

REFRESHER & UPDATE CORONAVIRUS POLICIES FOR EMPLOYEES

TOWN OF OAK BLUFFS

FEBRUARY 11, 2020 10:00 AM

FOR THE MEETING TODAY

- To avoid any noise pollution, we are going to keep people muted through the presentation and then we will open up for questions
- Please remember to mute your phone or computer when you are not speaking
- If you have a questions use the 'Chat' or 'Raise Hand' icon and we will call on you
- We will be recording this meeting
- Please be patient as we navigate our way through any technical difficulties

NOTE ON VACCINES

- These guidelines as of today, do not cover employees who are vaccinated.
- If you are vaccinated, these policies still apply.
- We are waiting on advisories from State and Public Health to provide data on effectiveness of vaccines and how that interacts within the workplace.
- Stay tuned – any amendments will be distributed as information comes to hand.

HOW WERE THESE POLICIES DEVELOPED AND UPDATED?

- The Town of Oak Bluffs have established and updated the Coronavirus Workplace Policies as advised by Public Health Officials and in compliance with Massachusetts Mandatory Safety Standards
- These guidelines are designed to reduce the risk of COVID-19 transmission to employees and the public through recommended best practices and most effective strategies.
- They apply to all Town of Oak Bluffs employees who physically work in Town buildings, facilities, operate Town Vehicles or conduct Town business on or outside of Town property.

- *NOTE:* Your departments may have additional protocols that will be sector- specific to the services you deliver to the Town.
- Employees under collective bargaining agreements are subject to only those policies not separately regulated under their contract.

RE-CAP

THE NUMBER ONE – ANXIETY TRIGGER WHEN IN DOUBT WEAR A MASK OR FACE COVERING

**TOWN POLICY: A MASK MUST BE ALWAYS WORN AT WORK
UNLESS IN YOUR PERSONAL SPACE.**

Personal space examples: enclosed office, police cruiser or Town vehicle.

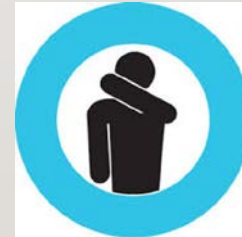
MASKS REQUIRED – including but not limited to:

- Before anyone enters your office or if an office is within 6ft of another workstation.
- In all common areas of work: bathrooms, conference areas, hallways....
- Driving in a Town vehicle with other people.
- Entering a Town Facility or co-worker's office.
- For all interaction with the public: service desks, site visits and car parks.
- A mask must be worn when working outside at all times.



WEARING A MASK DOES NOT REPLACE HAND-WASHING PRACTICES AND SOCIAL DISTANCING

- Wash your hands often using 20 sec rule or use hand sanitizer
- Cover your cough and sneeze
- Maintain Social Distancing – 6 ft rule
- Respect Shared Space – sanitize high use surfaces, no shared workstations, clean up on personal food containers and utensils
- See policies for detailed hygiene and mask wearing protocols



DAILY WELLNESS QUESTIONNAIRE

DO WE HAVE TO DO THIS?

RE-CAP

All Employees are required to monitor their symptoms before their work shift and to submit a [Daily Wellness Questionnaire](#) before they enter a Town Facility.

- This questionnaire can be found on the Town Website in the [COVID-19 Employee Resources Center](#) on the home page.

If you answer ‘YES’ for any criteria – you must not come into work, contact your Supervisor immediately and send in the questionnaire to HR – *this happens automatically from the website.*

- We rely on you to be personally responsible to not come into work if you are unwell and to protect others.
- If you have cold symptoms, such as cough/sneezing/fever, or feel poorly, request sick leave or work from home. Email directly your Supervisor or Human Resources wbrough@oakbluffsma.gov

UPDATE!

EXPOSURE TO COVID AND RETURN TO WORK

- If the Town becomes aware that an employee is infected with or has been exposed to COVID-19, what happens next?
- If the employee is present in the workplace, the Town will initiate the following steps:
 - The employee will be sent home immediately.
 - Their workspace will be cleaned and disinfected after 48 hours.
 - Determine who the employee had close contact with before they were sent home.
 - BOH will be contacted to start testing and contact tracing procedures.
- If the employee has been EXPOSED to a COVID-19 positive person, they need to contact their supervisor immediately, and in turn they will notify Human Resources, and follow set quarantine procedures.

UPDATE!

TRAVEL POLICY

- All work trips and events –Continue to be cancelled/postponed until further notice.
- Oak Bluffs employees need to notify department heads or human resources of any out-of-state travel plans.
- Quarantine protocols are required upon return to Massachusetts, and approval for leave will be contingent on the availability of coverage for the additional quarantine days.

NEW!

- If you voluntarily travel international or out-of-state, upon return, you will be required to use your own accrued sick, vacation or personal time.
- You will also be asked not to come into physical contact with any colleagues during this time. If you are able to tele-work during this quarantine period, hours worked will be at regular time.

Returning out-of-state by use of personal vehicle:

- Employees are required to test upon return to Massachusetts and on receipt of a negative test supplied to your Department Head or Human Resources, employees can return to work.

QUARANTINE PROTOCOLS

FOR COVID-19
EXPOSURE
&
RETURN FROM
INTERNATIONAL
TRAVEL
&
OUT-OF-STATE TRAVEL
BY AIR
OR PUBLIC TRANSPORT

Employees with no symptoms, under the guidance of the Commonwealth, are as follows:

- People who have no symptoms and have a negative test taken on Day 5 or later, can be released on Day 8 (following 7 days of quarantine).

If the person does not have a test and does not have symptoms, they may be allowed to leave quarantine on Day 11 (following 10 days of quarantine).

- Under either option, the individual must conduct active monitoring of their symptoms through Day 14 and be tested if they develop any sign of disease.

Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions as recommended by the CDC:

- At least 10 days have passed since symptom onset **and**
- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications **and**
- Other symptoms have improved.
- *Return to work is contingent on Board of Health clearance.*
- For more information: [CDC Safe Re-entry Guidelines](#)

NEW!

HOW TO REPORT VIOLATIONS

- The Town takes the safety and health of its employees seriously and for that purpose these workplace policies are uniformly applied to all employees.
- If you see someone in error of these policies to respectfully remind them of what is required.
“ Hey – don’t forget your mask”

REPORTING PROCEDURES

However, you may not feel comfortable communicating with co-workers directly and in these instances the following reporting procedures can be followed:

- If an incident occurs, please report it your Department Head, who can consult with the Town Administrator or Human Resources.
- If the incident involves a Department Head, please bring any violations directly to Human Resources office or the Town Administrator, either in writing or in-person.
- When management becomes aware of any issue, it shall be addressed immediately and in the most direct manner by personal counseling to the employee of correct procedures.
- If there is a pattern of continued offenses or in the event of a serious violation - appropriate progressive disciplinary action may be required.
- Employees are protected for reporting violations by the Town's anti-retaliation policy.

FACILITY CLEANING PROTOCOLS

- For your assurances, Town Hall has been following the cleaning and disinfecting protocols established back from re-opening procedures in July 2020.
- Our Facilities Coordinator Ray Moreis, has been working with MM services, owner Maria Meyer who has been diligently following the detailed cleaning tasks as posted on the back Town Hall bulletin board and on the website.
- Maria with her assistant have been on a daily schedule with cleaning Town Hall and bathrooms.
- Maria has also reached out to me and if anyone has any concerns or comments, to let her know. Please see me, (HR) if you have any messages to pass onto Maria or Ray.

HOW DO I ACCESS MORE INFORMATION?

- These slides and full policies are available on the Town's Website

[Employee COVID-19 Resource Center](#)

- For the latest updates, regulations and alerts from the Board of Health and Board of Selectmen.

<https://www.oakbluffsma.gov/>

[Reopening Massachusetts from mass.gov](#). The official State website covering the Mandatory Safety Standard designed to help Municipalities re-open and get back to business.

- Town's [Employee Assistance Program \(EAP\)](#). Online resource. The EAP also provides 24-hour counselling services that are completely confidential. If you or a family member are struggling at this time, and need to speak with a counselor, [call 800-252-4555](tel:800-252-4555), and you will connect immediately with an experienced professional.

- For employees contact the Human Resources office for questions on these policies:

508 693 3554 ext 149 <mailto:wbrough@oakbluffsma.gov>

- These policies are a living document and updates will be sent out as needed.
- With disruption to our schedules and working conditions, we still must be respectful and considerate to others.
- Problem-solve through constructive solutions. Positive Communication is Key.
- Only collectively can we succeed in preventing transmission of COVID-19 in the workplace.

REMEMBER

***WE ARE
STILL
ALL IN THIS
TOGETHER.***