

Town of Duxbury, Massachusetts

OFFICE OF THE BOARD OF SELECTMEN AND TOWN MANAGER



TO: All Employees
FROM: Rene' J. Read, Town Manager
DATE: May 19, 2020
RE: Re-opening Update, Vacation, Personal and Compensatory Time Scheduling Reminder

Re-opening Update

On Monday, May 18, 2020, the Baker-Polito Administration released the roadmap for *Reopening Massachusetts*.

The Reopening Advisory Board's [report](#) and [press release](#) detail a four-phased strategy to responsibly re-open businesses and activities while continuing to fight COVID-19. This information has been posted to the Town of Duxbury's home page under the "Reopening" tab. Phase 1 keeps existing restrictions, advisories and guidance in place but provides exceptions for certain activities that can resume safely. We are currently reviewing this plan and are working to ensure compliance with the new workplace safety standards by May 25 and will provide our phased related re-opening details as they are available.

In the meantime, here's a review of what has occurred to date. As you may recall, on March 16th, we suspended public access to most of our town facilities in order to both provide essential services and follow physical distancing measures. Since then, all non-emergency departments have staggered work schedules to limit the number of employees who are onsite at the same time. Building Custodians have been providing enhanced cleaning and disinfection of commonly used surfaces, such as door handles and equipment. Our emergency management team, department heads and supervisors have been preparing our facilities, service delivery methods and employees for an eventual safe and phased re-opening to the public. I am extremely proud of work we have all done together to serve the public and each other by phone, email, videoconference and other increasingly other new, creative and virtual means. You have my sincerest gratitude for working through this challenging situation so adroitly.

Throughout this pandemic, we have continued to follow local, state and federal guidance, provide updates and post them on the Human Resources Department's [Employee Notices Archive](#) and Health Department's [Board of Health News & Announcements](#) webpages. In addition, the Massachusetts Department of Public Health has updated guidance for [Non-Healthcare Workers: Occupational Exposure & Return to Work Guidance](#) and I provide the following reminders:

- Wash your hands frequently with soap and warm water, or alcohol-based sanitizing gel, and when entering or exiting buildings.
- Clean your work area using disinfectant wipes at the beginning and end of each day.
- Cover your mouth when you cough or sneeze with a tissue, or inner elbow, and not your hands.
- You are required to wear a face covering in most places when outside of your home.
- Stay home if you are sick, notify your supervisor, wear a mask and avoid close contact with others.

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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.

- If you or your household member notify your supervisor immediately (s) are instructed by a doctor, public health official or governmental agency to self-quarantine.
- All public-facing customer service must be via email, phone, or other virtual means (excludes public safety).
- You cannot enter a home or conduct in-person meetings without approval from your supervisor (excludes public safety).
- You are required to contact your supervisor before reporting to work following any out of state travel.
- All professional travel remains suspended until further notice.
- Anyone believed to have been in direct contact with an individual with suspected or confirmed COVID will be contacted by a Town Nurse or a similar public health representative as part of the Commonwealth's contact tracing initiative.

Note: The current guidelines do not require a face covering to be a medical/surgical mask. Face coverings can be cloth, such as a bandana or scarf. If you need a face covering, hand sanitizer or disinfectant wipes in your work area, please talk with your supervisor as these items are being provided through a centralized process.

Vacation, Personal and Compensatory Time Scheduling Reminder

Finally, please note that all vacation, personal and compensatory time must be requested, scheduled and used by the end of the fiscal year in accordance with our established collective bargaining agreements, personnel policies, employment contracts, practices and procedures. Employees will continue to follow the usual process to request this time off, then Supervisors and Department Heads will review and approve these requests based on the operational needs of each department.

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