

COVID-19 PROCEDURES

Our focus is on the health and safety of our employees, officials, citizens, and visitors of our community. This plan provides guidance for safeguards to provide a safer work environment as our country continues to understand and research the COVID-19.

This plan is being provided to each employee, officials, and is being posted publicly on social media and the Town Website.

MANDATORY FOR ALL EMPLOYEES DAILY:

- All employees are required to monitor your own health conditions. It is mandatory for employees to perform a self-check of any symptoms of any illness, including, but not limited to, symptoms such as fever, cough, shortness of breath, chills, sore throat, loss of taste or smell, etc. If you experience any signs of illness, stay home and notify your Supervisor.
- Upon arrival to work, all employees are required to acknowledge on a symptom log that you have completed your self-check and have no symptoms of illness.
- If you are at work and start to experience any symptoms of illness, you are required to notify your Supervisor immediately and your Supervisor may instruct you to leave work and go home. Your Supervisor will be in communications with you when you are at home and will decide with you when it is safe for you to return to work, pursuant to CDC guidelines.
- If you know or have reason to believe that you have or may have had exposure to someone who is COVID-19 positive, contact your Supervisor immediately. Any potential or known exposure will be reviewed and your Supervisor will instruct you on the next steps you must take, pursuant to CDC guidelines.



INFECTION AND PREVENTION MEASURES FOR ALL EMPLOYEES AND GUESTS TO OUR BUILDINGS:

- Frequent and thorough hand hygiene and hand washing is required by all employees.
- All Town Facilities are equipped with hand soap and/or hand sanitizer for employees and/or guests.
- Our buildings will be disinfected with sanitizing sprays and/or sanitizing wipes on a regular basis.
- Our Town owned vehicles will be disinfected with sanitizing sprays and/or sanitizing wipes on a regular basis.
- As we begin inviting guests into our buildings on an appointment basis, rooms will be sanitized before their entry and after their exit.
- Employees must limit the sharing of desks, phones, tools and workspaces wherever possible.
- The wearing of face coverings will be optional for employees and guests.
- Employees and guests are required to practice social distancing of at least 6 ft between yourself and any other person.
- Surfaces that have high contact potential should be immediately disinfected after each use by using some means of sanitizing. Pay special attention to door knobs, door handles and light switches.
- We are encouraging the use of our drop box, door mailbox, or the utility drive up window as much as possible.
- Offices may make their own decision on installing a plastic cover between their workspace and the guest/customer space. If cover shields will be used they should be installed by July 1, 2020.

COVID-19 Website information:

<https://www.cdc.gov/handwashing/when-how-handwashing.html>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fhcp%2Fguidance-prevent-spread.html

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>

<https://www.epa.gov/newsroom/list-n-disinfectants-use-against-sars-cov-2>

<https://www.osha.gov/SLTC/covid-19/controlprevention.html>

https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf