Due to the recent positive shifts in the COVID-19 pandemic crisis and the guidance provided by the Governor of Massachusetts, the Town of Acushnet is implementing a temporary Reopening Plan (Phase 1), to replace the Remote Action Plan that had been in place previously. This Plan pertains to all employees other than Police and Fire/EMS, although those departments may use this Plan as a guideline. In addition, the library and senior community center directives specific to those buildings can be found as Addendum A and B to this Plan.

In order to continue to provide essential services, while promoting social distancing measures and protecting employees as much as possible, the Board of Selectmen have made the decision to activate this reopening plan. As such, effective on Thursday, June 11, unless otherwise modified by the Governor of Massachusetts, and until further notice, the following changes to normal business will transpire:

* Municipal buildings will continue to be closed to the general public until further notice.
* Non-employees may only enter the building for essential purposes and by appointment only.
  + If it is essential that any non-employee enter the building, that person must wear a mask, wash hands, and leave contact information for potential tracing by the Board of Health.
  + Designated indoor meeting rooms and outdoor meeting spaces will be assigned to each building so proper disinfecting can occur after an appointment with a non-employee. Employees conducting the appointment must wipe down the meeting table immediately after use.
  + It is encouraged for employees to use all other means possible (i.e. phone call, mail, email, utilizing the outside cork board) before allowing an appointment requiring a non-employee to enter the building.
* Effective June 11 and through June 27th, the Tuesday evening hours will continue to be cancelled unless that is the only time that a Town resident is able to make a scheduled appointment; Town Hall and Parting Ways buildings will generally close at 4:00 on Tuesdays. All other days of the week will retain their originally scheduled hours.
  + Effective June 28th, Tuesdays will return to originally scheduled hours.
* As the Remote Action Plan is effectively ended as of June 11, all employees are expected to return to work inside the building at their normal schedules (aside from the Tuesday evening hours). If an employee chooses to not come in to work, he/she will be expected to utilize their paid time off. Only hours worked in the building will be paid under the Reopening Plan.

In addition to the above changes to town building hours and attendance, the following standard operating procedures will be implemented to maximize safety and minimize the risk of spreading Covid-19:

1. ***Self-Certification***

* By reporting to work, each employee is certifying to their supervisor that they:
  + Have no signs of a fever or a measured temperature above 100.3 degrees, a cough or trouble breathing within the past twenty-four (24) hours.
  + 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 six (6) feet of a person who has tested positive for Covid-19 for fifteen (15) minutes or longer, 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.
* Employees exhibiting symptoms will be directed to leave the work site and seek medical attention and applicable testing by their health care provider. Should an employee test positive for Covid-19, he/she shall not return to work until after fourteen (14) days of self-quarantining. No additional testing will be required after self-quarantine has ended and before an employee may return to work. Employees are required to stay in touch with their supervisor to assist in terms of returning to work. **[Section updated as of September 9, 2020]**
* If an employee *has* had close contact as described above with someone diagnosed with Covid-19, that employee must report it to his or her supervisor immediately who shall in turn contact the Board of Health. The Board of Health will provide additional direction as to when the employee may return to work based on individual circumstances.

1. ***Procedures While at Work***

* Social distancing measures put in place for all departments shall continue.
  + Employees should limit any person-to-person interactions with other employees to the extent feasible. Questions or issues that need to be discussed should be handled via telephone or email when possible.
* Town Hall will work with the Fire/EMS Department to develop an inventory room to hold and track all personal health and safety inventory needs for all town departments. The inventory room will be managed by the Selectmen’s office. Any requests for supplies, including masks, gloves, hand sanitizer, and disinfecting wipes/spray, should be made to the designated employee within the Selectmen’s office.
* Employees who leave their personal workspace or who are interacting with other employees or members of the public 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 social distancing in accordance with CDC guidelines.
  + Cloth face coverings or masks must be worn properly in common spaces including hallways, stairways, restrooms, lunch rooms, mailrooms, copier rooms, and conference rooms where there is any possibility that a distance of at least six (6) feet between people may not be able to occur. Employees are encouraged to bring personal masks which are most comfortable to them but there will be masks available at the Town Hall inventory room if needed.
* Shaking hands or other unnecessary physical contact is prohibited.
* Employees must use hand sanitizer or wash hands both before and after using a shared copy machine or fax, or other shared equipment.
* All shared equipment should be wiped down daily with a disinfecting wipe.
* A “No Congregation” policy is in effect; individuals must implement social distancing by maintaining a minimum distance of six (6) feet from other individuals.
* Be mindful of not touching other people’s workspaces or sharing pens.

1. ***Good Hygiene Practices***

* 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.
* Disinfecting all common surfaces should take place at intervals at workstations throughout the day. If your department needs disinfectant wipes, spray, hand sanitizer, masks or gloves, please contact the Town Hall inventory room designee.
* 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 other people be responsible for moving your personal belongings.
* If you or a family member is feeling ill, stay home. Report this to your supervisor immediately.

1. ***Responsibilities of the Town***

* Covid-19 safety guidelines and handwashing instructions shall be made available to employees.
* All restroom facilities should be regularly cleaned and handwashing stations will be provided with soap, hand sanitizer, and paper towels.
* All common areas and meeting areas are to be regularly cleaned and disinfected at least once a day.
* Partitions will be in place for service counters. Hand sanitizer will be available at all employee desks and around town hall common spaces. If an employee is missing hand sanitizer or notices some missing in a common space, please contact the Town Hall inventory room designee.
* In advance of re-opening to the public, the Town shall place markers to denote places to stand in line to promote safe distances.

1. ***Recommendations for Departments***

* Promote conducting business on a remote basis. Any changes to long standing procedures normally taking place in-person should be written in brief one-page notes to assist in educating the public how we are altering our services. Every effort to be made to serve the needs of residents remotely, when possible, and solutions should be found to minimize human traffic through Town Hall.
* Any departments with multiple personnel in close working quarters should be evaluated for safety concerns. The Town Administrator and Health Agent will discuss the individual needs of the department to either relocate personnel to empty offices or create partitions to properly keep social distancing within the office space.

1. ***Resources***

* Here are some excellent sources of information below. Please review them frequently, as well as the posters that will be hung in all town buildings and on our website, and discuss any questions with your supervisor.
* *What to do if you’re sick:* 
  + Fact sheet: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>
* *Coping with stress:*
  + Poster: https: <https://www.mass.gov/doc/coping-with-stress-and-fear-from-covid-19/download>
* *Quarantine instructions:*
  + Poster: <https://www.mass.gov/doc/10-tips-for-at-home-quarantine-or-self-monitoring/download>
* *Face covering training:*
  + Poster: <https://www.mass.gov/doc/use-face-coverings-effectively/download>
  + Video: <https://www.youtube.com/watch?v=HtUJPizQVPI&feature=youtu.be>
* *Social distancing information:* 
  + Poster: <https://www.mass.gov/doc/help-prevent-covid-19-with-social-distancing/download>
  + Video: <https://www.youtube.com/watch?v=TkW72NwcOUg&feature=youtu.be>
* *Washing hands and staying at home if sick:*
  + Poster: <https://www.mass.gov/doc/stop-the-spread-of-germs-respiratory-diseases-like-flu-and-covid-19/download>
  + Video: <https://www.cdc.gov/cdctv/healthyliving/hygiene/fight-germs-wash-hands.html>

These arrangements are expected to be short term, and the Town of Acushnet will continue to monitor guidance from health officials, the Governor of Massachusetts, and the need for socially distant work arrangements. The Town of Acushnet may make additional changes to this plan at any time.