

TO: Maynard Town Employees
FROM: Town Administrator
DATE: March 13, 2020
RE: COVID-19 Staff Protocols

In light of the potentially increasing spread of the COVID-19 virus, **all town buildings will be closed to the public for two weeks beginning Monday, March 16th**. We recognize and share our employees' concerns regarding your health and safety while providing services to the public. The following guidelines will be in place for your safety during the COVID-19 outbreak. We ask that everyone please read and adhere to the following:

- ☞ If you are experiencing acute respiratory symptoms (i.e. cough, shortness of breath or fever), or are returning from travel, notify your supervisor and do not come to work.
- ☞ If you need to stay home to care for a sick child or family member, notify your supervisor
- ☞ Department heads should be diligent in keeping your web pages up to date with accurate phone and email information. Email webmaster Dave Griffin at dave@dmg-photography.com with any changes.
- ☞ Should the current health climate warrant, the town may require all employees, with the exception of public safety, water/sewer sanitation, and any other personnel performing essential functions, to work from home. In preparation for this scenario, department heads are encouraged to work with staff to:
 1. Determine how to best handle the health and safety of any vulnerable and/or high-risk employees
 2. Prioritize the essential functions of your office
 3. Assess the capability of performing essential functions remotely
 4. Determine which employees could successfully perform their tasks from home (non-essential personnel)

These steps will help to set clear work expectations and assist us in being as prepared as possible to continue business in the event of total building closures. As buildings are closed and remote access becomes necessary, employees should not assume any specified period of time for telework, and the town may require employees to return to regular, in-office work at any time during their regular work schedule.

☞ **Precautions at Work:**

- Wipe down public counters, doorknobs, light switches, and areas that the public and your co-workers frequently touch (you are responsible for wiping down your own work area and equipment)
- Wash your hands regularly with soap and water
- Do not shake hands with the public or fellow employees
- Cough or sneeze into a tissue or your elbow if you have no tissue
- Keep a safe social distance (6 feet) from others if possible
- If you plan to travel, notify your department head of where you are going
- Avoid sharing food, utensils, containers, pens and other personal items
- Distance yourself from anyone who appears sick

👉 If/Then:

- If you come to work with a cough, fever or shortness of breath, you will be sent home
- If you start to exhibit symptoms of a cough, fever or shortness of breath while at work, you will be sent home
- We will closely monitor the local outbreak and will continue to assess the potential closing of all buildings to the public
- If someone from the public visits a public building and we discover they have tested positive for COVID-19 or have been exposed to it, we will close that building and have it sanitized.
- If someone in the workplace is diagnosed with COVID-19, we will close that building and institute work-from-home protocols