

# Town of Hubbardston

## Reopening Plan

The public health crisis caused by the Covid-19 coronavirus is constantly changing and requires that municipal policies be dynamic and flexible. State or Federal laws and regulations supersede any conflicting procedure contained in this municipal plan.

Updates to regulations may be found here: <https://www.mass.gov/info-details/covid-19-updates-and-information>

### CURRENT STATUS IN HUBBARDSTON.

Current Status	Governor Baker's Phased Re-Opening Plan	Town of Hubbardston's Phased Re-Opening Plan
As of August 4, 2021	<b>Phase 4</b>	<b>Phase E</b>

(See Page 7 for details)

### Overview

We recognize that returning employees to the workplace will not be as simple as announcing a reopening date and carrying on business as usual. To protect the health and safety of our employees and citizens, the Town of Hubbardston will implement a phased-in approach to return employees to the work environment, as well as a phased approach to its reopening of Town buildings to the public. It is our goal to ensure that staff feel comfortable and safe as we transition back into the workplace.

The purpose of this document is to guide officials and departments to implement methodically and safely a phased renewal of operations aligned with the State's reopening plan. The Baker-Polito Administration's data-driven approach to reopening the economy uses a framework that considers the public health risk and the economic benefit of reopening each of the closed sectors of our economy. The Town's five-phased plan will mirror this approach and be carefully implemented to ensure the health and safety of all Town employees and the public. Please note that this document and the recommended phases will continue to evolve and be refined as new guidelines and information is released by the State. Each State phase will last a minimum of

three weeks and could last longer before moving to the next phase. If public health data trends are negative (meaning that case numbers increase), specific industries, regions, and/or the entire Commonwealth may need to return to an earlier phase.

Reopening Massachusetts in Phases:



Please refer to the State’s Coronavirus [website](#) for updates and information.

## A. Definitions



### Social Distancing

Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home and in a public space. In addition to everyday steps to prevent COVID-19, keeping space between you and others is one of the best tools we have to avoid being exposed to this virus and slowing its spread locally and across the country and world. To practice social or physical distancing:

- Stay at least 6 feet (about 2 arms’ length) from other people,
- Do not gather in groups; adhere to state guidelines and phases, and
- If you cannot stay 6’ feet apart, face coverings must be worn.



### Face Coverings

It is important to stress the 6’ social distancing requirement. A face covering is designed to prevent droplets from reaching another person, and employees should be reminded not to touch their faces. Cloth face coverings should be used instead of medical grade masks (e.g., surgical or N-95), which should be reserved for health care workers unless told otherwise.

Cloth face coverings should:

- fit snugly but comfortably against the side of the face,
- be secured with ties or ear loops,
- include multiple layers of fabric, and
- allow for breathing without restriction.

### **Exceptions**

Exceptions for wearing a mask apply to those who: (1) cannot breathe safely for medical reasons; (2) have a “behavioral health diagnosis” (i.e., their mental condition does not allow them to manage this); (3) must communicate with another who relies on lip reading; (4) require supplemental oxygen; and (5) are exercising outdoors and able to keep a safe social distance from others.



### **Gloves**

Gloves should be limited to certain types of tasks and roles as recommended by public health professionals and senior managers. Public health officials suggest that gloves be disposable vinyl or nitrile, whereas latex should be avoided in case someone has a latex allergy. Some Town departments have developed specific protocols for the use of gloves. Please refer to your department’s protocols or supervisor for guidance on the use of gloves.

Gloves should only be worn when employees are:

- handling or using cleaning products and disinfectants,
- disposing of or touching trash or other discarded products,
- handling documents or any materials produced by the public, such as cash or mail, and
- touching shared surfaces or equipment that have not been cleaned or disinfected between uses.

Gloves should be changed between different tasks or between different customers and discarded immediately after use. When discarding gloves, staff should remove them directly into the trash and not touch any clothes or parts of skin. Additionally, it is important that employees wash their hands or use hand sanitizer before donning a new pair of gloves. Staff should avoid touching their face, eyes, nose, and mouth when gloves are on or off.



### **Handwashing**

Handwashing is one critical step employees can take to prevent the spread of COVID-19. Employees should wash their hands often with soap and warm water for at least 20 seconds.

Employees can help maintain a healthy workplace by washing their hands often, especially during these key times when you are likely to get and spread germs:

- after leaving a communal space,
- after touching frequently touched surfaces, office equipment or amenities (e.g., door handles, printers, phones, televisions, coffee makers, or refrigerators),
- after blowing your nose, coughing or sneezing,
- after touching your face, nose, eyes, or mouth,
- before and after in-person meetings,
- after handling mail or packages,
- before and after eating,
- after using the restroom,
- before putting on or taking off gloves, and
- after touching garbage or discarding material.

If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.

Please see the Center for Disease Control's [handwashing guide](#) for more information and for recommended handwashing instructions.

## B. Workplace Safety Protocols

When employees begin returning to the office, the following safety protocols will be put into effect until further notice:

### 1. Personal Protection Equipment (PPE) & Face Coverings

*Employees:*

- Employees will be required to wear a cloth face covering and gloves (if directed to), when working in close contact with other employees or citizens, or when entering a Resident's home or business.
  - Employees may wear their own personal face covering or one provided by the Town,
  - Personal face coverings should be professional and not display any inappropriate wording, images, or logos, and should be safely worn and cleaned daily, and
  - Employees required to wear gloves may wear their own gloves or gloves provided by the Town.

*Visitors:*

- Visitors will be required to wear a face covering when entering a Town building.

## **2. Cleaning Procedures**

- The Town will provide cleaning supplies for employees to utilize before/after they use common spaces and contact surfaces.
- Employees should clean their workstation regularly using appropriate cleaning and disinfectant products provided by the Town.
- Employees should wash their hands frequently using soap and water for 20 seconds.
- If vehicles are used by multiple employees, each vehicle should be cleaned by each employee before and after each use. Please refer to your department head for cleaning instructions.
- In the event an active employee is diagnosed with COVID-19, cleaning and disinfecting must (and will) be performed.

## **3. Social Distancing Guidelines**

- All employees should avoid in-person meetings. Online conferencing, email or phone calls should be used when possible, even when employees are in the same building.
  - Unavoidable in-person meetings should be brief, in a large meeting room where people can sit at least six feet from each other, and employees should avoid shaking hands with people. Employees should be encouraged to set up virtual or phone meetings as much as possible.
- Employees should not congregate in work rooms, pantries, break rooms, copier rooms or other areas where people socialize. Keep six feet apart when possible.
- Where appropriate, supervisors should stagger employee shifts and lunch/rest breaks.
- Employees should eat lunch at their desk or away from others (avoid crowded breakrooms).
- Vehicular occupancy should be one person or as low as possible. If you must have more than one person in a vehicle, people should maximize spacing as much as possible, wear face coverings and gloves (discarding them after each use), open windows when appropriate, provide hand sanitizer, and each employee will disinfect vehicle surfaces after each use.

## **4. Facility Considerations & Service Delivery**

- The Town will review floorplans and remove or reconfigure seats, furniture and offices as needed to preserve recommended physical distancing in accordance with guidelines.
- The Town has installed a secure drop-box for departments and Town buildings.
- In coordination with department heads, the Town will install partitions (sneeze guards) and hand sanitizer stations where appropriate.
- Appropriate signage, soft barricades and floor taping will be installed in Town buildings and facilities where appropriate.
- Create single access and exit points at each building so that the flow of traffic is going one way (where possible).

- Adequate signage will be installed at all building access points.
- Accommodations will be made to ensure ADA accessibility to all public buildings.

## 5. Wellness/Temperature Checks

- Employees who are physically coming into work will be required to self-check their temperature each morning or before starting their shift at home or prior to entering the workplace or starting their work duties. Employees entering Town buildings and facilities will self-certify that they followed the wellness and temperature check protocols and that they are wearing the required PPE and face covering. Proper signage will be installed in Town-owned parking lots and at the entrances of all Town facilities reminding employees of these requirements.
- Employees must stay home or work from home at the first sign of illness; employees exhibiting symptoms should report to their supervisor and should not report to work.
- Employees exhibiting at least one or more of the following symptoms should **not** report to work or should leave once a symptom begins to occur:
  - Fever (measured or subjective),
  - Cough,
  - Shortness of breath or difficulty breathing,
  - Chills,
  - GI symptoms (e.g., nausea, vomiting, diarrhea),
  - Muscle aches or pains,
  - Headache,
  - Sore throat, and/or
  - New olfactory and taste disorder(s) such as loss of the senses of smell and taste.

If an employee's temperature is below 100.0F / 37.7C, they are permitted to work that day. In the instance where an employee's temperature reads above 100.0F/ 37.7C, the employee should notify their supervisor immediately for additional guidance. The employee will be unable to return to work until they have consulted with their health care provider and have been screened for testing. If health providers determine testing is not required, employees must provide a doctor's note indicating they are clear to return to the workplace. If an employee has been diagnosed with a positive COVID-19 test through standard nasopharyngeal swab and PCR test methods, they must be cleared by the local Board of Health in the jurisdiction where they live or their health care provider before they may return to work and must notify their supervisor when they are cleared to return to work. Employees will also need to continue to self-monitor symptoms of COVID-19 and communicate to their supervisor if they are exhibiting any symptoms.

Any employee that is notified by their local Board of Health or state contact tracer that they have been identified as a close contact of a confirmed case is mandated by the state to be tested as soon as possible. Any employee in this category must notify their supervisor

and remain in quarantine for 14 days if they test negative or remain in isolation until cleared by their local board of health or health care provider if they test positive.

Any employee that tests positive for COVID-19 should notify the Hubbardston Board of Health or Hubbardston Public Health Nurse for the purpose of contact tracing. Hubbardston health officials will coordinate with MDPH and the local board of health where the employee and close contacts reside. Case clusters will be determined in consultation with MDPH and local health officials. The Hubbardston Board of Health will coordinate with the Town Administrator or Select Board to share information as indicated and investigate reported exposures.

**6. Leave & Travel Guidance**

Decisions regarding employees returning to work from vacation leave will be determined on a case-by-case basis by the department head and the Town Administrator along with current travel advisories from the CDC (<https://wwwnc.cdc.gov/travel/page/travel-information-centers>). Governor Baker has revised the August 1 travel restrictions. The latest updates may be found here(<https://www.mass.gov/info-details/covid-19-travel-advisory>).

**C. Phased Reopening**

The Town’s phased reopening plan will apply to Town employees currently working in Town buildings.

The Town’s phases are designated A-E to distinguish them from the phases designated by the Governor.

Governor Baker’s Phases for Re-Opening		Town of Hubbardston’s Phases for Re-Opening
Pandemic Begins		A
1	“Start”	B
2	“Cautious”	C
3	“Vigilant”	D
4	“New Normal”	E

The Governor has declared that the Commonwealth is in Step 1 of Phase 4 as of March 22, 2021.

The Town of Hubbardston is in Phase B as of August 4, 2021.

Current Status	Governor Baker’s Phased Re-Opening Plan	Town of Hubbardston’s Phased Re-Opening Plan
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[Phase A: Staff Begin to Return to Work](#)

When the Governor lifted the stay-at-home order, Town employees returned to the workplace in a phased manner or as instructed by their department head. Department managers would have worked with their staff to develop an appropriate and specific plan for their department and staff prior to the start of this phase. At this time, all workplace safety protocols were put into effect.

- Department heads have developed a schedule for all employees who returned during this phase while complying with the state's 25% occupancy limitation per office space. During this time, some employees remained teleworking, and some staff may have had staggered or rotating work schedules. Employees who were eligible for and were taking FMLA+ under the Emergency Family and Medical Leave Expansion Act (EFMLEA), Emergency Paid Sick Leave (EPSL), or other approved leave, were exempt from returning while on such leave. Employees who had documented underlying health conditions should have contacted the Town Administrator to discuss options available to them.
- Staff were required to work remotely (as allowed and/or appropriate) when not in their respective building.
- Town offices were closed to the public during Phase A.
- During this phase, the Town explored the possibility of improving ventilation and other air purifying equipment.
- All shipping and deliveries were limited to designated areas for each of the Town buildings.
- Staff received the appropriate training on social distancing and hygiene protocols.
- All public programming and public meetings continued to be delivered virtually.

#### Phase B: Town Facilities Reopen- Appointments only

When it is determined appropriate to do so, the Town offices will reopen to the public for appointments only with the exception of the Library. At this time, employees will continue to work the same schedule as they did in Phase A. Staff who are not in the building will continue to work remotely.

- Safety protocols regarding "PPE & Face Covering, Cleaning procedures, social distancing, etc. will remain in place and in effect.
- Restrooms will be limited to staff and members of the public conducting official business during this time.
- Where appropriate, implement curbside services.
- Residents will schedule appointments with Town Staff.

#### Phase C: Town Facilities Open with Reduced Hours and Limited Capacity

As advised by state and local health officials, during Phase C all Town facilities (except schools) will be open to the public. Some buildings will operate with reduced hours and limited capacity, contingent on the guidance of public health professionals. During Phase C, residents will still be encouraged to make appointments with Town employees.

- Safety protocols will remain in effect.
- If they haven't done so already, all employees will return to their respective buildings. However, employees who are eligible for and are taking some form of sick leave are

exempt from returning in Phase C. Employees who have documented underlying health conditions should contact the Town Administrator to discuss options available to them.

#### Phase D: Town Facilities Open with Regular Hours

The introduction of Phase D will be dependent on local and state health assessments and recommendations. However, if permitted to do so by the state, the majority of Town services may be reintroduced, and regularly scheduled building hours will resume.

- All safety protocols will remain in effect.
- All bathrooms will be open to the public with no restrictions.
- Some departments and buildings will continue to provide virtual programming. Where appropriate, departments can offer in-person programs and services while maintaining social distancing guidelines.

#### Phase E: Town Facilities Open to the Public with No Restrictions

At this point, with the authorization from State and local public health officials, all safety protocols will be suspended until further notice. The Town is not expected to reach Phase E until all other Phases are satisfactory.

- Public meetings will be allowed to resume.
- All department programming will continue.

#### Additional Information

Any employees or members of the general public may make complaints directly to MA Department of Labor Standards (DLS) at (508) 616-0461 x9488 or by sending an email to [safepublicworkplacemailbox@mass.gov](mailto:safepublicworkplacemailbox@mass.gov).

Any employee or members of the public who have questions about the health and safety in Town facilities can contact the Board of Health or Public Health Nurse. The Hubbardston Board of Health and the Hubbardston Select Board will work closely with MA DLS officials to review and investigate complaints.

Employees who fail to comply with the Workplace Safety Protocol, including failure to truthfully report symptoms, maintain physical distance, or wear the appropriate and required PPE, may be subject to discipline, up to and including dismissal.