

Town of Duxbury, Massachusetts

OFFICE OF THE BOARD OF SELECTMEN AND TOWN MANAGER



TO: Town Department Heads, Supervisors and Employees
FROM: Rene' J. Read, Town Manager
DATE: February 22, 2021
RE: COVID-19; Travel Requirements, In-person Worksite Capacity, Resources, Individual Responsibility and Hygiene Reminders

Traveled outside of Massachusetts? All visitors entering Massachusetts, including returning residents, who do not meet an exemption, are required to: complete the [Massachusetts Travel Form](#) prior to arrival, Quarantine for 10 days or produce a negative COVID-19 test result that has been administered up to 72-hours prior to your arrival in Massachusetts. If not obtained before entry to Massachusetts, a test may be obtained after arrival. However, all such arriving travelers must immediately begin the 10-day quarantine until a negative test result has been received. Failure to comply may result in a \$500 fine per day.

Non-public safety departments may stagger employee work schedules when operationally possible to achieve in-person worksite capacity of 40%. As always, while working remotely, employees must have enough work to fill their regularly scheduled work hours. While at work, to the extent possible, employees will continue to conduct business by phone, email, teleconference, videoconference and plexi-glass panels and respond to doorbells in each building to handle deliveries, etc. so the public remains outside the building.

COVID-19 Resources have been developed, distributed and posted online. These resources are available to the COVID-19 Response Team, supervisors, employees and the public as needed, such as; [Protocols For Responding to COVID-19 Scenarios For Non-Public Safety Staff](#), [COVID-19 Containment Plan](#) and [employee training](#)

Individual responsibility and good hygiene remain essential. Please post this Employee Screening Questionnaire in your department for easy reference www.mass.gov/lists/stop-covid-19-employee-screening Face coverings/masks and social distancing requirements remain in place. Limit use of restrooms, kitchens and elevators to one person at a time. Wash hands upon arrival to/departure from work, and frequently throughout the day with soap, or an alcohol-based hand sanitizer, for at least 20 seconds and avoid touching eyes, nose, and mouth with hands. Several times throughout the day, clean high touch areas such as workstations, equipment, screens, copy machines, door knobs and common areas such as meeting rooms, kitchens and bathrooms after each use with disinfectant wipes. Do not share phones, keyboards, pens, staplers, etc. and wash or disinfect hands before and after using shared office equipment such as copy and fax machines. If your department needs hand sanitizer, masks, gloves or disinfectant wipes please contact the Facilities Department.

Reasonable accommodations are being provided. The Town has prepared work spaces, mounted doorbells, posted required safety protocols, installed plexi-glass barriers, adjusted cleaning efforts, secured cleaning/sanitizing supplies, provided each department with gloves, hand sanitizer and anti-bacterial wipes.

If you have any concerns or questions please contact your supervisor.

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The mission of the Town of Duxbury is to deliver excellent services to the community in the most fiscally responsible and innovative manner while endeavoring to broaden our sense of community and preserve the unique character of our town.