

Town of Duxbury, Massachusetts

OFFICE OF THE BOARD OF SELECTMEN AND TOWN MANAGER



TO: Town Hall and Old Town Hall Employees
FROM: Rene' J. Read, Town Manager
DATE: September 28, 2020
RE: Safe Return to Regular Work Schedules and Hours of Operation by Monday, October 5, 2020

As part of the Commonwealth's phased reopening plan the Town of Duxbury developed a [COVID-19 Containment Plan](#), provided [employee training](#), prepared work spaces, mounted doorbells, posted signage detailing required safety protocols, installed plexi-glass barriers, secured cleaning/sanitizing supplies and provided each department with gloves, hand sanitizer and anti-bacterial wipes.

The next reopening phase includes safely returning all Town Hall and Old Town Hall employees to their regular work schedules in the office and the departments to normal hours of operation and **by Monday, October 5, 2020** while remaining closed to the public for the next few weeks. While in the office, employees are encouraged to continue to complete as much work as possible by phone, email, teleconference, videoconference and plexi-glass panels in entryways to departments. Please continue to answer the doorbell in each building and handle deliveries, etc. at the door so those individuals can remain outside the building.

Good hygiene remains essential-Remember to wash hands upon arrival to/from work, and frequently with soap, or an alcohol-based hand sanitizer, for at least 20 seconds. Always avoid touching eyes, nose, and mouth with your hands. Several times throughout the day, clean high touch areas such as workstations, equipment, screens, copy machines, door knobs and other common areas such as meeting rooms, etc. using disinfectant wipes. If your department needs hand sanitizer, masks, gloves or disinfectant wipes please contact your supervisor or the Facilities Department. 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. Employees using the kitchen and bathroom areas, must wipe down the surfaces, door/drawer handles and fixtures after each use.

Social distancing requirements remain in place-Face coverings or masks must be worn, limit use of restrooms and kitchens to one person at a time and maintain at least six (6) feet from others. These requirements apply to arrival and departure from work, entering and leaving buildings, breaks, meal breaks and related spaces, moving about the office, leaving your department to check the mail or go to another department. In addition, elevator capacity is limited to no more than two (2) individuals (masked) at any one time and we recommend only one (1).

Reasonable accommodations provided-Work spaces are prepared, plexi-glass barriers are installed, signage detailing required safety protocols is posted, gloves, hand sanitizer and anti-bacterial wipes are available.

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

878 Tremont Street, Duxbury, MA 02332 Telephone: 781-934-1100 x5400 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.