

Town of Duxbury, Massachusetts

OFFICE OF HUMAN RESOURCES

TO: All Town Employees
FROM: Jeannie Horne, Human Resources Director
DATE: September 23, 2020
RE: 9/23 Flu Clinic, 9/29 Planning For Medicare Webinar, COVID-19 Containment Plan Updates

I'm reaching out to provide the following updates to all Town employees:

1. On **Wednesday September 23, 2020 from 10AM -12PM (or shots run out)** the Board of Health and CVS are offering **free flu shots** on a first come first served and limited basis, outside between Town Hall and Old Town Hall for anyone age 9 and older. You must bring your insurance card, wear your mask, practice social distancing while waiting, have your temperature taken and bring your own pen to complete the required forms that will be provided <https://www.town.duxbury.ma.us/home/news/duxbury-flu-clinic-sept-23-2020-10am-12pm>

2. On **Tuesday, September 29 at 4:00 PM** the Senior Center and Blue Cross Blue Shield are offering a free **“Planning for Medicare Webinar”**. The 45 minute webinar is ideal for individuals approaching the age of 65 with questions about Medicare’s enrollment timeline and/or the difference between Medigap and Medicare Advantage plans. After registering, you will receive a confirmation email containing information about joining the webinar.

Link for live webinar registration (September 29, 2020 at 4:00 PM):
<https://attendee.gotowebinar.com/register/6018082745087881485>

Link for pre-recorded webinar
<https://attendee.gotowebinar.com/recording/1895138440456764431>

3. **Town of Duxbury’s COVID-19 Containment Plan** was recently updated https://www.town.duxbury.ma.us/sites/g/files/vyhlf3056f/uploads/town_of_duxbury_covid-19_control_plan_details_08_21_20_final.pdf and it **includes Senior Center and Library protocols and prior approval requirements for personal travel (see below):**

“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

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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>"

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