

**West Windsor Township**  
**COVID-19 Guidelines for In-Person Public Meetings**  
**Update August 30, 2021**

West Windsor Township Mayor and Council resumed in-person regularly, scheduled public meetings starting July 8, 2020 for Township Council, Planning and Zoning Board meetings. The Township recognizes that the risk of exposure to COVID-19 continues to pose a public health concern throughout New Jersey, the United States and globally; and prevention strategies are necessary when attending public gatherings. Due to the evolving nature of this pandemic, these guidelines will be reviewed and updated periodically to reflect current public health recommendations and applicable mandates.

1. All in-person public meetings will be relocated to the West Windsor Township Senior Center located at 271 Clarksville Road, West Windsor, NJ 08550.
2. It is strongly recommended that all attendees eligible for vaccination complete the full vaccination series at least two (2) weeks prior to attending a Township public meeting.
3. **Masks (face coverings) are strongly recommended** for both vaccinated and unvaccinated individuals. Individuals who are unable to wear a face covering due to health reasons will not be required to wear a mask.
4. Room capacity limits related to COVID-19 transmission are not currently mandated in New Jersey. The Township reserves the discretion to reschedule meetings if the levels of transmission increase and/or meeting attendance results in crowded conditions.
5. Participants are strongly encouraged to adhere to social distancing of six (6) feet or greater.
6. All persons shall complete COVID-19 Meeting Sign-In Acknowledgement Form prior to entering the meeting room. Individuals answering “yes” to any of the screening questions are not permitted to attend the session in-person.
7. Routine handwashing is strongly encouraged. Hand sanitizer stations are available. Individuals are further encouraged to carry personal hand sanitizer for ready availability.
8. At this time of uncertainty, we must recognize that individuals face varying degrees of health challenges. Please be respectful of the personal precautions individuals choose to safeguard themselves and their family members. Individuals may opt out of attendance at in-person meetings and the Township will make efforts to accommodate to the extent possible. Please notify the Township Clerk in advance to request accommodations for Council meetings.
9. Individuals should assess their vulnerability and risk for severe illness prior to attending public gatherings. Even with the careful control measures instituted by the Township, there are some risks for exposure to COVID-19 whenever you are in public settings during the pandemic.