

Town of Duxbury, Massachusetts

OFFICE OF HUMAN RESOURCES

TO: All Employees
FROM: Jeannie Horne, Human Resources Director
DATE: March 30, 2020
RE: Families First Coronavirus Response Act (FFCRA) and Available COVID-19 Resources

The Families First Coronavirus Response Act (FFCRA) was recently passed to temporarily expand the Family Medical Leave Act (FMLA). The attached poster provides a summary of the Act's April 1, 2020 through December 31, 2020 entitlements, eligibility and qualifications.

During this unprecedented time, we all have moments when we can feel overwhelmed. Take time to care for your emotional health and help others do the same. The Department of Public Health has some excellent resources at <https://www.mass.gov/info-details/maintaining-emotional-health-well-being-during-the-covid-19-outbreak> If you, or someone you know, needs emotional support or counseling the following are available confidentially on a 24/7 basis:

- Call 2-1-1 and choose confidential "CALL2TALK" option.
- Call or text 877-870-HOPE (4673) for National Samaritans Helpline.
- Call 800-985-5990 or text TalkWithUs to 66746 for National Disaster Distress Helpline.

To prevent or limit the spread of COVID-19 the Town continues enhanced cleaning and disinfection of commonly used surfaces in our occupied buildings. Employees are encouraged to do the same at work and home and follow the related guidance:

- **Wash your hands** often with soap and warm water for at least 20 seconds.
- **Avoid touching your eyes, nose and mouth.**
- **Clean frequently touched items** (doorknobs, appliance handles, phones, light switches, countertops, keyboards, mice) with household cleaning spray or wipes.
- **Cover your mouth when you cough or sneeze.** Use a tissue or your inner elbow, not your hands.
- **Physical distancing.** Call/Facetime/online chat with friends and family.
- **Stay home**, if you are sick and avoid close contact with others. If you are well and must go out, don't gather in groups, stay 6 feet away from others, don't shake hands or hug.

The Town will continue to share COVID-19 updates and guidance from the Massachusetts Department of Public Health (DPH) and the Centers for Disease Control (CDC) with employees as it is available via this link <https://www.town.duxbury.ma.us/human-resources/news/employee-notice-archive> The DPH and CDC can also be accessed directly for a wide variety of reliable information and related resources:

- Department of Public Health (DPH) www.mass.gov/2019coronavirus
 - Text keyword COVIDMA to 888-777 to receive notifications to your phone
 - Call 2-1-1 with any questions
 - Follow and retweet @MassDPH on Twitter
- Centers for Disease Control <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

If you have any questions please contact me at 781-934-1100, ext. 5410 or horne@town.duxbury.ma.us

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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.