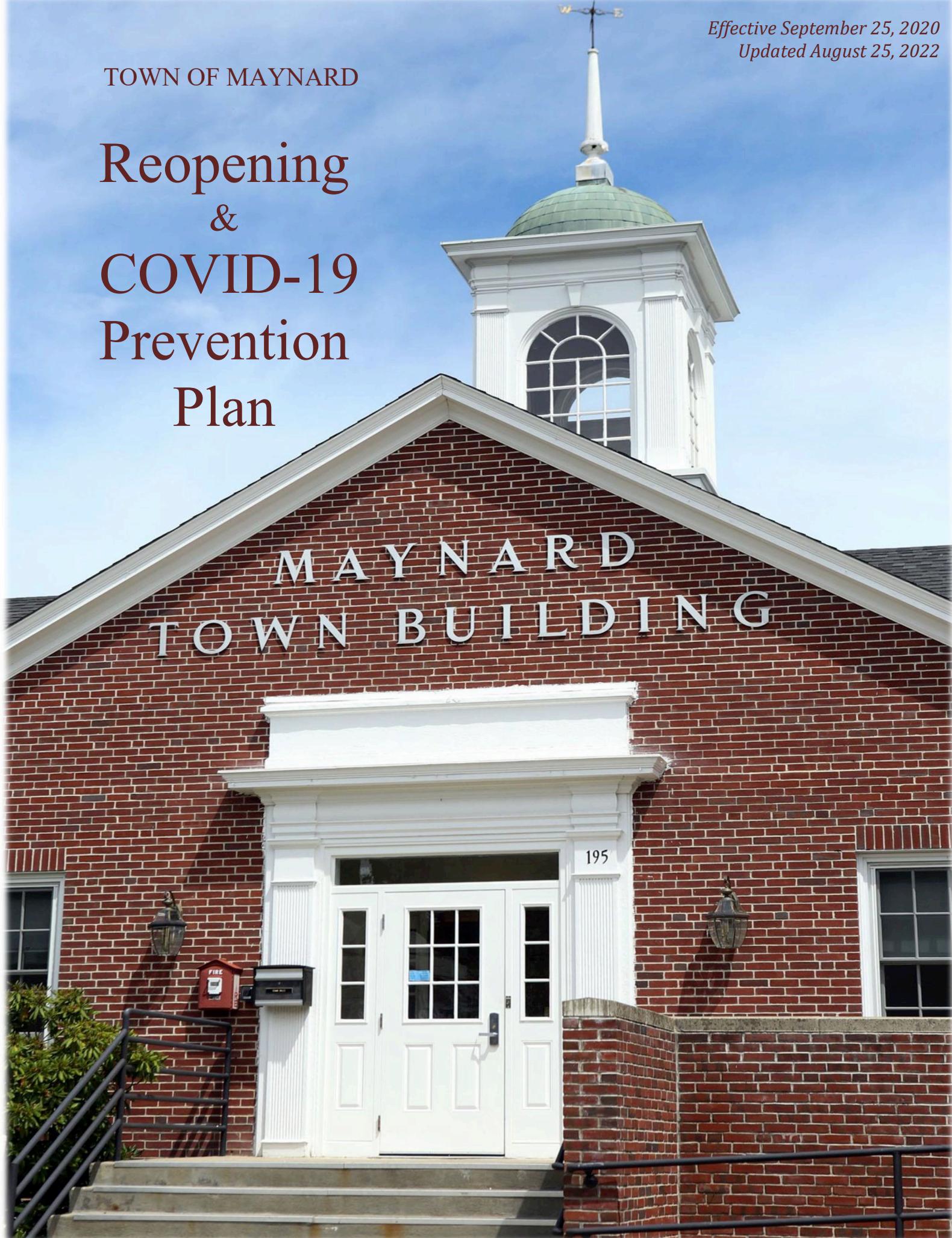


TOWN OF MAYNARD

Reopening & COVID-19 Prevention Plan



Purpose

The following procedures are in response to state-mandated guidelines and recommendations to reopen town offices in a way that is safe and sustainable. Based on recommendations from the Massachusetts Reopening Advisory Board created by Governor Baker, and working together with department heads, facilities, public health, and human resources, we have created a reopening plan that recommends deployment of the best approaches and innovations for municipal offices and programs, and proposes mitigation guidelines (by department, when necessary) to ensure a safe and responsive process.



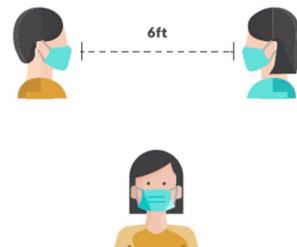
All public health criteria included in this document is subject to change. As research and data on this novel coronavirus continue to develop, this plan can and will be updated to reflect the latest science and data, as well as increased or decreased phase level movement in accordance with state-mandated guidance.

Mandatory Safety Standards for All Municipal Departments

These standards will apply universally to all municipal departments and are designed to reduce the risk of COVID-19 transmission to employees and the public. Information released by mass.gov regarding Mandatory Safety Standards for Workplaces is summarized below.

Social Distancing

- All persons, including employees, public, and vendors should remain at least six feet apart to the greatest extent possible, both inside and outside workplaces
- Establish protocols to ensure that employees can practice adequate social distancing
- Provide signage for safe social distancing
- Require face coverings/ masks for all employees while not in their personal office as well as when a six (6)-foot separation is not possible



Hygiene Protocols

- Provide hand washing capabilities throughout the workplace
- Ensure frequent hand washing by employees and adequate supplies to do so
- Provide regular sanitization of high touch areas, such as workstations, equipment, screens, doorknobs, restrooms throughout work site



Staffing and Operations

- Provide training for employees regarding the social distancing and hygiene protocols
- Employees who are displaying COVID19-like symptoms do not report to work
- Establish a plan for employees getting ill from Covid-19 at work, and a return-to-work plan



Cleaning and Disinfecting

- Establish and maintain cleaning protocols specific to the business
- When an active employee is diagnosed with COVID19, cleaning and disinfecting must be performed
- Disinfection of all common surfaces must take place at intervals appropriate to said workplace



Cleaning and Disinfecting Procedures

- Daily janitorial cleaning will continue of the Town buildings. Daily logs will be kept and initiated by the Custodial staff for certification of frequent cleaning of common areas; such as bathrooms, counter surfaces, door knobs, floors, carpets, tables, chairs.
- In order to further prevent the spread of disease and to ensure cleaning is thoroughly done, we are asking individual departments to take on the disinfecting of high-touch surfaces in their department, including individual workspaces and commonly shared office spaces and equipment.

High touch surfaces include, but are not limited to:

- ✓ Tables
- ✓ Doorknobs
- ✓ Light switches
- ✓ Countertops
- ✓ Handles
- ✓ Desks
- ✓ Phones
- ✓ Computers and keyboards



For office buildings, see the [CDC's guidelines on Cleaning and Disinfecting Your Facility](#).

Employee Training

This section provides departments with training in accordance with the Phases of the Reopening Massachusetts plan. The resources align with the core strategies that are provided on the sector-specific checklists: social distancing; hygiene; staffing and operations; and cleaning and disinfecting. Department heads must certify all employees view the following trusted governmental sources for employee training:



[Stop the Spread of COVID-19 \(CDC\)](#)

Social Distancing

[How to Properly Wear and Remove Masks and Face Coverings \(CDC\)](#)

[How to Properly Wash Masks and Face Coverings \(CDC\)](#)

[Increase Social Distance at Work \(U.S. Department of Labor\) \(English\)](#)

Personal Hygiene

[How to Protect Yourself & Others \(CDC\)](#)

Cleaning and Disinfecting

[Cleaning \(US Department of Labor\)](#)

[Getting Your Workplace Ready for COVID-19 \(World Health Organization\)](#)

[Cleaning and Disinfecting Your Facility \(CDC\)](#)

Reopening Guidance Criteria

The Town of Maynard will be re-entering “normalcy” through phases. Each phase will last a minimum of three weeks and could last longer before moving to the next phase. Before entering each phase, the State and/or the immediate region must see a 14-day period of downward trajectory in the following public health metrics:

- 1) Influenza-like illnesses or COVID-like syndromic cases reported
- 2) Documented cases or positive tests as a percentage of total tests
- 3) Hospitals treating all patients without crisis care

- The Town Administrator’s office will determine and communicate when it is appropriate to move into any of the phases, likely following the State’s phase progression.
- No department should enter any phase inconsistent with town-wide directive.
- If public health metrics fall below thresholds, the Town may move back to a prior phase.
- All departments should adhere to State, Local, and CDC regulations, guidance, and sector-specific protocols throughout all phases.
- Specific phase protocol will be released as the State announces guidelines in each phase.

PHASE 1 - Start

Overview:

- All Town Hall Departments should follow the [Sector-Specific Workplace Specific Safety Standards for Office Spaces to Address COVID-19](#).
- Access to the town buildings is limited to department employees only. All public buildings will remain locked during this phase.
- All staff should work remotely if possible, priority consideration for workplace accommodations (i.e. alternative work schedule) for high-risk individuals (*See Appendix A: Remote Work Protocols*)
- Closure of all meeting rooms to outside agencies, committees, and boards.
- Suspension of all non-essential commercial and residential inspections. Inspections conducted without entering a dwelling can still take place.

Self-Certification

Prior to starting a shift, each employee must self-certify to their supervisor that they:

- Have no signs of a fever or a measured temperature above 100.3 degrees or greater, a cough or trouble breathing within the past 24 hours, and
- Have not had “close contact” with an individual diagnosed with COVID-19. “Close contact” means:
 - You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
 - You provided care at home to someone who is sick with COVID-19
 - You had direct physical contact with the person (hugged or kissed them)
 - You shared eating or drinking utensils
 - They sneezed, coughed, or somehow got respiratory droplets on you, and
- Have not been asked to self-isolate or quarantine by their doctor or a local public health official.



Employees exhibiting symptoms or unable to self-certify will be directed to leave the work site and seek medical attention and applicable testing by their health care provider. They are not to return to the work site until cleared by a medical professional.

Social Distancing

- Each Department Head is responsible for ensuring social distancing protocols.
- Each office will have a restricted workforce presence to <25% maximum occupancy (normal occupancy as of March 1, 2020). Any business or other organization that has been operating as a "COVID-19 Essential Service" as of May 18, 2020 had until July 1, 2020 to comply with these occupancy limitations (indicated by a * in the chart below).

Occupancy Limitations per Office:

Department	Normal Capacity	25% Maximum Occupancy
Accounting/Finance	1	1
Building	1	1
Chief Assessor	1	1
DPW Admin *	4	1
Facilities/Engineering	2	1
OMS Admin/BOH/Inspectors	5	1
Retirement/Benefits	2	1
Town Administrator	1	1
Town Clerk *	1	1
ATC/Assessor Admin	2	1
Town Planner	1	1
ATP/Conservation	1	1
Treasurer/Collectors *	3	1
Veteran's/State Rep	2	1

Procedures While at Work

- Stagger work schedules, lunch and break times, regulating maximum number of people in one place and ensuring at least 6 feet of physical distancing
- Minimize the use of confined spaces (e.g., elevator, mail room, kitchen) by no more than one individual at a time; all workers in such spaces at the same time are required to wear face coverings
- Employees who leave their personal workspace or who are interacting with other employees shall wear a clean face covering, such as a fabric face mask, scarf, or bandana, over their mouth and nose in accordance with [CDC guidelines](#) and exercise physical distancing in accordance with [CDC guidelines](#).
- Shaking hands or other unnecessary physical contact is prohibited.
- Employees are encouraged to wash their hands often with soap for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol.
- A "No Congregation" policy is in effect; individuals must implement physical distancing by maintaining a minimum distance of 6-feet from other individuals.
- Avoid face to face meetings. Conduct all meetings via conference calls or electronic means, if possible. Recommend use of cell phones, texting, web meeting sites and conference calls for discussion. Department heads may utilize town Zoom account by scheduling with the Assistant Town Administrator Megan Zammuto (mzammuto@townofmaynard.net or 978-793-9567)

- All individual work crew meetings/tailgate talks should be held outside and follow physical distancing.
- Please keep all work crews a minimum of 6' apart at all times to eliminate the potential of cross contamination.
- At each job briefing/tool box talk, employees are asked if they are experiencing any symptoms, and are sent home if they are.
- Employees must practice physical distancing on the job site and limit interaction with the public. All questions shall be directed to their supervisor.
- All restroom facilities/porta-potties should be cleaned and handwashing stations will be provided with soap, hand sanitizer and paper towels.
- All surfaces should be regularly cleaned, including surfaces, door handles, laptops, etc.
- All common areas and meeting areas are to be regularly cleaned and disinfected at least once a day but preferably twice a day.
- Employees should not share utensils or other food containers.
- To lessen the chance for contamination, we recommend everyone bring their own food from home.
- Employees must maintain physical distancing separation during breaks and lunch.
- Cover coughing or sneezing with a tissue, then throw the tissue in the trash and wash hands; if no tissue is available, cough into your elbow.
- Avoid touching eyes, nose, and mouth with your hands.
- To avoid sharing germs, please clean up after yourself. DO NOT make others responsible for moving, unpacking and packing up your personal belongings.
- If you or a family member is feeling ill, stay home. Report this to your supervisor immediately.

Vehicle/Equipment/Tool Use

- All vehicles must be disinfected before and after each use. Supervisors will make every effort to keep employees in the same vehicle for each week.
- All tools must be disinfected before and after each use. Supervisors will make every effort to keep the same tools and work assignment for each week.
- Minimize the use of vehicles by no more than one individual at a time; if two employees must be in a vehicle at the same time, they are required to wear face coverings
- Employees are not authorized to use vehicles/equipment/tools not assigned by their supervisor.

Increased Exposure Risks

- Only trained employees are authorized to enter private buildings. Adequate PPE endorsed by the Board of Health shall be worn.
- Employees shall undergo training approved by the Board of Health.
- All mail and other items likely to have been contacted by others shall be disinfected or left undisturbed for 3 days in a labeled location before making contact. Employees shall wear gloves if they need to touch these items within 3 days.
- Employees are not authorized to enter or touch anything in other employees' office spaces.

- Employees shall disinfect their hands before and after using shared surfaces such as fax machines and copiers.

When an Employee Experiences Symptoms at Work

- Any employee who experiences symptoms while at work or outside of work should inform their supervisor then go home and contact their primary care physician and get tested as soon as possible to determine appropriate protocols and contact tracing.
- The Town will work with the Health Agent and Public Health nursing staff to initiate isolation, contact tracing (if necessary), and communication in the unlikely situation that a worker is diagnosed as positive with COVID-19 at work, or comes into close contact (within 6 feet for ≥ 15 minutes) with an individual diagnosed with COVID-19.
- If an employee exhibits symptoms of COVID-19 or reports feeling ill in any way, the Department Head may ask the employee about their symptoms. The most common symptoms include, but are not limited to: fever, chills, cough, shortness of breath, sore throat, loss of taste or smell, chest tightness or body aches/muscle pains.
- Department Heads should keep the information confidential, contacting ONLY the Town Administrator, Assistant Town Administrator, or Human Resources Coordinator, and prepare to send the employee home. If the employee is not wearing a mask, they should be given one, along with gloves and accompanied out of the building.
- The Department Head should make arrangements to ensure that the employee may safely leave the building with their necessary personal belongings, such as bags, car keys, etc., having minimal contact with other employees or the public.
- The Department Head should also ask the employee who they have had contact with at work for the previous 48 hours prior to showing symptoms. The people identified as close contacts may need to self-quarantine.
- Once arrangements have been made, the employee, if able, should directly leave the building and quarantine at home until they can receive medical advice from their primary care physician regarding their symptoms.
- They will also inform their supervisor where they have travelled in the building and the Town will follow the CDC guidelines for cleaning and disinfecting the work area of the employee and areas they travelled.
- The work area of the employee will be closed. Outside windows and doors will be open to increase air circulation. If possible, the Town will wait 24 hours before the area is cleaned.
- All areas used by the person who is sick will be cleaned and disinfected and if necessary the area will be vacuumed using a high-efficiency air filter.
- The employee should isolate at home and contact their primary care physician for testing. The test results will need to be shared with their supervisor so identified close contacts at work can be quarantined. Medical clearance will be needed to return to work.

When an Employee Tests Positive

If an employee is suspected or confirmed to have a COVID-19 infection, it is important to take immediate action:

- Employees who are sick should notify their direct supervisor. Supervisors should keep this information confidential and are required to notify ONLY the Town Administrator, Assistant Town Administrator, or Human Resources Coordinator – they will notify the Health Agent and Public

Health nursing staff to determine which employees may have been exposed to the virus and may need to take additional precautions. Any and all communications regarding COVID-19 cases are to come through/from the Town Administrator's Office.

- Clean and disinfect in accordance with the following current CDC guidance:
 - In most cases, you do not need to shut down the entire facility. If it has been less than 7 days since the sick employee has been in the facility, close off any areas used for prolonged periods of time by the sick person.
 - Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
 - During this waiting period, open outside doors and windows to increase air circulation in these areas.
 - Clean dirty surfaces with soap and water before disinfecting them.
 - To disinfect surfaces, use products that meet EPA criteria for use against SARS-CoV-2, the virus that causes COVID-19, and are appropriate for the surface.
 - Always wear gloves and gowns appropriate for the chemicals being used when you are cleaning and disinfecting.
 - You may need to wear additional PPE depending on the setting and disinfectant product you are using. For each product you use, consult and follow the manufacturer's instructions for use.
- If it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.

Returning to Work After COVID-19 Recovery

We will be utilizing the CDC's guidelines for those returning to work after confirmed or presumed cases of COVID-19. They are outlined below, but are subject to change. *DPH no longer recommends follow up testing following a positive test within 3 months of the initial test. Patients can continue to test positive for up to 3 months as the RNA virus continues to shed. However, they are NOT infectious for 3 months:

1) Symptom-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 ten (10) days have passed since symptoms first appeared.
- If never symptomatic, at least 10 days have passed since the date of the test and no symptoms have developed.
- If the patient was hospitalized, a physician's Fitness for Duty certification is required.
- 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 should:

- Wear a facemask at all times while in the facility until all symptoms are completely resolved or until 14 days after illness onset, whichever is longer
- Be restricted from contact with severely immunocompromised patients

- Adhere to hand hygiene, respiratory hygiene, and cough etiquette in [CDC's Interim Infection Control Guidance](#) (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 occupational health if respiratory symptoms recur or worsen

Council on Aging

- The Maynard Council on Aging will continue to follow Massachusetts Dept. of Public Health and CDC guidance in administering services to seniors. The Council on Aging will work with the Town Administration and Board of Health to evaluate practices and procedures unique to the Town of Maynard's senior population.
- The Council on Aging will remain closed to the public and all services and outreach will continue to be provided remotely.
- Staff may continue to provide services remotely and/or return to the office as needed.



Library

- The Library will remain closed to the public.
- Beginning June 29, 2020, the Library may operate for safe and contactless curbside pickup and delivery only.
- The staff may return to work as needed and must follow the guidelines above.



PHASE 2 – Cautious – Step 1

Overview:

No Change

PHASE 2 – Cautious – Step 2

Social Distancing Updates

Each office will have a restricted workforce presence to 50% maximum occupancy (normal occupancy as of March 1, 2020). Any business or other organization that has been operating as a "COVID-19 Essential Service" as of May 18, 2020 had until July 1, 2020 to comply with these occupancy limitations (indicated by a * in the chart below).

Occupancy Limitations per Office:

Department	Normal Capacity	50% Maximum Occupancy
Accounting/Finance	1	1
Building	1	1
Chief Assessor	1	1
DPW Admin *	4	2
Facilities/Engineering	2	1
OMS Admin/BOH/Inspectors	5	3
Retirement/Benefits	2	1
Town Administrator	1	1
Town Clerk *	1	1
ATC/Assessor Admin	2	1

Town Planner	1	1
ATP/Conservation	1	1
Treasurer/Collectors *	3	2
Veteran's/State Rep	2	1

Travel to High-risk Areas

Beginning August 1, 2020 Governor Baker announced a new travel orders that all visitors and returning residents entering Massachusetts must follow. The Commonwealth has made great progress to slow the spread of COVID-19 and gradually re-open the economy, and all visitors have a responsibility to help us keep transmission levels as low as possible. Visit the state's [Travel Order Page](#) for more information.



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, we have put protocols in place in accordance with the Governor's order that include:

- 14-day "Stay at Home" Quarantine or Negative COVID-19 Test Result Requirements
- Reentry After Quarantine Protocols
- Use of Leave During Stay-at-Home Periods [Lower-Risk States List & Quarantine Guidance](#)

For complete guidelines, see ***Appendix B: Travel to High-risk Areas and Stay at Home Protocols***

PHASE 3 – Vigilant – Step 1

Town Hall to Open for Limited By-Appointment-Only Hours

As part of the Town's Phase III Reopening Plan, Town Hall will be open by appointment only beginning Monday, September 28, 2020. While remote work remains strongly encouraged, persons wishing to meet with town employees in Town Hall are required to contact the respective department/employee and schedule an appointment. Please be sure to update each department's contact information on the Town's website at www.townofmaynard-ma.gov.



- Hours and need for appointments are determined by each department.
- Employees will meet their scheduled visitors at the door to allow them into the building. Instruct visitors with appointments in need of full access capabilities to use the back door, located behind Town Hall.
- All visitors entering Town Hall must wear a face covering during the time they are in the building (unless health conditions prevent the use of masks). All visitors to the building must practice 6-foot social distancing.
- Visitors will also be required to sign in with the employee they are meeting with for contact tracing purposes. Each department head will be responsible for keeping an accurate log for their department (*See Appendix C: Contract Tracing Log*).
- All scheduled appointments will be held in either the Soup Campbell room in the lower level or the Board of Selectmen's room or Finance Room on the second floor of Town Hall. No more than two (2) visitors can be scheduled with any employee at the same time and social distance guidelines above must be maintained during meetings

- Residents, businesses and property owners can also continue to utilize the Outside Treasurer-Collector and Town Clerk Drop-Boxes 24/7, accessible by the handicapped ramp, outside the front door of Town Hall.
- These additional services provide an opportunity for residents, businesses, property owners and visitors to conduct business at Town Hall in a safe manner in addition to the ability to conduct business on-line and by telephone, the latter of which can be done during regular business hours. All of our employees are working their regular hours and we will continue to provide services to the public through these mechanisms which protect the health and safety of all.
- To ensure the safety of visitors, their families and our employees, visitors are encouraged to only make appointments to meet in Town Hall if their business cannot be conducted or handled online, or via remote meeting or telephone.

PHASE 3 – Vigilant – Step 2

No changes for the workplace

PHASE 4 – New Normal

August 15, 2022

COVID-19 Isolation and Exposure Guidance

If you test positive for COVID-19 (isolate)

If you test positive for COVID-19 on either a rapid antigen or PCR test, you are required to self-isolate – **whether you are vaccinated or not**. Do not leave your home, except to get medical care. Do not visit public areas. Self-isolation means separating yourself from others to keep your germs from spreading. Regardless of vaccination status, all individuals who test positive should avoid people who are at high risk of severe disease for 10 days. For anyone who lives or goes to school in MA:

Isolation Guidance

Able to Mask:

- **Stay home and isolate for at least the first 5 days; you are probably most infectious during these 5 days.**
- If you never had symptoms or symptoms are improving, * you may end your isolation on day 6.
- Wear a mask around others for 10 days (including in the household). You may remove your mask prior to day 11 if you have had two negative tests taken 48 hours apart.

Unable to Mask:

- **Stay home and isolate for 10 days.**
- If you never have had symptoms or symptoms are improving, * you may end your isolation on day 11.

*Note: If you have or develop symptoms, continue to stay home, until you have not had a fever for 24-hours without the use of fever reducing medicine and your other symptoms are improving. If you were severely ill (were hospitalized) or have a weakened immune system, you should consult your healthcare provider before leaving isolation.

Days to Isolate

- **Day 0**, first day of symptoms OR day the positive test was taken, whichever is earlier
- **Days 1-4**, continue to isolate
- **Day 5**, last day of isolation if asymptomatic or symptoms are improving
- **Day 6**, leave isolation (if you are able to wear a mask at all times when around other people, including in your household, through day 10). You may remove your mask prior to day 10, if you have had two negative tests taken 48 hours apart.

After you have ended isolation, if your COVID-19 symptoms recur or worsen, restart your isolation at day 0.

While everyone must isolate if they have COVID, individuals may be able to return to childcare, school or a healthcare setting sooner under certain conditions. See guidance on return to work, school and childcare, below.

If you were exposed to someone with COVID-19 (exposure precautions)

If you have been exposed to someone with COVID, you do not need to quarantine as long as you remain asymptomatic, regardless of your vaccination status. You must wear a mask any time you are around others inside your home or indoors in public for the 10 days following your exposure, unless you are unable to mask*.

If you were exposed and develop symptoms at any time, isolate and take a test and stay home until you know the result. If the result is positive, follow isolation protocols. If your test is negative or if you have remained asymptomatic, take a test on day 6.

- If you have not had COVID-19 in the last 90 days, you can test with either a rapid antigen or PCR test.
- People who had COVID-19 in the last 90 days should test with a rapid antigen test, not a PCR test.
- People who had COVID-19 in the last 30 days are not recommended to test on day 6 but should use a rapid antigen test if they develop any symptoms.

If you test positive, follow isolation guidance. For more information, please see CDC COVID-19 Exposure Guidance.

* You are unable to consistently wear a mask due to young age or medical or behavioral condition.

Schools, childcare, and certain healthcare settings

Workers in schools, childcare, camps and certain healthcare settings have specific standards for returning to their workplaces, as do children returning to school, childcare or camp settings. It should be noted that these standards apply to their specific setting only, and all individuals must follow the isolation and exposure precaution guidance for the general population when outside of those settings.

Specific guidance and protocols on when individuals may return to these settings:

- [Children and Staff in Child Care, K-12, Out-of-School Time \(OST\) and Recreational Camp/Program Settings](#)
- [Certain Health Care Workers | DPH](#)

For additional information, visit the Frequently Asked Question on the Mass.gov website: [FAQ](#)

Appendix A

TEMPORARY OPERATING CHANGES - STAY AT HOME & REMOTE WORK PROTOCOLS

The purpose of this Policy is in response to the COVID-19 global pandemic. In light of the continued drop in COVID-19 positivity and death rates in the Commonwealth, and consistent with the Governor's reopening plan, the Town has decided to institute the Policy as set forth below.

Rest assured, the Town has drafted the Policy cautiously and as a part of its continuing effort to promote best public health practices (such as social distancing, mask wearing, and frequent sanitization of Town property) while also maintaining a functioning Town Government.

The Town will continue to monitor the COVID-19 situation and make operational decisions that are in the best interests of the Town, its residents and employees. Further, should an employee have a particular need or concern as to the application of this policy to his/her personal circumstances, the employee should contact their Department Head or Town Administrator for further guidance.

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.

Working Remotely

All Town employees are expected to work remotely work to the greatest extent possible at this time.

To the extent that an employee requires a COVID-19-related accommodation pursuant to the American with Disabilities Act, they may do so by filing a request with the Department Head and Town Administrator. Upon such request, the Town will engage with the employee in an interactive process to determine whether they are able to perform the essential functions of their position while working remotely.

An employee granted prior permission to work remotely to prevent the spread of COVID-19 to Town employees, Town citizens, and the public at large is not guaranteed that the interactive process will result in such remote work as a reasonable accommodation. Even so, the Town will consider such employee's prior performance while working remotely in determining whether they can perform the essential functions of their position with the same accommodations under the ADA.

Use of Paid Time Off & Leave Under the Families First Coronavirus Response Act ("FFCRA")

Employees who are unable to report to work (in-person or remotely) for COVID-19-related reasons will be required to use their accumulated sick time, vacation time, personal time, or other paid time off in accordance with Town policy, unless such employees qualify for paid time off under the FFCRA.

Pursuant to the FFCRA, set to expire December 31, 2020, full-time Town employees are entitled to 80 hours of paid sick leave and part-time employees are entitled to the equivalent of the average number of hours worked over a two-week period for the following reasons:

- 1) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;

- 2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- 3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
- 4) The employee is caring for an individual who is subject to an order as described in Section A above or has been advised as described in Section B above;
- 5) The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable due to COVID-19 precautions; or
- 6) The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Under the FFCRA, paid sick leave is capped at \$511 per day and \$5,110 in the aggregate for the reasons set forth in Subsections 1), 2), and 3) above; and \$200 per day and \$2,000 in the aggregate for the reasons set forth in Sections 4), 5), and 6).

In addition, the Act expands employees' Family Medical Leave Act ("FMLA") benefits as follows:

- 1) For leave requested for the qualifying reason set forth in Subsection 2) below, "eligible employee" means an employee who has been employed for at least 30 calendar days.
- 2) Eligible employees may now take leave under the Act if they are unable to work – or telecommute – because they need to care for their child under 18 years of age because of the closure of such child's school or childcare provider, where such closure is due to a COVID-19-related emergency declared by a Federal, State, or local authority.
- 3) The first 10 days of leave taken for the qualifying reason noted in Section B above may be unpaid; however, after those 10 days, paid leave will be calculated at 2/3 of the employees' regular rate of pay, subject to a cap of \$200 per day and \$10,000 in aggregate.

Employees seeking sick paid leave under the FFCRA or paid leave under the expanded FMLA benefit must notify the Town beforehand to the extent practicable and provide supporting documentation. See the attached [DOL FFCRA Poster](#) or visit the [DOL FFCRA FAQ](#) for more information.

FEDERAL EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires the Federal government to provide all of its employees with paid sick leave and, for employees who are covered under Title I of the Family and Medical Leave Act (FMLA), with expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

► PAID LEAVE ENTITLEMENTS

Generally, the Federal government must provide **Federal employees**:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total; and
- $\frac{2}{3}$ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total.

Federal employees including those not covered under Title I of the FMLA can receive either $\frac{2}{3}$ of the higher of their regular rate of pay, or the applicable state or Federal minimum wage for the two-week period for qualifying reason #5 below. However, for leave under qualifying reason #5, Federal employees covered under Title I of the FMLA can receive 10 additional weeks of expanded family and medical leave for reason #5 below, up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

► ELIGIBLE EMPLOYEES

All Federal employees are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Federal employees who are covered under Title I of the FMLA and have been employed for at least 30 days prior to their leave request are eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

Most federal employees are not covered under Title I of the FMLA and so would not be eligible for partially paid expanded family and medical leave. Please consult with your agency to determine whether you are covered under Title I of the FMLA. The Office of Personnel and Management will issue guidance on this question.

► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

A Federal employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

<ol style="list-style-type: none"> 1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19; 2. has been advised by a health care provider to self-quarantine related to COVID-19; 3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis; 4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); 	<ol style="list-style-type: none"> 5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or 6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.
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► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA for Federal employers covered under Title I of the FMLA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Federal employers covered under Title I of the FMLA in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:

1-866-487-9243
TTY: 1-877-889-5627

dol.gov/agencies/whd



WH1423 REV 03/20

Appendix B

TRAVEL TO HIGH-RISK AREAS –STAY AT HOME PROTOCOLS

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.

High-risk Area

For the purposes of this Policy, “High-risk Area” shall mean any location outside of the Commonwealth of Massachusetts – foreign or domestic – that poses a high risk of contracting COVID-19. Given the frequency and speed with which a particular location’s case count and positivity rate can change, the Town Administrator, Board of Health, and/or Board of Selectmen shall determine whether a particular location is a High Risk Areas based upon the best information available to him/her/them at that time, including, without limitation, information provided by the Centers for Disease Control and Prevention, the National Institute of Allergy and Infectious Diseases, the United States Department of State, the Commonwealth’s Department of Public Health, and the Governor’s Office.

Town of Maynard strongly discourages employees from personal travel to high-risk areas.

Stay-at-home Requirement for Employees Who Return from Travel from High-risk Areas

When a Town employee returns from traveling to a High-risk Area/State, he/she is prohibited from entering his/her workplace for the 14 days following the date of return (“stay-at-home period”) unless they can produce a negative COVID-19 test result that has been administered up to 72-hours prior to their arrival in Massachusetts, unless they meet one of the following exemptions:

- Individuals coming from Lower-risk States (View the most up-to-date [Massachusetts Lower-risk States List.](#))
- Persons commuting for work or school
- Patients seeking or receiving medical treatment
- Military personnel

If the employee’s COVID-19 test result has not been received prior to arrival, they must quarantine until they receive a negative test result. Whether such employee is be permitted to work remotely during the stay-at-home period will be determined by his/her Department Head and will depend on whether the essential functions of his/her position can be performed remotely.

Reentry into the Workplace

Before reentering the workplace after a 14-day stay-at-home period, such employees may be required to submit to a COVID-19 test; have his/her temperature read; and/or answer question designed to determine whether he/she is experiencing any COVID-19 symptoms.

Use of Leave during Stay-at-home Period

Employees prohibited from entering the workplace under Section IV above and whose Department Head determines that the essential function of such employees' position cannot be performed remotely may use any accrued vacation or sick time during the stay-at-home period. In addition, such employees shall not be disciplined or otherwise reprimanded (in writing or orally) for any absences resulting from Section IV above.

Appendix C

CONTACT TRACING LOG

Department: _____

EMPLOYER GUIDANCE

Mandatory safety standards for workplaces

**SOCIAL DISTANCING**

All persons, including employees, customers, and vendors should remain at least six feet apart to the greatest extent possible, both inside and outside workplaces

Establish protocols to ensure that employees can practice adequate social distancing

Provide signage for safe social distancing

Require face coverings or masks for all employees

HYGIENE PROTOCOLS

Provide hand washing capabilities throughout the workplace

Ensure frequent hand washing by employees and adequate supplies to do so

Provide regular sanitization of high touch areas, such as workstations, equipment, screens, doorknobs, restrooms throughout work site

STAFFING & OPERATIONS

Provide training for employees regarding the social distancing and hygiene protocols

Employees who are displaying COVID-19-like symptoms do not report to work

Establish a plan for employees getting ill from COVID-19 at work, and a return-to-work plan

CLEANING & DISINFECTING

Establish and maintain cleaning protocols specific to the business

When an active employee is diagnosed with COVID-19, cleaning and disinfecting must be performed

Disinfection of all common surfaces must take place at intervals appropriate to said workplace



OFFICE SPACES

MA COVID-19 Checklist

SOCIAL DISTANCING

Ensure >6ft between individuals

Each office must monitor customer and worker entries and exits and limit occupancy at all times to the greater of the following:

- 50% of the building's maximum permitted occupancy as documented in its occupancy permit on record with the municipal building department or other municipal record holder
- Buildings for which no permitted occupancy limitation is on record may allow 10 persons (including staff) per 1,000 square feet of accessible space
- In any case, no enclosed space within the facility may exceed occupancy of 10 persons per 1,000 square feet
- All occupancy counts and calculations shall include customers, staff, and other workers

Businesses and other organizations may exceed this maximum occupancy level based on a demonstrated need for relief based on public health or public safety considerations or where strict compliance may interfere with the continued delivery of critical services

Ensure separation of 6 feet or more between individuals unless this creates a safety hazard due to the nature of the work or the configuration of the workspace

- Close or reconfigure worker common spaces and high density areas where workers are likely to congregate (e.g., break rooms, eating areas) to allow 6 feet of physical distancing; redesign work stations to ensure physical distancing (e.g., separate tables, use distance markers to assure spacing)
- Cafeterias must practice physical distancing and appropriate hygiene measures and may allow indoor and /or outdoor seating according to Restaurant guidance
- Physical partitions separating workstations must be installed for areas that cannot be spaced out. Physical partitions must be at least 6 feet in height
- Establish directional hallways and passageways for foot traffic if possible, to minimize contact. Post clearly visible signage regarding these policies
- Limit visitors where feasible, and avoid congregation in common areas (e.g., lobbies)
- Mark rooms and hallways to indicate 6 feet separation

Designate assigned working areas (e.g., floor, building) to individuals where possible to limit movement throughout the facility and limit contact between workers

Stagger work schedules and improve ventilation for enclosed spaces where possible (e.g., open doors and windows)

Limit meeting sizes, ensure 6 feet of social distancing, and encourage remote participation

Stagger lunch and break times, regulating maximum number of people in one place and ensuring at least 6 feet of physical distancing

Minimize the use of confined spaces (e.g., elevators, control rooms, vehicles) by more than one individual at a time; all workers in such spaces at the same time are required to wear face coverings

HYGIENE PROTOCOLS

Apply robust hygiene protocols

Ensure access to handwashing facilities on site, including soap and running water, wherever possible and encourage frequent handwashing; alcohol-based hand sanitizers with at least 60% alcohol may be used as an alternative

Supply workers at workplace location with adequate cleaning products (e.g., sanitizer, disinfecting wipes)

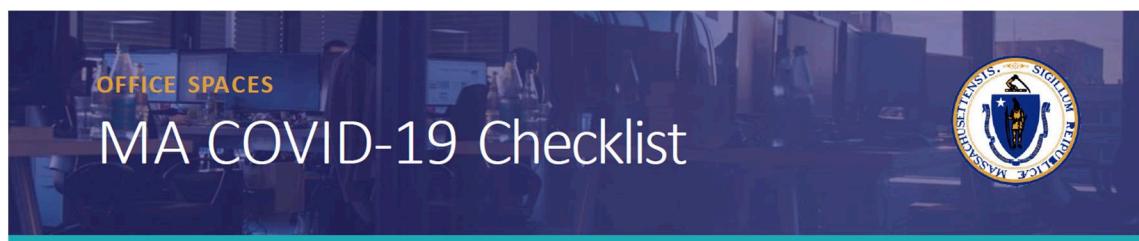
Post visible signage throughout the site to remind workers of the hygiene and safety protocols

Alcohol-based hand sanitizers with at least 60% alcohol should be made available at entrances and throughout floor areas for workers

Require regular and not less than daily cleaning and sanitation of all high-touch areas such as workstations, door handles, and restrooms

Avoid sharing office materials / equipment or disinfect equipment between use (e.g., telephones, fax machines)

Additional details on Sector-Specific Protocols can be found at <https://www.mass.gov/info-details/reopening-massachusetts>



OFFICE SPACES

MA COVID-19 Checklist



STAFFING & OPERATIONS
Include safety procedures in the operations

- Provide training to workers on up-to-date safety information and precautions including hygiene and other measures aimed at reducing disease transmission, including:
 - Social distancing, hand-washing, proper use of face coverings
 - Self-screening at home, including temperature and symptom checks
 - Importance of not coming to work if ill
 - When to seek medical attention if symptoms become severe
 - Which underlying health conditions may make individuals more susceptible to contracting and suffering from a severe case of the virus
- Facilities must screen workers at each shift by ensuring the following:
 - Worker is not experiencing any symptoms such as fever (100.0 and above) or chills, cough, shortness of breath, sore throat, fatigue, headache, muscle/body aches, runny nose/congestion, new loss of taste or smell, or nausea, vomiting or diarrhea
 - Worker has not had "close contact" with an individual diagnosed with COVID-19. "Close contact" means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for 15 minutes or more, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic
 - Worker has not been asked to self-isolate or quarantine by their doctor or a local public health official
 - Workers who fail to meet the above criteria must be sent home
- Adjust workplace hours and shifts (leverage working teams with different schedules or staggered arrival / departure) to minimize contact across workers and reduce congestion at entry points
- Maintain a log of workers and customers to support contact tracing (name, date, time, contact information) if needed
- Workers must wear face coverings when social distancing of 6 feet is not possible, except where unsafe due to medical condition or disability
- Employers are encouraged to have workers continue to telework if feasible; external meetings should be remote to reduce density in the office
- Employers should establish adjusted workplace hours and shifts for workers (if working in-person, leverage working teams with different schedules or staggered arrival / departure) to minimize contact across workers and reduce congestion at entry points
- Limit visitors and service providers on site; shipping and deliveries should be completed in designated areas
- For guidance on business-sponsored travel, refer to the Commonwealth's current out-of-state travel order: mass.gov/MATraveler. Employers are strongly discouraged from allowing business-related travel to destinations other than those appearing on the Department of Public Health's list of COVID-19 lower risk States. Employers that permit employer-paid or -reimbursed travel to those States should take measures to ensure employees comply with this order. Employers are also urged to strongly discourage their employees from taking leisure travel to destinations not included on the list of COVID-19 lower-risk States
- Workers must stay home if feeling ill
- Workers who are particularly vulnerable to COVID-19 according to the Centers for Disease Control (e.g., due to age or underlying conditions) are encouraged to stay home or arrange an alternate work assignment
- Workers are strongly encouraged to self-identify symptoms or any close contact to a known or suspected COVID-19 case to the employer
- Encourage workers who test positive for COVID-19 to disclose to the workplace employer for purposes of cleaning / disinfecting and contact tracing. If the employer is notified of a positive case at the workplace, the employer shall notify the local Board of Health (LBOH) in the city or town where the workplace is located and assist the LBOH as reasonably requested to advise likely contacts to isolate and self-quarantine. Testing of other workers may be recommended consistent with guidance and / or at the request of the LBOH
- Post notice to workers and customers of important health information and relevant safety measures as outlined in the Commonwealth's [Mandatory Safety Standards for Workplace](#)
- Offices should maintain operating hours that allow for on-going off-hour sanitation and cleaning
- Allow water fountains to be used as refill stations only, provided that social distancing can be maintained. Workers should bring their own water bottles
- Additional on-site amenities and services may only open and operate when those amenities or services would otherwise be authorized to operate under the Commonwealth's Phased Reopening Plan and then must adhere to all sector-specific safety protocols, available on the [Reopening Plan website](#), applicable to the amenity or service. Examples include:
 - Cafeterias: Must follow the latest restaurant guidance

Additional details on Sector-Specific Protocols can be found at <https://www.mass.gov/info-details/reopening-massachusetts>



CLEANING & DISINFECTING

Incorporate robust hygiene protocols

- Clean commonly touched surfaces in restrooms (e.g., toilet seats, doorknobs, stall handles, sinks, paper towel dispensers, soap dispensers) frequently and in accordance with CDC guidelines
- Conduct frequent cleaning and disinfection of site (at least daily and more frequently if feasible)
- Keep cleaning logs that include date, time, and scope of cleaning
- Conduct frequent disinfecting of heavy transit areas and high-touch surfaces (e.g., doorknobs, elevator buttons, staircases, vending machine, bathrooms)
- Clean shared spaces (e.g., conference rooms) between use and supply cleaning products (e.g., sanitizer, disinfecting wipes)
- In event of a positive case, shut down site for a deep cleaning and disinfecting of the workplace in accordance with current CDC guidance
- Open windows and doors to increase airflow where possible