH Guidelines (essentially Flu protocols)
- Cell phone ban issue (ban sharing of cell phones?)
- Need to establish a chief communications officer to communicate prevention methods (Board of Health?)
- Suggestions were to communicate to Town via:
  - SMLD electronic bulletin board
  - Request SLCT to air information such as CDC videos for some time period
  - Add MA-DPH to emergency phone messaging system (?) [Message was read to the attendees] (Using the Code Red system is not warranted at this time)
  - The BoH web site will be updated with more corona virus information
  - Cathie Martin and Ross Perry will provide a unified response for all town departments to use to answer inquiries. It is important that the Town offer a consistent response. This response will be updated on a regular basis.
- Board of Health is monitoring the periodic MA-DPH phone updates
- Are we ready to implement CDC recommendations at tomorrow's polling station?
  - Come up with process to disinfect pens, polling booths, etc.
  - Matt Scannell volunteered to help the Town Clerk with implementation
- Senior Center Director will ensure there is a renewed focus at the Center on disinfectant cleaning of high contact surfaces (i.e. door knobs, hand rails, counter tops, etc.)
- The same will be done at Town Hall
- Schools are having the custodial services increase focus on disinfectant cleaning

## **3. What If?**

- MA-DPH and CDC will probably recommend self-sheltering
- Current food deliveries to house bound residents could be impacted (how do we address?)
- How to monitor self-sheltered individuals to ensure needs are met (food, medicines, etc.)
- Should Board of Health schedule some additional training for town employees?