

Town of Duxbury, Massachusetts

OFFICE OF THE BOARD OF SELECTMEN AND TOWN MANAGER



TO: Town Department Heads, Supervisors and Staff
FROM: Rene' J. Read, Town Manager
DATE: January 6, 2021
RE: COVID-19 Update: Worksite Capacity, FFCRA Expiration, Individual Responsibility and Hygiene

Non-public safety departments are encouraged to limit in-person capacity to 50% through tomorrow, 1/7. (Note: The Commonwealth's current business sector guidance limiting office space capacity to 25% excludes employees from that calculation.) While working remotely, employees must have enough work to fill their regularly scheduled work day. While in the office, to the extent possible employees will continue to conduct business by phone, email, teleconference, videoconference and plexi-glass panels in entryways to departments and respond to doorbells in each building to handle deliveries, etc. at the door so the public remains outside the building.

Families First Coronavirus Response Act (FFCRA) expired on December 31, 2020. The Federal government did not extend the FFCRA providing up to 80 hours of paid sick leave for specified reasons related to COVID-19 and up to 10 weeks of paid, job-protected leave for employees who were unable to work due to the need to care for child whose school or child care provider was closed or unavailable due to COVID-19.

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.