

Town of Duxbury, Massachusetts

OFFICE OF THE BOARD OF SELECTMEN AND TOWN MANAGER

TO: All Employees

FROM: Rene' J. Read, Town Manager

DATE: March 16, 2020

RE: COVID-19 Update Regarding for Non-public Safety Employees

Yesterday the Baker-Polito Administration announced a three-week suspension of school operations and a series of new guidance and legislation in response to COVID-19. [Press Release March 16, 2020 Baker-Polito Administration Emergency Actions](#)

In order to continue to provide essential services, while promoting social distancing measures and protecting employees as much as possible we have made the difficult decision to close Town Hall and Old Town Hall to the public as of 5:00 p.m. today until further notice.

However, to the extent possible, public service and customer service work will continued to be handled by phone, email, video conferencing or other means. The exterior doors to Town offices will be locked with a sign providing further information to the public about how to conduct business remotely until further notice. By end of day March 16, 2020, the following will be in effect:

All regularly scheduled non-emergency employees (as designated by their supervisor) will be placed on paid administrative leave and will not report to work until further notice.

All regularly scheduled emergency employees (as designated by their supervisor) will continue to report to work until further notice. The Town is exploring alternative work arrangements for these employees and further developing plans to continue to provide essential government services.

All as needed, seasonal and temporary scheduled employees may apply for unemployment benefits until further notice.

These changes can be stressful, but they are necessary due to the current and ongoing health crisis related to COVID-19, and the Governor's orders regarding public social distancing. Please understand that we are making every effort to prepare for and react to developments to stay ahead of the threat and keep employees and the public safe.

All employees, including those on paid administrative leave, are still required to follow all Department and Town policies and procedures. Further, employees on paid administrative leave may be asked to report to back to work and/or be contacted with work-related questions as needed.

During this time some town departments could close and others could reopen. If you have not already, and to ensure notification during this time, please complete the attached Blackboard Connect ("Reverse 911") Registration Form and return it to Liz Mahan, in the DPW administrative office for processing. In addition, please use the following outlets to obtain information regarding the operational status of their departments:

878 Tremont Street, Duxbury, MA 02332 Telephone: 781-934-1100 x 5400 Fax: 781-934-9011
Town-Manager@town.duxbury.ma.us

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.

- 1) check emails, texts and voicemails for Blackboard Connect messages
- 2) listen to WATD (95.9 FM)
- 3) follow DuxburyGov @DuxburyGov on Twitter
- 4) watch TV channels 4, 5 or 7

During this time all employees:

- must stay informed about the operational status of their department using the resources listed above, and communicate with their supervisor regarding their ability to report to work
- who are hourly/non-exempt and called into work when their department is closed will be compensated in accordance with the related provision(s) in their collective bargaining contract or the personnel plan, whichever is applicable
- who are called into work while using scheduled vacation or personal time will be able to reschedule that time for a later date
- who are not at work because they are scheduled to use vacation, personal or sick time, will not be credited with additional time

We will continue to do our best to keep employees and the public informed during this constantly changing situation. In the meantime, here's a summary of where things stand right now:

- Employee returning from any travel must contact their supervisor before reporting to work.
- Employees instructed by a doctor to self-quarantine must notify their supervisor immediately.
- All professional travel is banned until further notice.
- Employees should only enter a home in an emergency and must first discuss with their Department Head, this excludes Public Safety personnel.
- Town Hall will be closed to the public until further notice.
- DPW Administration will be closed to the public until further notice.
- Cemetery and Crematory Offices will be closed to the public until further notice.
- Wastewater Treatment Plant Offices will be closed to the public until further notice.
- Customer service will be provided by email, phone, or other electronic measure, whenever possible.
- Customer service appointments are discouraged, but can be arranged by appointment only if necessary. We ask that employees make every effort to help the resident/visitor through other means before agreeing to an in-person appointment.
- We are closing public playgrounds where there is playground equipment.
- At this time, conservation lands will stay open, however, we ask that you maintain distance from each other if using these areas.

In case I am missing some items on this list, please ask your supervisor or me and we will get your questions answered. It is important to note that these changes are on-going as situations evolve and we will make every effort to keep you informed.

The Massachusetts Department of Public Health (DPH) continues to work closely with the Centers for Disease Control and Prevention (CDC), other federal agencies and our local Board of Health to share the most up to date information available. The Town of Duxbury will continue to carefully monitor the guidance from DPH and CDC to follow their recommendations and provide employee updates via this link <https://www.town.duxbury.ma.us/human-resources/news/employee-notices-archive>

The DPH website is updated constantly with the latest guidance, including printable fact sheets in multiple languages at www.mass.gov/2019coronavirus. For specific questions, call the DPH Epidemiology Line at 24 hours a day/7 days a week at 617-983-6800.

The CDC website is <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

If you have any questions with regard to this matter, please contact me at 781-934-1100, ext. 5400 or Jeannie Horne, Human Resources Director, at 781-934-1100, ext. 5410.