

**OFFICE OF THE BOARD OF SELECTMEN AND TOWN MANAGER**



COVID-19 Control Plan as of May 22, 2020 (updated August 21, 2020)

**SCOPE**

The Town of Duxbury has developed this COVID-19 written control plan on how to safely re-open Town facilities to the public, and schedule employees to work, in compliance with mandatory safety standards to maximize safety and minimize the risk of spreading COVID-19 during the re-opening period. This Plan is a living document that shall be distributed to all employees, Board of Health and Select Board via email, posted online, kept in each fixed premise and made available in case of an inspection or outbreak and adjusted as needed based on updated information from the state.

The Town of Duxbury's COVID-19 Control Plan includes:

- Standard MA COVID-19 Checklist (Office Spaces)
- COVID-19 Control Plan
- Compliance Poster/Attestation Poster Signage for each fixed premise
- Addendum A - Human Resources Protocols and Information
- Addendum B - Public Health Protocols and Information
- Addendum C - Town Building Protocols and Information
- Addendum D - List of Fixed Town Premises and Responsible Employees
- Addendum E - Beaches and Recreational Areas Protocols and Information Addendum
- Addendum F - Fire
- Addendum G - Library
- Addendum H - Recreation
- Addendum I - Senior Center
- Addendum J - COVID-19 Visitor Assessment and Contact Tracing Form

**PROCEDURE**

The Town of Duxbury shall:

1. Require all persons, including employees, customers, vendors and members of the public to wear a face covering or mask that completely covers mouth and nose, and maintain social distancing whenever possible (at least six feet apart from others) both inside and outside workplaces.
2. All employees are required to have face coverings or masks available to them.
3. Persons who refuse to wear face coverings or masks will be asked to leave the area.
4. Refusal to wear face covering or mask due a medical condition shall be handled on a case by case basis, as per the CDC's guidelines.
5. All employees shall have hand washing capabilities throughout the workplace.
6. Employees shall conduct frequent hand washing and shall have adequate supplies to do so.
7. All Town facilities shall have posted signage for social distancing, hand washing and personal protective equipment (PPE).
8. Building Custodians shall sanitize high touch areas frequently throughout the workplace, such as doorknobs and restrooms, and Department Heads may adjust the frequency due to volume.
9. At the beginning and end of each work day, and as necessary, all employees shall clean their own high touch work areas such as doorknobs, workstations, equipment, screens, mouse, keyboard, phone, pens, etc.

## TRAINING

All employees shall be trained on current social distancing, hygiene, staffing and operations, cleaning and disinfecting protocols and receive periodic updates. Posters to remind employees about these safety standards shall be displayed in all fixed premises.

## EMPLOYEE RELATED ILLNESS

1. Employees who are displaying COVID-19 like symptoms (e.g. fever of 100.3 or greater in the last 24 hours; chills; cough; shortness of breath or difficulty breathing; fatigue; muscle or body aches; headache; new loss of taste or smell; sore throat; congestion or runny nose; nausea or vomiting; or diarrhea) do not report to work and shall be sent home if displaying these, or flu like symptoms at work.
2. When an employee is diagnosed with COVID-19, cleaning and disinfecting is performed in all areas in where the employee worked.
3. Employees who are ill from COVID-19 at work and any related return-to-work plan shall utilize the Town of Duxbury's Human Resources Department policies and practices.

## CONTACT INFORMATION

Rene Read, Town Manager, 781-934-1100, ext. 5400 or [read@town.duxbury.ma.us](mailto:read@town.duxbury.ma.us)

Chief Kevin Nord, 781/934-5693 or [nord@town.duxbury.ma.us](mailto:nord@town.duxbury.ma.us)

Brian Cherry, 781/934-1100, ext. 5460 or [cherry@town.duxbury.ma.us](mailto:cherry@town.duxbury.ma.us)

Tracy Mayo, Health Agent, 781-934-1100, ext. 5490 or [mayo@town.duxbury.ma.us](mailto:mayo@town.duxbury.ma.us)

Jeannie Horne, Human Resource Director, 781-934-1100, ext. 5410 or [horne@town.duxbury.ma.us](mailto:horne@town.duxbury.ma.us)

Number of workers onsite: 170 (varies)

Mandatory Safety Standards for Workplaces

<https://www.mass.gov/info-details/reopening-mandatory-safety-standards-for-workplaces>

<https://www.mass.gov/info-details/reopening-massachusetts#sector-specific-protocols-and-best-practices->

<https://www.mass.gov/doc/beaches-guidance-for-managers-5-18-20/download>

MA COVID-19 Office Spaces Checklist <https://www.mass.gov/doc/office-spaces-checklist/download>

Control Plan Template <https://www.mass.gov/doc/covid-19-reopening-control-plan-template/download>

Compliance Attestation Poster <https://www.mass.gov/doc/compliance-attestation/download>

Employer Poster <https://www.mass.gov/doc/employer-reopening-poster/download>

Employee Poster <https://www.mass.gov/doc/employee-reopening-poster/download>

## Addendum A- Human Resources Protocols and Information

May 22, 2020 (updated August 21, 2020)

Dear colleagues,

Thank you for your attention to the protective measures that have been provided and the opportunity to share information about how to maintain our collective health and safety during this pandemic. At the end of this addendum are related links to fact sheets, posters and videos which you may find helpful. In addition, Massachusetts Inter-local Insurance Association (MIIA) and AllOne Health Employee Assistance Program (EAP) will continue to make related trainings and supplemental information available to us.

If you or a family member are feeling ill, stay home, wear a mask, avoid close contact (within 6 feet for 10 minutes or longer without wearing a mask) and inform your supervisor in accordance with your Personnel Policies or Collective Bargaining Agreement. Similarly, you must immediately report to your supervisor any flu like symptoms, close contact with a person with a confirmed or suspected COVID-19 test, or your own confirmed or suspected COVID-19 test so we can initiate cleaning and disinfecting protocols.

Employees exhibiting symptoms at work will be directed to leave and to seek medical attention and testing through their health care provider. Stay in touch with your supervisor and Human Resources as you are able, to guide you in terms of your return to work. Please be reminded of the benefits available under the [Families First Coronavirus Response Act \(FFCRA\)](#) information previously provided to you, or contact me if you need assistance.

If an employee tests positive for COVID-19 their health care provider will advise to self-quarantine. The employee is required to report these results to their supervisor. The supervisor then contacts the; Health Agent, Facilities Director, and Human Resources (HR). The HR Director will provide the employee with a letter from the Town Manager (with cc to the supervisor, HR and Health Agent) directing the employee to who received a positive COVID-19 test result, or is awaiting results, to stay home and limit contact with anyone else pending next steps from their healthcare provider and/or local Board of Health. In order to return to work, the employee must complete and return a certification form to Jeannie Horne in accordance with the latest symptom-based coronavirus guidance. The form will include the following attestation:

- No fever for at least three days without taking medication to reduce fever during that time
- Date of last fever of 100.3 degrees or higher
- Respiratory symptoms (cough and shortness of breath) have improve
- Date respiratory symptoms began improving
- At least ten (10) days have passed since fever and/or respiratory symptoms began
- Date fever and/or respiratory symptoms began

Employees must continue to practice good hygiene; wash hands upon arrival to/from work, and frequently during the day with soap, or an alcohol-based hand sanitizer, for at least 20 seconds. At the beginning and end of each day clean your work area, door knobs, surfaces, supplies and equipment, etc. using disinfectant wipes. Whenever possible, avoid touching other workspaces, do not share phones, keyboards, pens, staplers, etc. and wash or disinfect hands before and after using office equipment such as copy and fax machines. Cover coughs or sneezes with a tissue, then throw the tissue in the trash and wash your hands; if no tissue is available, cough or sneeze into your elbow. Always avoid touching eyes, nose, and mouth with your hands. If your department needs hand sanitizer, masks, gloves or disinfectant wipes please contact your supervisor or the Facilities Department.

Social distancing requirements remain in place including wearing a face covering or mask, limiting use of restrooms and kitchenettes to one person at a time and maintaining at least six (6) feet from others whenever possible. These requirements apply to arrival and departure from work, entering and leaving buildings, breaks, meal breaks and related spaces, going to the printer/copier or elsewhere, leaving your department to check the mail or bring items to another department.

Department Heads and supervisors shall limit occupancy within their office in accordance with current guidance by continuing to stagger employee work days and telecommuting whenever operationally possible. In addition, in workplaces with an elevator, capacity is limited to no more than two (2) individuals (masked) at any one time and we recommend only one (1).

Non-public safety employees must continue communicating and meeting with coworkers, customers, vendors and members of the public virtually by phone, email, teleconference and videoconference rather than in-person. Shaking hands or other unnecessary physical contact remains prohibited. If it is legally essential that a non-employee enter a municipal building, and a supervisor has provided approval, that person must wear a mask, wash their hands, complete a contact tracing health screening questionnaire related to COVID-19 and provide their contact information. If something is being delivered by FedEx, UPS, etc. make every effort to meet the delivery person at the door so they do not have to enter the building.

All professional travel remains suspended until further notice. If you plan to travel, you must notify your supervisor in advance of such travel so they can take the following into account before approving any related time off. Pursuant to the Governor's COVID-19 Order No. 45 effective August 1, 2020, any employee who travels for leisure or personal reasons outside Massachusetts, or outside the low-risk states as determined by the Department of Public Health (DPH), must meet the requirements below upon entering the state.

All individuals arriving in Massachusetts by any means or mode, including Massachusetts residents who have left the state for anything more than transitory travel, are covered by the Massachusetts travel order. The order requires that you complete the travel form online at <https://www.mass.gov/forms/massachusetts-travel-form>. Accordingly, even travelers not required to complete the form should act in compliance with the order which states you **MUST quarantine for 14 days** unless you:

1. are arriving from a [lower-risk state](#),
2. can produce at your own expense [proof of negative test result for COVID-19 from a test administered on a sample taken not longer than 72 hours before your arrival in Massachusetts](#),
3. [meet the exemption criteria](#)

Alternatively, you can be tested at your own expense after arriving in Massachusetts, but you **MUST quarantine until you obtain a negative result**. Of note, all individuals who fail to quarantine are subject to a \$500 fine per day.

Negative test results must be provided to the Human Resources Director or her designee prior to returning to work. Even if you receive a negative test result you should continue to self-monitor for COVID-19 symptoms and seek medical advice if any arise.

Employees can utilize up to two weeks of protective leave under the Families First Coronavirus Response Act (FFCRA) to cover any quarantine period. It should be noted that employees can only utilize a total of ten (10) days of protected leave under the FFCRA. If an employee has already used their ten (10) days or goes on multiple trips outside of low-risk areas as designated by the DPH, the quarantine period will be charged to the employee's accrued time.

More information on the state's travel order can be found at <https://www.mass.gov/info-details/covid-19-travel-order>

Bear in mind the pandemic is a fluid situation with new regulations and protocols being established each day. As such, the following will help you stay updated on federal, state and local resources and ever-developing guidance:

<https://www.coronavirus.gov/>

<https://www.cdc.gov/>

<https://www.osha.gov/SLTC/covid-19/>

<https://www.mass.gov/info-details/covid-19-updates-and-information>

<https://www.town.duxbury.ma.us/>

<https://www.town.duxbury.ma.us/human-resources/news/employee-notices-archive>

What to do if you're sick poster: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

Quarantine instructions poster: <https://www.mass.gov/doc/10-tips-for-at-home-quarantine-or-self-monitoring/download>

Face covering video: <https://www.mass.gov/info-details/covid-19-prevention-and-treatment#wear-a-mask->

Social distancing poster: <https://www.mass.gov/doc/help-prevent-covid-19-with-social-distancing/download>

Washing hands, staying home when sick poster: <https://www.mass.gov/doc/stop-the-spread-of-gernns-respiratory-diseases-like-flu-and->

Coping with stress poster: <https://www.mass.gov/doc/coping-with-stress-and-fear-from-covid-19/download>

Mindfulness: <https://allonehealth.com/blog/>

For Healthcare Personnel and First Responders: <https://www.cdc.gov/coronavirus/2019-ncov/community/mental-health-healthcare.html>

For All Employees: <https://www.cdc.gov/coronavirus/2019-ncov/community/mental-health-non-healthcare.html>

What Workers and Employers Can Do to Manage Workplace Fatigue During COVID-19  
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/managing-workplace-fatigue.html>

Thank you again for your diligence in maintaining a safe work environment for all. Please don't hesitate to contact your supervisor, the Town Manager or myself if you have any questions or concerns.

Best,  
Jeannie Horne  
Town of Duxbury  
Human Resources Director

## Addendum B - Public Health Protocols and Information

Contact information for local health authorities

- Tracy Mayo, Health Agent, 781-934-1100, ext. 5490 or [mayo@town.duxbury.ma.us](mailto:mayo@town.duxbury.ma.us)
- Massachusetts Department of Public Health, 617- 624-6000
- Mass211.org or call 2-1-1

Symptoms of COVID-19 that an employee should consider BEFORE going to work

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

Look for emergency warning signs of COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

Check your symptoms at [www.Buoy.com/mass](http://www.Buoy.com/mass)

- If you are a close contact of someone who has tested positive for COVID-19, contact your medical provider or a test site near you to schedule a test.
- You are a close contact of a COVID-19 positive person if you were within six (6) feet of them, for at least 10-15 minutes, while symptomatic or within the 48 hours before symptom onset.
- COVID-19 testing for symptomatic individuals and their close contacts is free and covered by your insurance.

Tips for at home quarantine or self-monitoring

- Stay home from work, school and away from public places.
- Monitor for symptoms and take your temperature twice daily. If you develop symptoms or a fever, call your healthcare provider immediately
- Rest, stay hydrated and exercise if possible. If you are able to exercise, do so in your home or yard. Avoid locations where you may come into contact with others.
- If you have a medical appointment, call the healthcare provider ahead of time and tell them that you have been exposed to COVID-19.
- For medical emergencies, call 911 and notify the dispatcher you have been exposed to COVID-19.

Take everyday actions to prevent the spread of germs:

- Wash your hands often with soap and water for at least 20 seconds, or an alcohol-based hand sanitizer that contains at least 60% alcohol.
- Cover your cough/sneeze.
- Avoid touching your eyes, nose and mouth.

If you are sick, as much as possible, stay in a specific room and away from other people and pets in your home and use a separate bathroom, if available.

- Avoid sharing personal items with others in your household, like dishes, towels and bedding
- Clean all surfaces that are touched often, like counters, tabletops and doorknobs.
- Use household cleaning sprays or wipes according to the label instructions.
- Make the best of your time at home by teleworking, reading, exercising or other hobbies.

### Contact Tracing

- Communication plan used when someone is diagnosed positive or comes into close with someone diagnosed with COVID-19
- Connects you with the support and resources, you may need through quarantine
- Identifies and reaches out via phone and text to anyone you've been in contact with
- Your information is confidential and will be treated as a private medical record.
- Phone calls will use the prefix 833 and 857 and your phone will say the call is from "MA COVID Team"

### Regularly review your workspace to help prevent spread of COVID-19

- Social Distancing
- Hygiene Protocols
- Staffing and Operations
- Cleaning and Disinfecting
- Sector Specific Safety Protocols
- Open windows to increase ventilation
- Get outside for fresh air during breaks
- Continue healthy living practices to maintain your immune system

### Occupancy Limitations

- Generally speaking, municipalities should limit occupancy of municipal office spaces to 50 percent of (a) the maximum occupancy level specified in any certificate of occupancy or similar permit or as provided for under the state building code; or (b) the business organization's typical occupancy as of March 1, 2020.

## Addendum C - Town Building Protocols and Information

All positive COVID-19 workplace cases must be reported to the Facilities Director to coordinate a site shutdown. All employees must follow the manufacturer's specifications for PPE and read the safety data sheets for hand sanitizer and disinfectant wipes.

Departments can use the attached sign-in sheet to log any trainings or PPE given to staff. Building Custodians have been trained to establish and maintain their buildings with a specific focus on cleaning of common surfaces and highly used areas, cleaning and disinfecting shared spaces and high touch areas and surfaces, and providing cleaning supplies in certain areas as requested for use by employees for their own workstations/screens. Cleaning logs will be used on the days the Custodians are working.

### Cleaning & Disinfecting

Building: \_\_\_\_\_

Custodian: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Conduct frequent cleaning and disinfection of each building.

Scope of cleaning:

Conduct frequent cleaning of heavy traffic areas and high-touch surfaces (e.g. doorknobs, elevator buttons, staircases, railings, vending machines, bathrooms)

Clean shared spaces, such as conference rooms, kitchens, tables, chairs, common areas and restock cleaning products as needed for general use (hand sanitizer, tissues, disinfecting wipes)

The following areas must be cleaned thoroughly twice per day:

\_\_\_\_\_ Bathrooms (faucets, handles, toilets, floors)

\_\_\_\_\_ Doorknobs

\_\_\_\_\_ Vending Machines

\_\_\_\_\_ Staircases/Railings

Please complete this form and check off each item for each shift worked. These forms will be collected at the end of every week by the building supervisor. Should you need additional supplies or have questions, please contact your supervisor.



## **Addendum D – List of Fixed Town Premises and Responsible Employees**

1. Animal Shelter - Edwardo Ramos
2. Cemetery and Crematory - Chip Locketti
3. DPW Annex - James Savonen
4. Fire Stations – Chief Kevin Nord
5. Girl Scout House - Gordon Cushing
6. Guard Shack – Chief Stephen McDonald
7. Harbormaster Department - Jake Emerson
8. Library - Denise Garvin
9. North Hill Country Club - Gordon Cushing
10. Old Town Hall - Rene' Read
11. Percy Walker Pool - Gordon Cushing
12. Police Station - Chief Stephen McDonald
13. Regional Old Colony Communications Center - Michael Mahoney
14. Council on Aging - Joanne Moore
15. Tarkiln Community Center - Gordon Cushing
16. Town Hall - Peter Buttkus
17. Transfer Station - Peter Buttkus
18. Water/Sewer Stations - Peter Mackin

## **Addendum E - Beaches and Recreational Areas**

Until further information is available, see Memorandum dated May 18, 2020 from the Commonwealth of Massachusetts. Executive Office of Energy and Environmental Affairs, 100 Cambridge Street, Suite 900, Boston, MA 02114.

<https://www.mass.gov/doc/beaches-guidance-for-managers-5-18-20/>

## **Addendum F - Fire**

### Duxbury Fire Department (FD) COVID-19 Control Plan

#### **SCOPE**

The Duxbury Fire Department/ROCCC has developed this COVID-19 written control plan. This plan outlines how its workplaces will comply with the mandatory safety standards for operation in the COVID-19 reopening period. This Control plan shall be kept at all fixed premises and made available in the case of an inspection or outbreak.

#### **PROCEDURE**

1. Stations will continue to be locked down and open to authorized visitors only. The Fire Chief (or designee) shall authorize visitors.
2. All employees shall be mindful of their current health status. Any signs or symptoms related to COVID-19 shall be reported to their supervisor and the employee shall leave the building.
3. Those with contact with suspected COVID-19 persons shall self-monitor body temperatures.
4. All employees, shall practice safe distancing both inside and outside workplaces.
5. During emergency response and outside the Fire Stations, employees shall utilize proper PPE based on the response.
6. Upon return from an emergency response all vehicles shall be cleaned as per Department's cleaning protocol.
7. All employees shall wash hands throughout their shift and clean high touch areas in the Stations.
8. All areas shall have posted signage for safe social distancing, hand washing and PPE.

#### **TRAINING**

All employees shall be trained on proper PPE, cleaning protocols, social distancing and hygiene protocols. Posters to remind employees shall be posted in all areas. Employees shall have periodic updates regarding the above protocols

#### **EMPLOYEE RELATED ILLNESS**

Employees who are displaying COVID-19-like symptoms do not report to work and shall be sent home if displaying flu like symptoms, i.e. hot, sweaty, cough, chills

When an active employee is diagnosed with COVID-19, cleaning and disinfecting is performed in all areas in which the employee worked.

Employees getting ill from COVID-19 at work, and a return-to-work plan shall utilize the Town of Duxbury Human Resources Department's Return to Work Policy

#### **CONTACT INFORMATION**

Kevin Nord, Chief of Department

Jeannie Horne, Human Resource Director

Number of workers on-site: 50 (varies)

## **Addendum G - Library**

### ***Health & Safety Requirements***

Custodial staff has been trained on improved cleaning and disinfecting protocols for common areas. Hand sanitizer and disinfecting wipes are available for staff use; masks are required and are provided for staff, as are gloves. Signage is in place to encourage proper hygiene, social distancing. Masks are required for patrons coming to pick up holds or using the outdoor Tent Library. Sneeze guards are in place at all work stations.

### ***Staffing & Public Service Hours***

The library is staffed Monday through Saturday, 10 - 4 for Reference calls, Holds Pick up (curbside service) and is staffed on Tuesday and Saturday from 10 – 2 in the Outdoor Tent Library.

### ***Building Access***

Access to the building is limited to staff and deliveries until further notice.

### ***Library Trustees have approved the following temporary policy:***

#### **Safer Space for Library Users Policy**

(Temporary policy while CDC recommends measures to reduce the spread of COVID-19)

#### **I. Preamble**

While coronavirus 2019 (COVID-19) remains a highly contagious threat in our community, Duxbury Free Library is temporarily enacting the following policy, to encourage the measures that the Center for Disease Control (CDC) recommends as “ways to reduce the spread of COVID-19,” including

- social/physical distancing
- limiting contact with individuals outside one’s households
- remaining at home if disease symptoms (fever, cough, sneezing, body aches) are present

#### **II. Policy**

During the time when the COVID-19 policy remains in force, the following guidelines are in place:

1. While visiting the library, all minors 17 years of age and under must be accompanied by an adult.
2. Patrons under the age of 9 are not permitted in the children’s room during this time. Librarians will be on hand to retrieve or recommend materials from the children’s collection during library open hours.
3. Any patron is welcome to call and request library materials in advance for pickup.
4. The number of persons using the library, or gathering in one area, may be limited.
5. All library users will endeavor to maintain a distance of at least 6 feet from other people while in the building.
6. Certain library services such as in-person programs, meetings, and public computer use may be unavailable or limited.
7. Parents must remain in the library building during any in-person library programs until further notice.
8. Masks or cloth face coverings are required.
9. Anyone exhibiting signs of illness such as sneezing and coughing, or who does not adhere to the other safer spaces guidelines in this policy, may be asked to leave the library.
10. The Library reserves the right to modify these guidelines, if and when circumstances warrant.

## **Addendum H - Recreation**

Employees and visitors of the Girls Scout House will enter via the ramp and exit through the front door.

## Addendum I –Senior Center (Building, Community Srvs, Outdoor Activity, Social Day, Transportation Protocols)

### Senior Center - Building Protocols

#### *General*

Anyone entering the building must enter through the front door, using their key, key card or by ringing the doorbell.

- No one should enter the building through the door in the small side of the Ellison Room or the kitchen due to sanitizing protocols that are in place for Home Delivered Meals
- After scanning their key card, staff members should use their elbow to press the door opener

Upon entering the building, all staff/patrons must scan their scan card to sign into My Senior Center and use a stylus to answer questions on the touch screen to complete their sign-in

- A stylus must be used to answer questions on the touch screen
  - A “New” container and a “Used” container will be next to the computer monitor
  - A clean stylus should be used by each staff member/patron signing in
- Staff members will click on the item which describes their plan for attendance at the Senior Center that day – “Working Am, Working PM or Working all Day”.
- Patrons will click on the event that they are attending
- Anyone scanning into My Senior Center will answer Health Screening questions and then Click Finish
  - After answering all the Health Screening questions, staff/patrons will put the stylus in the Used container
  - Used styluses will be cleaning periodically during the day and returned to the Clean Stylus container
  - If any of the Health Screening questions is answered with a “Yes”, that individual should notify the Office Manager and then leave the building immediately

Employees who leave their personal workspace or who are interacting with other employees and/or the public are **required to wear a clean face covering**, such as a fabric face mask, scarf, or bandana, over their mouth and nose in accordance with CDC guidelines and exercise social distancing in accordance with CDC guidelines.

- To speak to a staff member in his/her office, stand in their doorway on the Social Distancing decal
- If a staff member needs to enter another staff member’s office/workspace, both staff members must wear a face covering

Bathrooms will be limited to one person at a time

- If a bathroom is occupied, staff/patrons must stand at least 6 feet away from the door in order to allow the individual in the bathroom to exit in a safe manner

Elevator occupancy is limited to one person at a time.

The use of staircases is limited to one person at a time

- If an individual is on the staircase, wait for that individual to travel up or down the stairs before entering the staircase

Prior to leaving their workspace at the end of the day, staff members will use disinfecting wipes to clean their desktop, computer keyboard, computer mouse and telephone

Shaking hands or other unnecessary physical contact is prohibited.

- Employees are encouraged to wash their hands often with soap for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol.

A “No Congregation” policy is in effect - individuals must implement social distancing by maintaining a minimum distance of 6-feet from other individuals.

Employees must maintain social distancing separation during breaks and lunch.

Cover coughing or sneezing with a tissue, then throw the tissue in the trash and wash hands

- if no tissue is available, cough into your elbow

Avoid touching eyes, nose, and mouth with your hands.

- To avoid spreading germs, please clean up after yourself.
- DO NOT make others responsible for moving, unpacking and packing up your personal belongings.

If you or a family member is feeling ill, stay home. Report this to your supervisor immediately.

### ***Meetings***

Avoid face to face meetings whenever possible – critical situations requiring in-person discussion must follow social distancing. Conduct all meetings via video or phone conferencing, if possible.

- Do not convene meetings consisting of more than State mandated gathering size (subject to change in each phase.)
- Recommend use of cell phones, texting, web meeting sites and conference calls for discussion.

When necessary, face to face meetings should be held in the Library (maximum capacity = 4), the Walker Room (maximum capacity = 6) or outside (weather permitting) in order to practice social distancing

- Face coverings **must** be worn during the meeting unless social distancing is possible and **all participants** are comfortable with not wearing them

The large side of the Ellison Room will be used for Fitness classes and will be marked off with painter’s tape to show room capacity and social distancing boundaries

Staff members must book a room for a meeting in the Staff Outlook calendar  
In-person meetings/classes must be by appointment or pre-registration

- In-person meetings/classes should be limited to 60 minutes

If a Zoom meeting/program is being hosted by a staff member (or a staff member is participating in a Zoom meeting) in the Programs office, other staff members should find an alternative work space in the building

Meetings in the community that require a DSC staff member to attend, should be attended via Zoom, whenever possible.

- When attendance via Zoom is not possible, the DSC staff member must get permission from his/her supervisor to attend the meeting in person
- If permission to attend a meeting in person is granted, the staff member must wear a mask and practice social distancing while at the meeting.

## **Senior Center - Community Services Protocols**

### ***General***

Community services will be handled remotely

- If it is determined that an in-person meeting is required, the meeting should be held outside at the senior center, weather permitting
  - If an outside meeting is not possible, the meeting should be held in either the Library or the Walker room based on the occupancy guidelines posted for the room
  - DSC Building protocols for meetings must be followed for any meetings held in the senior center
- If a community member is required to complete paperwork, it will be mailed to them or the Community Services Manager will go to the individual's home to drop it off (the exchange will be made outside of the home)
- Paperwork can be returned to the Community Services Manager via US mail, can be dropped off at the Senior Center and left in the dropbox by the front door or it can be picked up by the Community Services Manager at the individual's home (the exchange will be made outside of the home)

Support groups will be facilitated by the Community Services Manager with assistance from various professionals deemed appropriate for each group

The groups will meet remotely via conference call or Zoom meetings

Support calls to community members will be placed by some staff members, as time permits, in addition to calls made by the Community Services Manager

- If staff members develop concerns for the health or wellbeing of an individual that he/she speaks to, he/she will contact the Community Services Manager to follow up with the individual

### ***Grocery/Pharmacy Shopping***

If a community member requires assistance with grocery shopping or medication pick-up from a pharmacy, the Community Services Manager will coordinate with the community member and a staff member or volunteer to provide this service

- Both the staff member/volunteer and the community member must complete a Financial Transactions Release form prior to the shopping service being provided
- The Guidelines for Grocery or Pharmacy Shopping must be followed by the staff member/volunteer providing this service

## **Senior Center - Outdoor Activity Protocols**

### ***General***

Upon arrival at the Senior Center, activity participants must sign the Sign-In sheet and sanitize their hands

- The Sign-In sheet and a bottle of hand sanitizer will be stored in the shed next to the bocce court
- A table will be set up with the Sign-In sheet, bottle of hand sanitizer
- An Activity Guidelines sign will be posted at the table

All activity participants must wear a face covering and must practice social (physical) distancing of at least 6 feet

Tables and chairs have been set up to ensure appropriate physical distance (at least 6 feet)

- Activity participants must not rearrange the tables and chairs

Activity leaders are responsible for cleaning and disinfecting any equipment used



- Disinfecting wipes will be taken out of the shed and placed on tables for use.

### ***Bocce matches***

- When participants are not playing, they should physical distance or sit in the chairs under the tent
- Spectators should physical distance from the court, other spectators and the participants, or sit in the chairs under the tent
- Upon completion of a match, participants must use disinfecting wipes to sanitize all of the bocce balls
  - Disinfecting wipes will be stored in the shed next to the bocce court
- Bocce leaders will report back to staff if additional supplies are needed or if additional policies and procedures need to be created to follow State of Ma and Town of Duxbury COVID-19 guidelines.
- Bocce leaders should report any challenges or problems to the Director

### **Senior Center - Social Day Program Protocols**

All activities for the Social Day program will take place in a separate wing of the senior center

- Only program members and staff members will be allowed in that wing of the building

### ***Drop-off and Pick-up of Program Members***

All program members will enter and exit the building through the door under the portico

- Upon arrival at the senior center, COA-provided transportation and family-provided transportation will pull up to the front of the building, stop at the traffic marker and wait for a Social Day program staff member to come out to assist the program member into the building.
- At the end of the day, COA-provided transportation will pull up to the traffic marker in the front of the building at 2:50 pm to pick up program members.
- At 3:00 pm, family-provided transportation will pull up to the traffic marker and wait for their family member to come out of the building to be picked up
  - A laminated sign with the member's name on it will be provided to each family to be placed in the passenger-side window of their vehicle to aid the program staff in bringing their family member out of the building for pick-up
- All COA Transportation protocols will be followed for transportation provided to Social Day program members
- All Duxbury families using Duxbury COA transportation services will sign the Transportation Acknowledgement form and all families will sign the general

### ***General Program Guidelines***

Program members will be assigned the same table to sit at each day (each table is 6 ft. in length)

- Program members and staff will be required to wear a mask at all times
- A plexiglass barrier will be placed on each table directly in front of the program member and at each end of his/her table
- Each table will have a container assigned to that member, (labelled with the member's name), which will contain supplies needed for daily program activities (markers, pencils, crayons, glue, etc.)
- Each table will have container of disinfectant wipes, a bottle of hand sanitizer and a box of tissues
- Members will put their outerwear and handbags on the back of his/her chair

Program members will use the bathroom in the “Social Day Program” wing of the senior center

- A staff member will offer light assistance to members to walk to the bathroom, if necessary
- The staff member will wait for the program member outside of the bathroom, at least six feet from the bathroom door
  - The staff member will wear latex gloves while providing light assistance
- Program members will be advised to wash his/her hands for 30 seconds prior to exiting the bathroom

Exercise activities will be held outside, weather permitting, or in a separate room from other program activities

- Chairs used by members for the exercise activity will be arranged 6 feet apart
- If the activity is indoors, windows in the room will be opened, when possible

Social distance decals will be placed on the floor in front of members’ tables to ensure that staff members do not stand too close to members

- If it is necessary for a staff member to hand something to a program member for an activity, the staff member will wear latex gloves and stand as far away as possible to hand the item to the member
- A small marker will be on the floor behind each member’s chair
  - When getting up to move to another room, members will be asked to stand on his/her marker until they are ready to move in order to ensure proper social distancing

### ***Meals***

A bagged lunch will be provided to program members

- The bag will contain napkins and all utensils required for the meal
- Lunch will be eaten in a separate room
  - Two members will sit at each table (6 feet apart)
- Any snacks and light breakfast items that are provided by the program will be individually wrapped
- Members will wash and sanitize their hands prior to and after, their morning snack, lunch and afternoon snack

### ***General Hygiene***

Staff members and program members must wear a mask or face covering at all times (except while eating)

Staff members must wear latex gloves when providing light assistance to a program member

If a staff member needs to enter a member’s personal space, he/she will sanitize his/her hands, prior to and immediately after, and /or use latex gloves.

### ***Cleaning and Disinfecting***

All rooms used for the Social Day program, as well as the bathroom, will be cleaned daily

- All hard surfaces and floors will be cleaned with disinfectants provided by the Town of Duxbury
- All plexiglass barriers will be cleaned daily with cleaning solutions specifically designed for that material

### **Senior Center – Transportation Protocols**

#### ***Booking Trips***

When booking trips, Dispatch must ask passengers the following questions:

- Do you have any of the following symptoms: fever or chills; cough; shortness of breath or difficulty breathing; fatigue; muscle or body aches; headache; new loss of taste or smell; sore throat; congestion or runny nose; nausea or vomiting; or diarrhea?

- In the last 14 days have you had “close” contact (within 6 feet for 10 minutes or longer and without wearing a mask) with a person with a confirmed diagnosis of COVID-19 illness, or who is under investigation for COVID-19, or is ill with an unexplained respiratory illness?
- Have you travelled by ship or plane in the last 14 days or been in close contact (see definition above) with someone who has?
- Have you been out of the country OR been in a state other than MA, RI, CT, VT, NH, ME, NY or NJ in the last 14 days.
- Have you been tested for COVID-19? **If NO, do not ask the next two questions**
- If your test was positive, have you self-quarantined for at least 14 days?
- If your test was positive, you have been symptom-free for at least 72 hours with the use of analgesics?

If the answer to any of these questions is **Yes**, transportation will not be provided to the passenger and they will be referred to their physician for further guidance.

All scheduled **Local transportation** will be provided by COA bus drivers – volunteer drivers will not be used.

- To schedule a ride, call **781-934-5774**
- Rides will be provided for the passenger only to the destination(s) requested while booking the ride with Dispatch
  - Rides will be limited to destinations in Duxbury and will also include Big Y, Stop & Shop, and Ocean State Job Lot in Kingston.

All scheduled **Medical transportation** will be provided by **TransDev**.

To schedule a ride, call **508-823-8828**

Fares will not be collected as of August 3, 2020 but when the collection of fares begin at a later date, to be determined by GATRA, passengers will be invoiced monthly for rides.

Passengers are required to wear a mask while approaching the vehicle and during their entire trip

- If passengers are unable to wear a mask or face covering due to a medical condition or are exempted by the Department of Health Guidance, they must inform Dispatch at the time of scheduling and Dispatch will document the manifest with this information.
- Passengers that are unable to wear a mask due to health condition will be scheduled to ride the bus by themselves, whenever possible

### ***Driver – Report to Work***

A driver that is scheduled to report to work must take his/her temperature prior to leaving home

- His/her temperature must be **below 100.4**.

Upon arrival at the Senior Center, the driver must use his/her key or key card to open the front door

The driver must scan into My Senior Center and answer the screening questions

The driver will pick up bus keys and his/her schedule and proceed to the bus that he/she will be driving

The driver will perform a Circle Check of the bus and check to ensure that the required cleaning supplies and PPE are on the bus

The driver will open the windows upon entering the bus and leave them open while transporting passengers, weather permitting.

The driver must wear a mask at all times while the bus is in service.

## ***Passenger Pick-up and Drop-off***

The driver will call the first passenger on the schedule

- The driver will ask the passenger the screening questions below:
  - Do you have a fever?
  - Do you have any of the following flu-like symptoms: cough, sore throat, and/or shortness of breath?
  - Do you have a headache?
  - Have you been in contact with anyone who is suspected to have or has tested positive for Covid-19?
  - **If the answer to any of these questions is Yes, transportation will not be provided to the passenger**
- The driver will notify the passenger that he/she is required to wear a mask when entering and riding the bus
- The driver will then proceed to the house of the passenger
- The driver will park the bus for **curb-to-curb** pick-up
  - **Drivers cannot carry groceries/packages to the passenger's door and cannot enter the passenger's house**
- The driver will exit the bus and wait outside while the passenger reports to his/her assigned seat
  - Drivers may provide **light assistance** in and out of the bus by holding the passenger's arm as he/she enters or exits the bus
  - When providing light assistance, the driver must wear latex gloves and then dispose of the gloves and sanitize his/her hands
  - A new pair of gloves must be worn to assist each passenger
- The driver will get on the bus and make sure that the passenger is seat-belted correctly.
  - The driver will provide assistance if necessary.

The driver will return to his seat and sanitize his/her hands

The driver will then call the next passenger and repeat this process for each passenger

After all passengers have completed their round-trip, the driver will clean the bus (*see **Cleaning and Disinfecting Protocols***) before picking up any new passengers

If a passenger feels ill at any time during a ride, the guidelines below must be followed:

- In an emergency situation the driver should call 911, immediately
- In a non-emergency situation the driver must notify Dispatch for guidance and support, as soon as he/she is notified by the passenger.
- Dispatch will contact the passenger's Emergency Contact and then instruct the driver where to take the passenger.
- Once the ill passenger has been dropped off, the driver will return to the Senior Center Immediately, to clean and disinfect the bus using the electrostatic fog machine.

### ***Social Distancing***

Each bus will be marked off for social distancing

Each bus will be limited to two passengers at a time

- Passengers will be seated in accordance with social distancing guidelines (at least **six feet** apart)

A plastic barrier will be in place behind the driver's seat

### ***General Hygiene***

Drivers and passengers must wear a mask or face covering at all times while on the bus -

- **Drivers must leave his/her mask on at all times when the bus is in-service**

Drivers must wear latex gloves when touching a passenger to either help on/off of the bus or to assist with buckling a seatbelt

Each bus will be equipped with hand sanitizer and disinfecting wipes

## ***Cleaning and Disinfecting***

Bus drivers are responsible for cleaning and disinfecting the bus

EPA and CDC guidelines for how to clean hard surfaces (such as door handles, seat belt buckles, etc.) and soft or porous surfaces (such as fabric seats, etc.) should be followed

- Drivers will only use cleaning/disinfecting products provided by the Town of Duxbury

Frequently touched areas of the vehicle must be wiped down with disinfectant:

- After each trip has been completed and passengers have been brought to their destination
- At the end of the day
- The Cleaning checklist must be completed, signed and dated by the driver after each cleaning and turned in to Dispatch at the end of the day
  - Trash bags should be removed from the bus daily, and put in the dumpster

## **Senior Center - Transportation Protocols for Passengers**

### ***Booking Trips***

All scheduled **Local transportation** will be provided by COA bus drivers – volunteer drivers will not be used.

- To schedule a ride, call **781-934-5774**
- Rides will be provided for the passenger only to the destination(s) requested while booking the ride with Dispatch
  - Rides will be limited to destinations in Duxbury and will also include Big Y, Stop & Shop, and Ocean State Job Lot in Kingston

All scheduled **Medical transportation** will be provided by **Trans Dev.**

To schedule a ride, call **508-823-8828**

When booking trips, Dispatch will ask passengers the following questions:

- Do you have any of the following symptoms: fever or chills; cough; shortness of breath or difficulty breathing; fatigue; muscle or body aches; headache; new loss of taste or smell; sore throat; congestion or runny nose; nausea or vomiting; or diarrhea?
- In the last 14 days have you had “close” contact (within 6 feet for 10 minutes or longer and without wearing a mask) with a person with a confirmed diagnosis of COVID-19 illness, or who is under investigation for COVID-19, or is ill with an unexplained respiratory illness?
- Have you travelled by ship or plane in the last 14 days or been in close contact (see definition above) with someone who has?
- Have you been out of the country OR been in a state other than MA, RI, CT, VT, NH, ME, NY or NJ in the last 14 days.
- Have you been tested for COVID-19? **If NO, do not ask the next two questions**
- If your test was positive, have you self-quarantined for at least 14 days?
- If your test was positive, have you been symptom-free for at least 72 hours with the use of analgesics?

If the answer to any of these questions is **Yes**, transportation will not be provided to the passenger and they will be referred to their physician for further guidance.

**Fares will not be collected as of August 3, 2020 but when the collection of fares begin at a later date, to be determined by GATRA, passengers will be invoiced monthly for rides.**

Passengers are required to wear a mask while approaching the vehicle and during their entire trip

## ***Passenger Pick-up and Drop-off Protocols***

The driver will call the first passenger on the schedule

- The driver will ask the passenger the screening questions below:
  - Do you have a fever?
  - Do you have any of the following flu-like symptoms: cough, sore throat, and/or shortness of breath?
  - Do you have a headache?
  - Have you been in contact with anyone who is suspected to have or has tested positive for Covid-19?
  - **If the answer to any of these questions is Yes, transportation will not be provided to the passenger**
- The driver will notify the passenger that he/she is required to wear a mask when entering and riding the bus
- The driver will then proceed to the house of the passenger
- The driver will park the bus for **curb-to-curb** pick-up
  - **Drivers cannot carry groceries/packages to the passenger's door and cannot enter the passenger's house**
  - **Passengers are advised to only purchase the amount of items that he/she can safely carry into the house on their own**
- The driver will exit the bus and wait outside while the passenger reports to his/her assigned seat
  - Drivers may provide **light assistance** in and out of the bus by holding the passenger's arm as he/she enters or exits the bus
  - When providing light assistance, the driver must wear latex gloves and then dispose of the gloves and sanitize his/her hands
  - A new pair of gloves must be worn to assist each passenger
- The driver will get on the bus and make sure that the passenger is seat-belted correctly.
  - The driver will provide assistance if necessary.
  - When providing assistance with a seatbelt, the driver must wear latex gloves and then dispose of the gloves and sanitize his/her hands
  - A new pair of gloves must be worn to assist each passenger

The driver will return to his seat and sanitize his/her hands

The driver will then call the next passenger and repeat this process for each passenger

After all passengers have completed their round-trip, the driver will clean the bus before picking up any new passengers

## ***Social Distancing***

Each bus will be marked off for social distancing

Each bus will be limited to two passengers at a time

- Passengers will be seated in accordance with social distancing guidelines (at least **six feet** apart)

A plastic barrier will be in place behind the driver's seat

## ***General Hygiene Protocols***

Drivers and passengers must wear a mask or face covering at all times while on the bus

Drivers must wear latex gloves when touching a passenger to either help on/off of the bus or to assist with buckling a seatbelt

Each bus will be equipped with hand sanitizer and disinfecting wipes

## Addendum J - COVID-19 Visitor Assessment and Contact Tracing Form

### TOWN OF DUXBURY COVID-19 Visitor Assessment and Contact Tracing Form

This form is intended to keep visitors and staff healthy and safe and provide contact tracing information to the Board of Health as necessary. The information provided will be maintained confidentially and not be provided in response to a Public Records Request under exemption (c).

Visit Date: \_\_\_\_\_ Visit Time: \_\_\_\_\_ AM / PM

Name of Department You Are Visiting: \_\_\_\_\_

Name of Employee You Are Visiting: \_\_\_\_\_

Visitor First and Last Name: \_\_\_\_\_

Visitor Home Address: \_\_\_\_\_

Visitor Phone Number: \_\_\_\_\_

Visitor Email Address: \_\_\_\_\_

Please answer the following questions:

1. Have you had a fever of 100.3 or greater in the last 24 hours?	Yes / No
2. Do you have any of the following symptoms: fever or chills; cough; shortness of breath or difficulty breathing; fatigue; muscle or body aches; headache; new loss of taste or smell; sore throat; congestion or runny nose; nausea or vomiting; or diarrhea	Yes / No
3. In the last 14 days have you had "close" contact (within 6 feet for 10 minutes or longer without wearing a mask) with a person with a confirmed diagnosis of COVID-19, who is suspected of having COVID-19, or is ill with an unexplained respiratory illness?	Yes / No
4. Have you travelled by ship or plane in the last 14 days or been in close contact (see definition above) with someone who has?	Yes / No
5. Have you been out of the country or in a state other than MA, RI, CT, VT, NH, ME, NY or NJ in the last 14 days?	Yes / No
6. Have you been tested for COVID-19? (If "No" do not answer the next two questions)	Yes / No
7. If your COVID-19 test was positive, have you self-quarantined for at least 14 days?	Yes / No
8. If your COVID-19 test was positive, have you been symptom-free for at least 72 hours without the use of analgesics?	Yes / No

Visitors who:

- Answer "Yes" to questions 1, 2, 3, 4, or 5 will not be permitted to visit in-person at this time and will be helped instead by phone, email or similar remote means.
- Answer "No" to questions 7 or 8 will not be permitted to visit in-person at this time and will be helped instead by phone, email or similar remote means.
- Do not complete this form will not be permitted to visit in-person at this time and will be helped instead by phone, email or similar remote means.
- Do not wear a mask, sanitize their hands or maintain a minimum of 6 feet between them and others will not be permitted to visit in-person at this time and will be helped instead by phone, email or similar remote means.

Note: Personal contact and refreshments are not permitted during in-person visits.

I, \_\_\_\_\_ (visitor name) acknowledge that the above information is accurate to the best of my knowledge and if I develop any of the symptoms described above in the next 48 hours I will contact the Town of Duxbury's Health Agent at [mayo@town.duxbury.ma.us](mailto:mayo@town.duxbury.ma.us). I further release any liability from the Town of Duxbury for services rendered during this COVID-19 Pandemic.

Visitor First and Last Name (printed): \_\_\_\_\_

Visitor Signature: \_\_\_\_\_

Visit Date: \_\_\_\_\_

