

COVID-19 Reentry Training: Phase 1 for Employees

Version date: June 26, 2020



Training Overview

The purpose of this training is to ensure all employees are familiar with procedures and resources to ensure a safe work environment throughout the COVID-19 reopening phases.

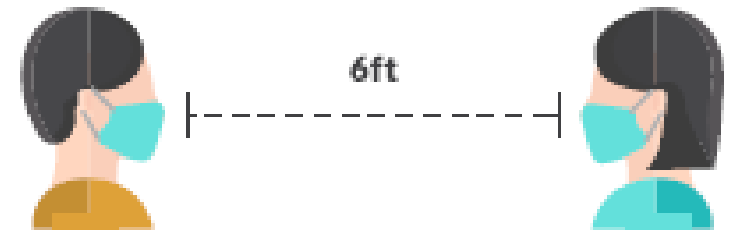
This training will cover:

1. Social distancing and face covering requirements for employees
2. Employee symptom screening and what to do if an employee becomes sick
3. Cleaning and disinfecting responsibilities

As the Town gradually reopens to the public and guidance changes, this version may be updated and reissued.

Social Distancing (1 of 2)

- All employees should remain **at least six feet apart** to the greatest extent possible, both inside and outside workplaces.
- **Conference rooms are closed** unless repurposed for office space. Meetings should be conducted virtually or via phone.
- Each building will have one door designated as an entrance and one as an exit.
- 6-foot intervals are marked throughout hallways/waiting areas to counters and doors to guide staff.



Social Distancing (2 of 2)

Employee Services

- The following areas will remain open with only one person allowed in at a time:
 - Lunch areas
 - Print/copy areas
 - Mail room
- Elevator occupancy should be limited to no more than four (4) people. Face coverings are required.
- Common equipment should be sanitized after use. The individual using the equipment is responsible for sanitizing it.



Face Coverings (1 of 2)



- **Face coverings that cover the nose and mouth are required** for all employees.
 - In a shared office, you must wear a face covering at all times.
 - In a common areas, i.e., the hallway, lunchroom, copy room, restroom, you must wear a face covering at all times.
 - In an isolated office, you do not need to wear a face covering in your office. You must wear a face covering once you leave your office.
- Certain people may be exempted from wearing a mask including those communicating with people who rely on lip-reading, those who cannot breathe safely, children under 5, and others. Employees who may be exempt from wearing a face covering should speak with their supervisor and Human Resources for appropriate accommodations.
- Each employee will be provided one reusable face covering. If the mask is lost or forgotten, ask your supervisor if an additional mask is available. If not, you may need to go home to get a face covering or stay home for the day.

Face Coverings (2 of 2)



- If an employee is not wearing a face covering, an employee may ask the individual without a face covering to give them additional space (enough space to make them comfortable) or return when they are able to wear a face covering.
- If someone is exempt from wearing a face covering, please work with each other and/or their immediate supervisor to come up with a plan that makes everyone feel comfortable.
- We are all doing our best to protect each other, wear your face covering when you can't maintain your distance.

Cleaning Procedures

- Building maintenance staff will continue to clean as they did before but more often on surfaces that are frequently touched.
- Department staff responsibilities:
 - ✓ Wipe down own equipment (computer, phone, desk, etc.) upon entry and exit daily
 - ✓ Be vigilant and wipe down commonly used surfaces to keep each other safe
 - ✓ Wash hands/use hand sanitizer often, including after cleaning equipment and work areas.
 - ✓ Remember not to touch your face. If you do, wash your hands immediately.
- If cleaning supplies are needed, contact the Facilities Department.



Employee Symptom Screening

Each workday employees must self-screen for fever and COVID-19 symptoms.

Employees who have a fever of 100°F or greater and / or other COVID-19 symptoms should NOT report to work.

COVID-19 Symptoms

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell
- Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

Source: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>



Screening Procedure

1. At home, take temperature* and self-assess for COVID-19 symptoms
 - **If fever is 100°F or greater** → **STAY HOME**, contact supervisor
 - If fever is less than 100°F → note daily temperature in a log and go to work
2. Upon arrival at work, sign the employee form acknowledging that you are free of COVID-19 symptoms. Clipboards will be located at building entrances.
3. If you take your temperature at work and it is 100°F or higher please immediately wipe down the thermometer, sanitize your hands, and return to your vehicle. You will need to notify your supervisor and then head home. Your supervisor will then notify HR.
 - a. You will be unable to return to work until you have consulted with your health care provider and have been screened for testing.
 - If your healthcare provider determines testing is not required, you must provide a doctor's note to the Human Resources Department indicating you are cleared to return to the workplace.
 - If you have been diagnosed with a positive COVID-19 test, you must provide a return to work certificate from your medical provider to the Human Resources Director outlining the [Massachusetts Department of Public Health's \(DPH\) Return to Work Criteria](#) prior to returning to work.

*If you are unable to take your temperature at home, infrared thermometers are available for employee use at Town Hall, DPW, Dolan Center, Endicott Estate, Library (Main & Endicott). You must clean the thermometer before and after each use.

If an Employee becomes Sick (1 of 2)

If an employee develops COVID-19 symptoms **while at work**, they should:

- ✓ Wipe down their work area/equipment with a sanitizing wipe or spray
- ✓ Notify their supervisor
- ✓ Go home

In the event an employee tests positive for COVID-19:

- Their workplace will be shut down for a deep cleaning and disinfecting in accordance with current CDC guidance.
- Their supervisor should contact the Health Department for tracing and staff notification and notify HR.

Families First Coronavirus Response Act (FFCRA)

Employees who test positive for COVID-19 or are required to isolate or quarantine may be eligible for Emergency Paid Sick Leave (EPSL) under the Families First Coronavirus Response Act (FFCRA). Please consult the [Town's FFCRA Policy](#) that was distributed to all employees via email on March 31, 2020 and/or the [FFCRA poster](#) which is located on the Human Resources [website](#) along with the [FFCRA Leave Request Form](#). Please contact the Human Resources Director with questions.



Additional Information

- Any employees may make complaints directly to MA Department of Labor Standards (DLS) at (508) 616-0461 x9488 or by sending an email to safepublicworkplacemailbox@mass.gov.
- Any employee who has questions about the health and safety in Town facilities can contact Bridget Sweet, Interim Health Director, or Jessica Tracy, Public Health Nurse. The Dedham Board of Health and the Dedham Health Department will work closely with MA DLS officials to review and investigate complaints.
- Employees who fail to comply with the Workplace Safety Protocol, including failure to truthfully report symptoms, maintain physical distance, or wear the appropriate and required PPE, may be subject to discipline, up to and including dismissal.