

COVID-19 Information Hub

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*In progress

Prevention

Health Practices

- Frequently clean and disinfect surfaces you routinely touch with alcohol-based disinfectant spray/wipes.
- Clean your hands by washing them (including your wrists) with soap and water for at least 20 seconds or by using an alcohol-based hand sanitizer that contains 60%–95% alcohol immediately after coughing, sneezing, or blowing your nose. Soap and water should be used if hands are visibly dirty.
- Use paper tissues only once and dispose of them right away.
- Do not touch your face.
- Do not cough or sneeze in your hands, shield sneezes and coughs with a tissue or shirt sleeve.
- Use your elbows or a tissue to open and close doors on elevator buttons.
- Avoid handshakes and other physical contacts (keep a distance of at least 1 meter from one another).
- According to the CDC people who are well do not need to wear a face mask to protect themselves.
- If you are sick stay home and away from others and public spaces. If you feel sick, use your PTO or work from home (only if you feel up to it). If you are uncertain if you should come in, connect with your manager and, if you are able to work from home, take advantage of that option rather than coming in.

In addition, our cleaning teams have been asked to increase frequency as well as increase the cleaning of commonly touched surfaces such as door knobs, tables, etc. We are increasing the availability of hand sanitizer at all sites and are adding protocol in field locations to ensure equipment is sanitized between shifts. Additional precautions and locations will be added if and when appropriate.

Symptom Awareness

- Regular cold symptoms (e.g., coughing, sneezing)
- Fever
- Respiratory distress

If you are experiencing the above symptoms, call your doctor and follow their guidance. You should not come to work if you are sick. If you are experiencing the above symptoms and one of the following two conditions applies, you are required to file a report with the local health authorities:

1. You have been in contact with someone that has tested positive within the last 14 days
2. You have been in one of the designated [Level 3 risk areas](#) within the last 14 days

Employee Resources

If you have been in contact with someone that has been infected, please stay home, call your healthcare provider, and inform Human Resources immediately.

- While we will proactively reach out to employees for building closures, subscribe to the Town of Upton website at uptonma.gov for status updates on all services including whether they are open, closed, or have a reduced schedule.
- As a reminder all employees and their dependents have access to our [EAP](#) at no charge. Learn how to access and utilize this service.
- CVS is offering [free prescription delivery](#).
- Employees on our BCBS plan can [talk to a registered nurse](#) via phone or email.

Quarantine Recommendations

If you have been in contact with someone who has been infected or if you, a close family member, or cohabitant returned from any of the [Level 3 at-risk regions](#), defined as having a "Level 3 Travel Health Notice" according to the CDC, in the last two weeks, we ask that you do not work on site for 14 days after your encounter or return. Please speak with your manager so that we can make sure we support this temporary change in work location.

As advised by the World Health Organization, if you spent time in any of these regions during the past 14 days and feel sick with fever, cough, or have difficulty breathing:

- Seek medical advice. Call ahead before going to a doctor's office or emergency room. Tell them about your recent travel to an area with community spread of coronavirus, and your symptoms.
- Avoid contact with others.
- Do not travel while sick.
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing.
- Clean your hands by washing them with soap and water for at least 20 seconds or using an alcohol-based hand sanitizer that contains 60%–95% alcohol immediately after coughing, sneezing, or blowing your nose. Soap and water should be used if hands are visibly dirty.

Work Guidelines

Visitors

Please only extend invitations to external visitors if necessary, for business reasons. To protect the health and safety of our employees and the continuity of our services, we ask that employees use their best judgment in determining when meetings with external guests are necessary and require a site visit. If a meeting with external guests can be handled just as effectively by phone or video, we ask that employees do so. For example, if we needed external parties to come on-site to install or fix equipment to keep our operation running, that would be a necessary visit. On the other hand, a meeting with an external partner could be done via video, and would not need to be on-site. If you have any questions about specific upcoming meetings, please discuss with your manager.

Building Guidelines

All buildings remain open, but department-specific guidance is in progress. We are increasing the availability of hand sanitizer at all sites and are adding protocol to ensure equipment is sanitized

between shifts. In addition, our cleaning staff have been asked to increase frequency as well as increase the cleaning of commonly touched surfaces such as door knobs, tables, etc.

If **you are feeling sick**, please stay home to avoid infecting other employees and contact your health care provider who will guide you through the appropriate steps and let you know when you can return to the office. If you or a close family member returned from any of the [Level 3 risk areas](#) in the last two weeks, we ask you to work from home for 14 days after your return. Please look at the quarantine recommendations section.

Working Remotely

A [Temporary Telecommuting Policy](#) and Procedure specifically designed to address Covid-19 has been put in place. As always, managers should use discretion regarding WFH requests, any employees with health conditions or concerns about other special circumstances can refer to [information for people at high risk and special populations](#). They are able to work from home and should reach out directly to their Manager to coordinate.

Preparation & Tech

- Employees with laptops and power cords should bring them home in case there are developments that prompt a directive to work from home. Any special equipment needs should be elevated by your manager.
- [Accessing your work](#)
- [Setting up and using VPN](#)
 - [Connecting to VPN](#)
 - [Do I need VPN?](#)
 - [Troubleshooting VPN](#)

Child Care

We will work to accommodate all employees with children who are impacted by school closures and do not have childcare.

Employee Contact Information

In case of an announcement sent outside of email, please update your phone number and other contact information with your Manager, HR and Payroll.

Travel Advisory

Personal & Business

At present, the US CDC (Centers for Disease Control and Prevention) is highlighting several regions as being the greatest risk for travelers in relation to coronavirus. We encourage all employees to:

- Cancel or postpone personal and business travel areas designated as high risk by their region-specific health authorities.
- Cancel non-essential travel even to areas that have not been designated as [high risk](#)
- Avoid traveling by handling a meeting by video or phone where possible

- Discuss questions or specific scenarios with your manager

If you or a close family member recently returned from [these areas](#), **we require you to work from home for 14 days after your return** or, if you are unable to work from home, make arrangements with your manager to be out of the office for 14 days after your return.

Precautions

Employees should take the following further cautionary steps when traveling:

- Avoid contact with people who are ill or have been within the past two weeks.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Clean your hands often by washing them with soap and water for at least 20 seconds or, if soap is not available, by using an alcohol-based hand sanitizer that contains at 60%–95% alcohol. Soap and water should be used if hands are visibly dirty.
 - It is especially important to clean hands after going to the bathroom; before eating; and after coughing, sneezing or blowing your nose.

External Resources

- [World Health Organization](#)
- [Centers for Disease Control](#)