

OVERVIEW CORONAVIRUS POLICIES FOR EMPLOYEES

TOWN OF OAK BLUFFS

JUNE 9, 2020 | 11.30AM

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

HOW WERE THESE POLICIES DEVELOPED?

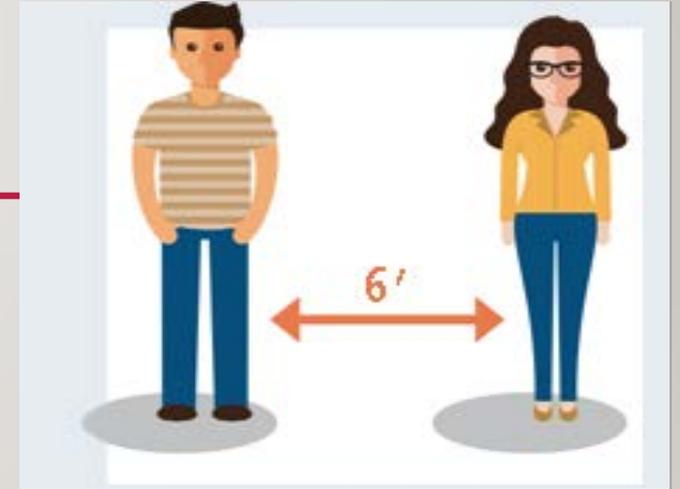
- The Town of Oak Bluffs in efforts to re-open have established the Coronavirus Workplace Policies as advised by Public Health Officials and in compliance with [Massachusetts Mandatory Safety Standards](#).
- These policies are designed to reduce the risk of COVID-19 transmission to employees and the public through recommended best practices and most effective strategies.
- *NOTE:* Your departments may have additional protocols that will be sector- specific to the services you deliver to the Town.

SOCIAL DISTANCING

IS A SET OF ACTIONS TAKEN TO STOP OR SLOW THE SPREAD OF A HIGHLY CONTAGIOUS DISEASE.

THE GOAL OF SOCIAL DISTANCING IS TO LIMIT FACE-TO-FACE CONTACT TO DECREASE THE SPREAD OF ILLNESS AND IS ONE OF THE BEST TOOLS TO AVOID BEING EXPOSED

- Maintain appropriate 6ft physical/social distance from others.
- Avoid direct contact with other individuals where the disease could be transmitted.
- ☒ Eliminate handshaking, hugs, and high-5's for the time being.
- Avoid social gatherings or face-to-face meetings with coworkers where possible.
- Keep any group to less than 10 people – this will change as we move through the four phases of the State's plan.
- Remote conferencing is the new normal in this environment.
- Zoom meeting may be available for Town- operated meetings and programs. Please talk to your supervisor for more information and check the Town website's page: [Advisory for Conducting a Remote Meeting](#).
- Implement staggered shifts and/or allow employees to telework, as methods to lower the head count of people present in the building.



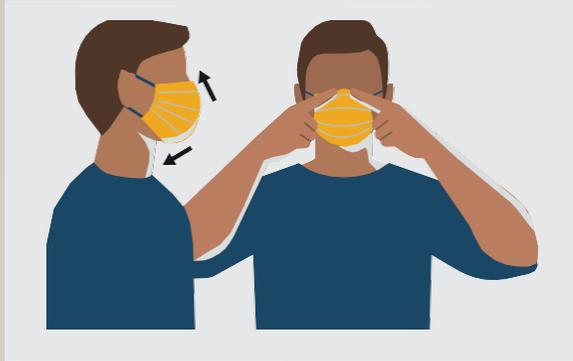
WHEN TO WEAR A MASK OR FACE COVERING

Wearing a face covering reduces the chance of transmitting the virus to another person and vice versa.

This includes but not limited to the following examples:

- Every time you leave your workstation for any reason: bathroom; photocopier; get coffee.
- Driving in a Town vehicle with another employee.
- Entering a Town Facility or visiting another employee's office.
- Interacting with the public at a service desk, hallway or outside.
- Meeting or working in a space where the 6 ft rule cannot be observed.





FACE COVERINGS SHOULD

Fit snugly but comfortably against the side of the face

Be secured with ties or ear loops

Include multiple layers of fabric

Allow for breathing without restriction

Be able to be laundered and machine dried without damage or change to shape

When putting on and taking off a mask, it is important to not touch the front of it and handle the ties or ear straps. Wash your hands or use hand sanitizer after touching the mask.

WASH YOUR HANDS OFTEN

Handwashing remains the No. 1 tip for preventing the spread of Coronavirus (COVID-19). It's common sense and it works. However, it must be done properly and with soap and water. When soap and water are not available, the next best option is to use an alcohol-based hand sanitizer.



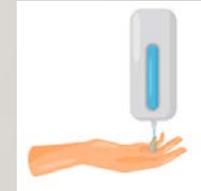
Wash your hands with soap and water especially after using the toilet, before eating and after, and if you cough/sneeze into your hands Follow the [20-second hand-washing rule](#)).



Use hand sanitizer if soap and water are not available. Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.



Avoid touching your eyes, nose, and mouth with unwashed hands.



The Town will be providing sanitization stations and wipes throughout Town buildings.

COVER YOUR COUGH AND SNEEZE

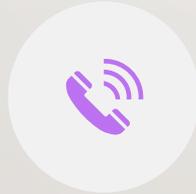
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly into a lined trash can.
- Immediately wash your hands with soap and water for at least 20 seconds or use hand sanitizer.
- Open the windows regularly to ensure open ventilation.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your coworkers and take extra precautionary measures (such as requesting sick leave).



SHARED SPACE



Use sanitizing wipes to wipe down shared and 'high use' areas, such as: photocopier, counter tops, doorknobs, refrigerator handle, coffee pots, keyboards, desk, phones.



Do not use other employee's phones, keyboards, desks, workstations, radios or headsets.



Bring in your own eating utensils, coffee mugs, plates and keep food in Ziplock bags or plastic containers.



Always clean food or drink mess with paper towels and sanitizing wipes; disposing of refuse in lined trash bins.



Sadly – at this time no potlucks or shared baked goodies to share.

DAILY WELLNESS QUESTIONNAIRE

WHY DO WE HAVE TO DO THIS?

- All Employees are required to submit a [Daily Wellness Questionnaire](#) before they start their shift and enter a Town Facility. This questionnaire can be found on the Town Website in the [COVID-19 Employee Resources Center](#) on the home page.
- The purpose is for you to recognize that if you answer ‘Yes’ to any questions, you are not to come into work and contact your Supervisor.
- 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

WHAT HAPPENS IF AN EMPLOYEE IS ILL AT WORK?

- If an employee is sick at work, the Town will initiate the following steps:
 - The employee will be sent home immediately.
 - Their workspace will be cleaned and disinfected right away.
 - Determine who the employee had contact with before they were sent home.
- If the Town becomes aware that an employee is ill from COVID-19, we will discuss with each individual a plan for them to return to work safely for themselves, co-workers and the public.
- The Town when evaluating a plan will follow [CDC Safe Re-entry Guidelines](#) in regard to testing, quarantine periods and in all instances confirmed medical certification will be required before employees can return to work.

DO WE NEED TO GET COVID-19 TESTED?

- At this time it is not mandatory;
- The Town may request employees to undertake a test for the coronavirus. If so, Island Health Care with Quest Diagnostics have set up a testing facility at the Martha's Vineyard Regional High School. You will be able to contact Island Health Care directly:
- **CALL 877 336 9855 to make an appointment**
- If asked to be tested, you will not be able to return to the workplace until your results have been confirmed and sent to Human Resources. If you have a positive COVID-19 diagnosis, you can return to the office *only after* you've fully recovered, with a doctor's note confirming your recovery.
- All medical information will be kept confidential and shared only if necessary, with Public Health Officials, for the purpose of tracking the virus.

CAN I CONTINUE TO TELE- WORKING?

- Possibly and if so it will be in compliance with the Oak Bluffs Telecommuting Policy.

If you have a specific reason that you need to telework, this can be discussed with your Department Head and HR to see how we can make accommodations.

Some reasons you would be required to tele-work:

- If you are feeling ill but are able to work from home.
- If you self-identify as High Risk as defined by the CDC.
- If you have been exposed either through travel or physical contact.
- If you're a parent and you have to stay at home due to childcare or school closure.

IS THERE LEAVE FOR ME IF I CAN'T TELE-WORK & CAN'T RETURN TO THE WORKPLACE

- Yes, the [Families First Corona Response Act](#) [Emergency Leave](#) adopted by the Federal Government allows for some provisions of leave for certain reasons. It has a limited amount of time.
- If this leave is not applicable to you or you have exhausted Emergency leave, other accrual leave may be available.
- This requires further discussion with Human Resources and is administered on a case by case basis.
- Accommodations can be made in regard to reduced or adjusted shifts.

WHAT ABOUT TRAVELLING AND COMMUTING?

- All work trips and events –will be cancelled/postponed until further notice.
- In-person meetings should be done virtually where possible, see the [Remote Meeting Advisory](#) on the Town website.
- If you normally commute to the office by public transportation and do not have other alternatives, you can request to work from home as a precaution.
- If you are planning to travel voluntarily to a high-risk country with increased COVID-19 cases, we'll ask you to work from home for 14 calendar days. You will also be asked not to come into physical contact with any colleagues during this time.

HOW DO I ACCESS MORE INFORMATION?

- Town Website <https://www.oakbluffsma.gov/> for the latest updates, regulations and alerts from the Board of Health and Board of Selectmen.
- [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, 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>
- Website: [Employee COVID-19 Resource Center](#)

- These policies are a living document and updates will be shared through email and on the website and hard copy if needed.
- With disruption to our usual schedules and working conditions, we still must be respectful and considerate to others, and abide by Town policies.
- Harassment or discrimination toward any employees for COVID-19 related reasons will be subject to investigation and disciplinary measures if necessary.
- Only collectively can we succeed in preventing transmission of COVID-19 in the workplace.

LAST SLIDE
AND
SUMMARY