

Town of Wilbraham COVID-19 Self Certification and Safety Protocol

1. Self-Certification

Each employee, by appearing for their appointed work time, is self-certifying to their supervisor that they have had none of the following prior to starting any work duties:

- Have no signs of a fever or a measured temperature above 100.0 degrees or greater within the past 24 hours without the use of fever reducing medications.

- Have none of the following symptoms:
 - Fever or chills
 - Cough (*not due to other known causes*)
 - Shortness of breath or difficulty breathing
 - New loss of taste or smell
 - Muscle or body aches
 - Sore throat
 - Nausea or vomiting
 - Diarrhea
 - Fatigue (*when in combination with other symptoms*)
 - Headache (*when in combination with other symptoms*)
 - Congestion or runny nose (*not due to other known causes, when in combination with other symptoms*)

- Have 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 about 15 minutes, 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.

- Have not been asked to self-isolate or quarantine by their doctor or a local public health official.

- Are not subject to a Federal or State Public Health Order of Quarantine and/or testing.

Employees exhibiting symptoms of COVID-19 or are unable to self-certify may not come to the work site and must seek medical attention. They are not to return to the work site until cleared by a medical professional and provide a negative COVID-19 test result. The employee must quarantine at home while waiting for test results. Test results and all related medical information will be kept confidential and must be provided to Herta Dane, HR Coordinator prior to returning to work.

Employees who cannot come to work may be eligible for paid leave under the EPSL or EFMLA for COVID-19 related reasons, or may use available paid leave, if they are unable to work from home. Please contact your supervisor if you have any questions, or contact Herta Dane, Human Resources Coordinator, or Town Administrator Nick Breault.

2. Confirmed Case Protocol

If a Town employee has tested positive for COVID-19, the employee must notify their supervisor and not come to work. The Town will follow the following steps:

1. The employee will be sent home to isolate.

If the employee is at home, the employee will not be able to come to work and must call their primary health care provider. If the employee is at work and does not require urgent care, the employee will be sent home immediately and will be instructed to contact a health care provider. They will be instructed to isolate for a period of at least 10 days per MDPH guidance. Even if the employee shows no symptoms, he or she may still be able to spread the virus during that time frame. The town will notify the Public Health Nurse for case management.

2. The Town will vacate and clean areas recently used by the employee.

Workspaces and common areas that were used by the infected employee in the two (2) days prior to diagnosis will be cleaned and disinfected by a professional cleaning crew according to CDC guidelines.

3. The Town will notify potentially exposed co-workers without compromising and confidential information related to the positive employee.

To the extent possible, the Town will retrace the activities of the infected employee and notify any co-workers who might have had contact with that person in the two (2) days before the diagnosis. The MDPH has determined that COVID-19 exposure risk begins when someone is within 6 feet of the infected person for 15 minutes or more. The agency also notes that infected people can spread the virus 48 hours before the onset of symptoms.

The town will notify co-workers promptly and provide enough information such that co-workers can take precautions and self-monitor for symptoms without improperly or inadvertently divulging private information of the affected employee. Exposed employees must get tested for Covid-19 (PCR test) but also must quarantine for 14 days.

4. The Town will allow employees to return to work as follows:

- Those who never develop symptoms can end isolation 10 days after testing positive.
- Those with moderate to mild symptoms can end isolation after 10 days and the following have been met: 24 hours fever-free (without the use of fever-reducing medication) and other symptoms have improved.
- Those with severe symptoms may need to continue isolation for a full 20 days or longer.

In all cases, the employee will be cleared by a health care provider and/or the Public Health Nurse before returning to work.

3. Standard Safety Protocol

Each Town employee, by appearing for their appointed work time, agrees to follow these safety protocols:

All Offices

- A "No Congregation" policy is in effect, individuals must implement Social Distancing by maintaining a *minimum* distance of 6-feet from other individuals.
- Face coverings must be worn in all common areas (hallways, bathrooms, meeting rooms etc.) and whenever a distance of 6 feet or more cannot be maintained from other individuals.
- Employees are not authorized to enter or touch anything in other employee's work areas.
- Limit interactions between employees and co-workers, employees are to stay in their office, no visiting employees in other offices for face to face meetings.

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- Conduct all meetings via conference calls, if possible. Do not convene meetings of more than 10 people. Recommend use of cell phones, texting, web meeting sites and conference calls for project discussions.
- Documents and interoffice mail that needs to be shared should be scanned where possible, hard copies, if necessary, must be placed in the appropriate town hall mail box (no personal hand delivery unless absolutely necessary).
- If social distancing is not possible while at a work station, everyone must wear a face mask.
- No handshaking, hugging or other physical contact between employees.
- No sharing of personal items.
- Wash hands often with soap for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol prior to leaving a job site.
- The wearing of disposable gloves is recommended particularly where contact with contaminated surfaces is more likely (i.e. mail).
- Avoid touching your face (mouth, nose and eyes).
- Employees must clean their work station including their phones, keyboards, computer mouse, mousepad, keys, handles and top of their desks at the beginning of each work day. Employees using vehicles must disinfect the steering wheel and all controls when entering a vehicle. The Town will provide sanitation supplies for that purpose.
- All common areas and meeting areas such as bathrooms, conference rooms, hallways, employee lounges/kitchens, and associated frequently touched areas including door handles, touch and key pads, will be regularly cleaned and disinfected by the Town. Users are encouraged to clean areas before and after they use them.
- Water coolers are not to be used, bring your own water bottle, and do not share.
- To avoid external contamination, we recommend everyone bring food from home. Kitchens are closed with the exception of the sink for washing hands, the use of the refrigerator for storing perishable food items, and the use of microwaves.
- Cover coughing or sneezing with a tissue, then throw the tissue in the trash and wash hands, if no tissue is available then cough or sneeze into your elbow. If you can't wash your hands, use hand sanitizer.
- To avoid sharing germs, please clean up after yourself. DO NOT make others responsible for moving, unpacking and packing up your personal belongings.

Hand sanitizer, wipes, and germicidal cleaner, gloves, masks, safety glasses and thermometers are all available for your use, please contact Sam Boyd, Director of Facilities and Grounds Maintenance, at 413-596-2800 extension 136, or via email to: sboyd@wilbraham-ma.gov.

Visitors

- Visitors are only allowed by appointment, and only for legitimate business reasons which cannot be performed electronically or over the phone.

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- All Visitors must sign in, self-certify, and wear a mask or face cover at all times.
- No handshaking or other physical contact.
- No cash payments are accepted.
- Visitors are not allowed to mingle, linger and socialize with Town employees.

Field Inspections

Those employees who need to work in the field, meet with others on location or enter buildings, should follow these safety precautions:

- Only trained employees are authorized to enter buildings. Adequate PPE shall be worn.
- No handshaking or other physical contact.
- A "No Congregation" policy is in effect, individuals must implement Social Distancing by maintaining a *minimum* distance of 6-feet from other individuals. Avoid face-to-face meetings of more than 10 people, use phone, texts and web-meetings for project discussions.
- A face-mask or face covering of your choice should be worn at all times while on any job site.
- Wash hands often with soap for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol prior to leaving a job site.
- The wearing of disposable gloves is recommended. Put them on prior to entering any job site and throw them away, in an acceptable trash receptacle, prior to leaving. Follow the proper hand wash procedure listed above.
- You may deny any inspection or entering the location if you feel uncomfortable with the job site sanitation process or if persons are on site who are not practicing social distancing or wearing a facemask.
- Cover coughing or sneezing with a tissue, then throw the tissue in the trash and wash hands, if no tissue is available then cough or sneeze into your elbow. Avoid touching eyes, nose, and mouth with your hands.

Vehicle/Equipment/Tool Use

- All vehicles must be disinfected before and after each use. Supervisor 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.
- Employees are not authorized to use vehicles/equipment/tools not assigned by their supervisor.
- If more than one person needs to ride in one vehicle, a face cover must be worn. Windows should be kept open weather permitting.

Department Specific Policies

Employees must adhere to department specific policies as issued by their Department Head to address specific work related safety issues. For questions on these or any other policies, employees should contact their immediate supervisor, or Nick Breault, Town Administrator, at 413-596-2800 x 103 (nbreault@wilbraham-ma.gov), or Herta Dane, HR Coordinator, at 413-596-2800 x 100 (hdane@wilbraham-ma.gov)

Acknowledgment

By signing below, I certify that I have read, understand and will adhere to the Town of Wilbraham Self-Certification and COVID-19 Safety Protocol, to the best of my abilities, while working for the Town of Wilbraham.

Employee Signature

Date

Print Name