COVID-19 Return to Work Training

Version date: June 3, 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.

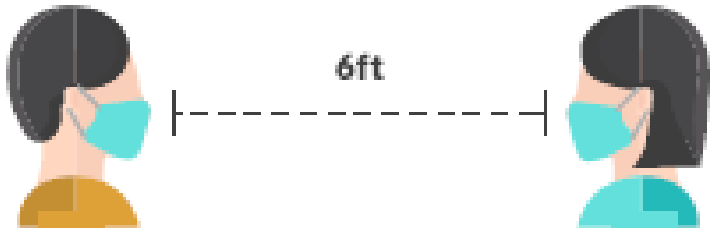
This training will cover:

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

This version was developed during Reopening Phase 1 and may be updated and reissued as guidance changes.

Social Distancing (1 of 3)

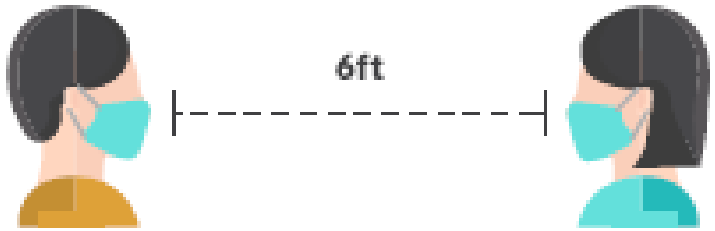
- All persons, including employees, customers, and vendors, should remain **at least six feet apart** to the greatest extent possible, both inside and outside workplaces.
- **Conference rooms are closed** unless repurposed for office space. Meetings should be conducted virtually or via phone.
- In high traffic areas 6 foot intervals are marked throughout hallways/waiting areas to counters and doors to guide staff and the public.



Social Distancing (2 of 3)

Resident Services

- Will work on an **appointment only basis**. Entrance doors to each building will remain locked. As residents/customers arrive for their appointments they will ring the door bell for entrance.
- Only one customer/person allowed at window counter at a time. Location specific.
- Staff working the window need to wipe off plexi-glass and counter after each customer.



Social Distancing (3 of 3)

Employee Services

- The following areas will remain open with only one person allowed in at a time:
  - Lunch areas
  - Print/copy areas
  - Mail room

- Common equipment must be sanitized after use.

Face Coverings (1 of 2)

- **Face coverings that cover the nose and mouth are required** for all employees and persons entering town buildings.
  - In a shared office, you must wear a face covering at all times if you are not able to social distance.
  - If in a common area, i.e., the hallway, lunchroom, copy room, rest room, 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 for appropriate accommodations.

- Each employee will be provided **three** reusable face coverings. If the masks are 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 or customer is not wearing a face covering, an employee may ask the person 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 cover.
- **Norfolk is adhering to a "No Mask = No Entry" policy at this time.**
- If someone is exempt from wearing a cover, please work with each other and/or their immediate supervisor to come up with a plan that is a reasonable accommodation and makes everyone feel comfortable.
- We are all doing our best to protect each other, wear your face cover when you can't maintain your distance.

Cleaning Procedures

- **Building maintenance staff will continue to clean as they did before. Facilities will be Electrostatically Disinfected Daily**

- Town Department staff responsibilities:
  - ✓ Wipe down own equipment (computer, phone, desk, etc.) upon entry and exit daily
  - ✓ Wipe down areas used when having appointments after each appointment
  - ✓ 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, create a work order in Facilitydude.

Employee Symptom Screening

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

Employees who have a fever of 100.5F 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 100.5F or greater → stay home, contact supervisor
   - If fever is less than 100.5F → note daily temperature in a private log and go to work
2. Upon arrival at work, self certify to your supervisor that you do not have any of the listed symptoms from previous slide.
3. If you take your temperature at work and it is 100.5 or higher please immediately wipe down the thermometer, hand sanitize and return to your car. You will need to notify your supervisor via phone and then head home.

*If staff are unable to take their temperature at home, infrared thermometers are available for employee use at Town Hall, Library, COA, DPW, Police, and Fire. **The employee must clean the thermometer before and after each use.**

If an Employee becomes Sick

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 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 will contact Public Health for tracing and staff notification and notify HR.

If an Employee becomes Sick Cont.

If the employer is notified of a positive case at the workplace, the employer should notify the local Board of Health (LBOH) where the workplace is located and work with them to trace likely contacts in the workplace and advise which workers need to isolate and self-quarantine.

- Workers who test positive must self-quarantine for at least 14 day and until they are cleared by their medical professional. A note to return to work may be required.
- Testing of other workers may be recommended consistent with guidance and / or at the request of the LBOH.
- Encourage workers who test positive for COVID-19 to disclose to the employer of the office for purposes of cleaning / disinfecting and contact tracing.
- Workers who test positive must self-quarantine for at least 14 day and until they are cleared by their medical professional. A note to return to work may be required.
- Testing of other workers may be recommended consistent with guidance and / or at the request of the LBOH.

Additional Information

- For additional detail, including specific information on employees who do not normally work in Town Buildings, please see Town of Norfolk COVID-19 Return to Work (Phase 1) Standard Operating Procedure.
- If you have question or concerns about this procedure, please speak with your supervisor, Human Resources, or Public Health.

- COVID-19 Prevention and Treatment: https://www.mass.gov/info-details/covid-19-prevention-and-treatment

Sign Off

- Once you have read and understand the reopening plans in this presentation please sign below and give this page to your manager or supervisor.

- I certify I have received and understand the “COVID-19 Return to Work Training”

_____	_____
Please print your name	Your signature