



OFFICE OF THE TOWN ADMINISTRATOR

Town of Middleton
Memorial Hall
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COVID-19 PROTOCOLS

Revised March 12, 2020

These protocols shall remain in place until so ordered or modified by the Town Administrator.

Departments, in particular public safety, may have unique policies. See your Department Head for details.

Risk Mitigation – Individual Concerns

- Employees with specific individual risk factors (e.g., older age; presence of chronic medical conditions, including immunocompromising conditions; pregnancy) are encouraged to contact Tanya
- Where a need exists, the Town will engage in the standard ADA interactive process to determine if a reasonable accommodation that allows the employee to perform the essential functions of his/her position is possible

Physical Distancing and PPE

- Working from Home including reduced office hours, if possible, continues to be encouraged to the extent duties can be performed. Consult your Department Head for availability.
- In the office
 - No or limited gatherings/meetings
 - Phone calls and video conferencing is encouraged
 - If meetings are necessary, masks and minimum 6-foot social distancing is required
 - Employees shall not use other employees' workspaces or equipment (i.e. phones, computers, keyboards, office supplies, like staplers) unless they have been sanitized
 - At counters/public interface areas, protective shields will be installed as necessary

- Employees
 - Face coverings, which cover mouth and nose, are required to be worn when employees are not in their own work area or alone
 - Face covering may either be brought from home or are provided by the town
 - Any employee visiting the work area of another employee must wear a mask
 - Masks must cover your nose and mouth
- Work crews shall be kept six feet apart at all times to reduce the potential for virus transmission. Masks shall be worn when in a vehicle with other individuals.
- All vehicles must be disinfected before and after each use.
- All efforts will be used to assign the same vehicles and tools to the same employee each day.
- Residents and Other Visitors
 - Face coverings are required to be worn in all common areas (hallways, restrooms, meeting rooms, etc.)
 - Admittance to the building will be refused without a face covering (if there is a medically necessary reason a visitor cannot wear a mask, employees will endeavor to offer a reasonable accommodation).
 - Face covering may be brought from home, but will be provided by the Town for those employees who do not provide their own

Office settings

- Employees should disinfect their office space or workstation upon arrival and at the end of the day with special attention to high touch items and surfaces
- Each office setting shall have a refillable bottle of hand sanitizer and disinfecting wipes or spray – please notify your Department Head or Building Manager if you need supplies refilled
- Each personal office should be kept orderly without clutter in order to facilitate the ease of a deep cleaning if required

Private Offices

- Face coverings must be worn in private offices if a face to face meeting occurs

Shared Offices and Spaces

- Shared offices will be configured to allow physical distancing to the extent practical. If you have a question or request please contact your Department Head, Andy Sheehan, or Tanya Shallop.
- Maintain your Distance – A space of 6 feet must be maintained between people to minimize exposure.
- Masks – Facial coverings must be worn when not seated at your work station.
- Greetings - Hand shaking, hugging or other greetings that involve physical touching should be avoided.

- Gatherings - Informal gatherings are not permitted in the office i.e.: break rooms
- Food – Sharing food, dishes, utensils is highly discouraged

Counters

- Counter areas should be cleaned after interaction with a member of the public
- Cleaning products should be readily accessible to counter workers
- Members of the public should be given disposable items whenever possible (i.e. pens)

Hygiene

- Wash your hands regularly throughout the day with soap and water for at least 20 seconds
- Avoid touching your face, eyes
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Cover your mouth and nose when coughing or sneezing, using a disposable tissue. Dispose of the tissue and wash your hands once complete. Alternatively, cover your face with the crook of your arm helps to keep your hands free of virus and bacteria
- If you brush your teeth, thoroughly wash the sink
- Thoroughly wash any dishes you bring into common areas
- Sanitizer will be deployed throughout offices near high pedestrian-traffic areas

Cleaning

The virus can remain viable up to 4 hours on copper, up to 24 hours on cardboard and up to 2 days on plastic and stainless steel.

- Common areas will be thoroughly cleaned on a more frequent basis. Disinfectant wipes will be provided for each employee to wipe down surfaces which were used by that employee.
- Employees should clean high touch objects in personal offices each day using a disinfectant cleaner or wipes and each time there is a change of user
- Any issues regarding cleaning/sanitizing should be directed to the Building Manager or Andy Sheehan
- Ensure your desk and surfaces are clear of excess items, documents etc. for easier cleaning

Generally

- Control Facility Access - minimize personnel on site, modify work schedules to stagger work, maximize working from home as far as possible

- Limit all group meetings and employee gatherings – Utilize technology whenever possible and encourage remote working e.g. use phones, Zoom, email, and conference calls.
- Restrict access to enclosed spaces where access is restricted to essential personnel only.
- Shared spaces such as bathrooms and breakrooms are potential transmission areas and will be cleaned and disinfected frequently. Disinfectant wipes will be provided so that employees can wipe down surfaces after he/she uses the bathroom. Time spent in these areas should be minimized.

Daily Health Screening

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms or combinations of symptoms may have COVID-19:

- Fever
- Cough, shortness of breath or difficulty breathing
- Tiredness
- Sore throat
- Muscle ache
- Sudden loss of smell/taste
- Chills
- Headache
- Diarrhea
- If you develop these symptoms please **DO NOT COME TO WORK**- unless they are readily explainable (i.e. allergies), stay at home, call your medical provider first and then your supervisor so that we can take the appropriate actions with colleagues and within your workplace. If you are at work, immediately isolate then call your medical provider and supervisor.
- **See the policy memo and checklist below**

Temperature-Taking

- We recommend that you take your temperature daily before reporting to work. Do not come to work if you have a fever.
- Individuals with suspected fevers will not be permitted on-site.

Symptom Checklist

- Employees should perform a symptom checklist before starting work each day; we recommend also doing the symptom check at the end of the workday.
- **See the policy memo and checklist below**

Travel

- All non-essential business travel for employees is halted. If you believe that you have a unique case that requires urgent business travel, please consult with Andy Sheehan prior to making any travel arrangements.
- We expect that all employees traveling for personal reasons will obey the laws and orders of Massachusetts and any state or country that they have traveled to or from including mandatory quarantine periods.
- **See the policy memo below regarding personal travel**

Exhibiting Symptoms - Employee:

When an employee experiences COVID-19 symptoms or has a positive test:

- If at work: isolate, employee should contact their medical provider, and immediately report to their Department Head. If the Department Head is unavailable, the employee should contact Tanya Shallop. Wear a face covering.
- If at home: Stay home, call 911 if life-threatening, contact your medical provider, and contact your Department Head or Tanya Shallop.
- In the case of a suspected or positive case, Department Heads should immediately contact Tanya Shallop and Derek Fullerton.

Exhibiting Symptoms – Household Member:

- If a household member is exhibiting symptoms of fever/cough/difficulty breathing or has had a positive COVID-19 test, we require you to self-quarantine at home and consult your medical care provider.

Immediately after learning of a suspected or positive case:

- The employee should immediately be sent home to self-quarantine and contact their medical provider
 - **See the memo regarding returning to work**
- Employee's area should be made off limits to others
- The Building Manager will coordinate sanitization and cleaning of the employee's area and any other areas they have utilized
- Department Head will work with Derek and Traci to investigate if the employee had close contact with other employees or members of the public.
 - If the employee was in contact with other employees, the co-worker(s) should immediately isolate at home and follow the directives of Derek or Traci
 - If the employee was in contact with members of the public, Traci will work to contact them
- Tanya will work with co-workers to ensure they are notified of a case, maintaining the confidentiality of the individual
- Consult with Tanya regarding other personnel issues, if necessary

Close Contact with a COVID-19 Positive Individual and Quarantining

- Federal and State guidance continues to change on this subject. Generally, individuals who are fully vaccinated (two weeks past their final dose) do not need to quarantine if they are not experiencing symptoms and they have had close contact with a COVID-19 positive individual. Unvaccinated or partially vaccinated individuals should continue to stay out of work for the quarantine period and contact their medical professional or Middleton's Public Health Nurse if they have been in close contact with a COVID-19 positive individual.



TO: All Employees

FROM: Andrew Sheehan, Town Administrator

SUBJ.: Compliance with Governor's COVID-19 Order Regarding Quarantine After Travel

DATE: March 12, 2021

This policy has been updated as of March 12, 2021 and is subject to change. It supersedes memos issued on July 29, 2020, July 17, 2020 and July 16, 2020.

- **Purpose** It is the purpose of this Policy to protect Town employees and the public they serve from contracting COVID-19 from Town employees who have recently returned from travel to a location that posed a high-risk of infection.
- **Scope** This Policy applies to all Town employees; however, to the extent that this Policy conflicts with the provision(s) of an employee's collective bargaining agreement, such agreement will control.
- **Compliance with Governor's Order(s)** Town employees are expected to comply with all Governor's Orders, including COVID-19 Order No. 45. Employees may be subject to discipline for noncompliance in addition to being subject to fines or other penalties authorized by the Commonwealth.
- **Governor's COVID-19 Order No. 45** Governor Baker's COVID-19 Order No. 45, issued on July 24, 2020 is available here: <https://www.mass.gov/doc/july-24-2020-travel-order-pdf/download> As outlined in the Order, any employees returning from travel outside of a "COVID-19 lower-risk state" must complete the "Massachusetts Travel Form" available here: <https://www.mass.gov/forms/massachusetts-travel-form>

- **Exemptions** There are circumstance-specific exemptions available from this Order. As of March 12, 2021 this includes people who have been completely vaccinated. Details are available here: <https://www.mass.gov/info-details/covid-19-travel-order>
- **Quarantine Period** Employees required to quarantine under the Governor's Order may be authorized to work from home by the employee's Department Head during the quarantine period. Employees required to quarantine under the Governor's Order and whose Department Head determines that the essential function of such employees' position cannot be performed remotely may be eligible for paid leave under the Families First Coronavirus Response Act.
- **Right to Refuse Vacation Request** The Town reserves the right to deny an employee's vacation request or request to use vacation leave for travel to a location other than the Lower-risk States based upon the operational impact of such employee's protracted absence resulting from the required quarantine period.

Symptom Checklist for On-Site Employees

Each day before reporting to work, you should do a self-assessment to determine whether you are safe to report to work. The following are possible COVID-19 symptoms:

- | | | |
|------------------------------|-----------------------------|---|
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | elevated temperature |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | cough |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | shortness of breath, difficulty breathing |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | dry, scratchy or sore throat |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | fever |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | chills |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | body aches |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | headaches |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | diarrhea |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | loss of taste or smell |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | abdominal pain |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | vomiting |

If you answer “yes” to any of these symptoms, first ask yourself whether you believe these are related to any pre-existing conditions or non-COVID related reasons (allergies, recently ate spicy food, no caffeine, etc.)

If any “yes” answers are not readily explainable, immediately isolate yourself, contact your supervisor, and contact your medical provider.



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MEMORANDUM

TO: All Employees (Except Public Safety)

FROM: Andrew Sheehan, Town Administrator

SUBJ.: Return to Work After COVID-19 Related Absence

DATE: March 12, 2021

The following guidelines must be followed before returning to work after a confirmed or presumed case of COVID-19. This supersedes the memo of April 8, 2020. Conditions are outlined below, but are subject to change.

If it is necessary for the employee to return to the workplace, the employee shall provide a doctor's note stating compliance with one of the following:

1. *Test-based strategy.* Exclude from work until
 - Resolution of fever without the use of fever-reducing medications **and**
 - Improvement in respiratory symptoms (e.g., cough, shortness of breath), **and**
 - Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from at least two consecutive nasopharyngeal swab specimens collected ≥ 24 hours apart (total of two negative specimens)[\[1\]](#). See [Interim Guidelines for Collecting, Handling, and Testing Clinical Specimens for 2019 Novel Coronavirus \(2019-nCoV\)](#).
2. *Non-test-based strategy.* Exclude from work until
 - At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
 - At least 7 days have passed *since symptoms first appeared*

If the employee was never tested for COVID-19 but has an alternate diagnosis (e.g., tested positive for influenza), criteria for return to work is based on that diagnosis.

After returning to work, the employee shall:

- Wear a facemask at all times while in the workplace until all symptoms are completely resolved or until 14 days after illness onset, whichever is longer
- Adhere to hand hygiene and cough etiquette in (e.g., cover nose and mouth when coughing or sneezing, dispose of tissues in waste receptacles)
- Self-monitor for symptoms, and seek re-evaluation from a health care provider if respiratory symptoms recur or worsen
- Adhere to strict social distancing from other employees and individuals whenever possible