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# RE-OPENING BARRE PLAN

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JUNE 15, 2020

# About Re-Opening Barre

The onset of COVID-19 was swift and unpredictable.

We now have a once-in-a-generation opportunity to thoughtfully build toward a more equitable, resilient, and vibrant community. Based off of the recommendations from the Massachusetts Reopening Advisory Board created by Governor Baker, the Town of Barre will work together as a community to reopen Barre, MA in a way that is safe and sustainable. Together, we will create a plan that is based in science and tailored to the needs of our community.

**Our proposal will include the following:**

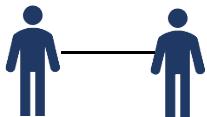
- 1. Proposes how to Reopen Barre toward its **values and priorities**;**
- 2. Recommends deployment of the **best approaches and innovations** for municipal offices and programs;**
- 3. Proposes mitigation guidelines by department to ensure **a safe and responsive process**;**

*All public health criteria included in this document are subject to change. As research and data on this novel coronavirus continue to develop, this plan can and will be updated to reflect the latest science and data.*

# Mandatory Safety Standards for All Departments

These standards will apply universally to all municipal departments and are designed to reduce the risk of COVID-19 transmission to employees and the public. Information released by mass.gov regarding [Mandatory Safety Standards for Workplaces](#) is summarized below.

## Social Distancing



- All persons, including employees, public, and vendors should remain at least six feet apart to the greatest extent possible, both inside and outside workplaces
- Establish protocols to ensure that employees can practice adequate social distancing
- Provide signage for safe social distancing
- Require face coverings/ masks for all employees when 6ft separation is not possible

## Hygiene Protocols



- Provide hand washing capabilities throughout the workplace
- Ensure frequent hand washing by employees and adequate supplies to do so
- Provide regular sanitization of high touch areas, such as workstations, equipment, screens, doorknobs, restrooms throughout work site

## Staffing and Operations



- Provide training for employees regarding the social distancing and hygiene protocols
- Employees who are displaying COVID19-like symptoms do not report to work
- Establish a plan for employees getting ill from Covid-19 at work, and a return-to-work plan



## Cleaning and Disinfecting

- Establish and maintain cleaning protocols specific to the business
- When an active employee is diagnosed with COVID19, cleaning and disinfecting must be performed
- Disinfection of all common surfaces must take place at intervals appropriate to said workplace

# Cleaning & Disinfecting Procedures

- Daily janitorial cleaning will continue of the Town buildings.
- In order to further prevent the spread of disease and to ensure cleaning is thoroughly done, we are asking individual departments to take on the disinfecting of **high-touch surfaces** in their department, including individual workspaces and commonly shared office spaces and equipment.
- High touch surfaces include, but are not limited to:
  - Tables
  - Doorknobs
  - Light switches
  - Countertops
  - Handles
  - Desks
  - Phones
  - Computers and keyboards

For office buildings see the CDC's guidelines on [Cleaning and Disinfecting Your Facility](#).

How do I clean and disinfect?	What should I use?
 <p><b>Put on disposable gloves.</b> Throw them away when you're done.</p>	 <p><b>What should I use?</b> Products with EPA-approved emerging viral pathogen claims.</p>
 <p><b>First, clean to remove dirt.</b> Use soap and water to remove dirt and some germs.</p>	 <p>Products with at least 70% alcohol solutions.</p>
 <p><b>Next, disinfect to kill germs.</b> Disinfectants need different times to work. Follow the directions on the label.</p>	 <p>Mix 4 teaspoons bleach with 1 quart of water.</p>
 <p><b>Throw away gloves and wash your hands.</b> Scrub hands for 20 seconds with soap and warm water.</p>	

# Protocols when an employee tests positive

If an employee is suspected or confirmed to have a COVID-19 infection, it is important to take immediate action:

**1 Notify the Barre Health Department:**

- Andrea Mastrototoro  
Board of Health Admin  
[boardofhealth@townofbarre.com](mailto:boardofhealth@townofbarre.com)  
(978) 355-2504 x 117

**2 Assist the Barre Health Department in determining which employees may have been exposed to the virus and may need to take additional precautions.**

**3 Clean and disinfect in accordance with the following current CDC guidance:**

In most cases, you do not need to shut down your facility. If it has been less than 7 days since the sick employee has been in the facility, close off any areas used for prolonged periods of time by the sick person:

- Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
- During this waiting period, open outside doors and windows to increase air circulation in these areas.

If it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.

# Protocols when an employee tests positive

Follow the CDC [cleaning and disinfection recommendations](#):



Clean dirty surfaces with soap and water before disinfecting them.



To disinfect surfaces, use [products that meet EPA criteria for use against SARS-CoV-2](#), the virus that causes COVID-19, and are appropriate for the surface.



Always wear gloves and gowns appropriate for the chemicals being used when you are cleaning and disinfecting.



You may need to wear additional PPE depending on the setting and disinfectant product you are using. For each product you use, consult and follow the manufacturer's instructions for use.

# Training for Employees

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This section provides departments with training resources for Phase 1 of the Reopening Massachusetts plan. The resources align with the core strategies that are provided on the sector-specific checklists: social distancing; hygiene; staffing and operations; and cleaning and disinfecting. We encourage departments to use trusted governmental sources for employee training.



## Social Distancing

- [Increase social distance at work \(U.S. Department of Labor\)](#)  
(English)
- [El teletrabajo no es lo único para crear distancia física entre empleados](#) (Spanish)



## Hygiene

- See the information and handwashing video from the CDC at their web page titled "[How to Protect Yourself & Others](#)"



## Cleaning and Disinfecting

- [Cleaning](#) (US Department of Labor)
- [Getting Your Workplace Ready for COVID-19](#) (World Health Organization)
- [Cleaning and Disinfecting Your Facility](#) (U.S. Centers for Disease Control and Prevention)



# Town of Barre

Board of Selectmen

40 West Street • Suite 697

Barre, Massachusetts 01005-0697

Telephone: 978-355-2504 • Fax: 978-355-5023

## **Mandatory Training & Acknowledgement** **June, 2020**

The purpose of this mandatory training is to guide employees on how to safely return to a healthy work environment. Please click each of the links below to read up-to-date safety information and precautions on the following subjects. In addition, you will be required to attend one of two mandatory training webinars if offered. Once you have read and understood the information below, please submit a signed copy of this form to your Department Head before June 20, 2020.

- [Social Distancing](#)
- [Hygiene](#)
- [Proper Use of Face Coverings](#)
- [Other Measures to Reduce Disease Transmission](#)
- [Self-Screening at Home](#)
- [Temperature & Symptom Checks](#)
- [Importance of Not Coming to Work if ill](#)
- [When to Seek Medical Attention if Symptoms Become Severe](#)
- [Which Underlying Health Conditions May Make Individuals More Susceptible to contracting a Severe Case of the Virus](#)

I have read and been informed about the above content, requirements, and expectations of the COVID-19 safety information for employees of the Town of Shrewsbury. I agree to abide by the above Center of Disease Control guidelines as a condition of my return to the Public Buildings of The Town of Barre. I understand that if I have questions, at any time, regarding the COVID-19 safety information, I will consult with my Department Head or Town Administrator at [administrator@townofbarre.com](mailto:administrator@townofbarre.com).

Employee Signature: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

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

# Re-entry Guidance



**The Town of Barre will be re-entering “normalcy” through phases.**

- Each phase will last a minimum of three weeks and could last longer before moving to the next phase.
- Before entering each phase, the State and/or the immediate region must see a 14-day period of downward trajectory in the following public health metrics:
  - 1) Influenza-like illnesses or COVID-like syndromic cases reported
  - 2) Documented cases or positive tests as a percentage of total tests
  - 3) Hospitals treating all patients without crisis care
- The Emergency Management Team will determine and communicate when it is appropriate to move into any of the phases, likely following the State’s phase progression.
- No department should enter any phase inconsistent with town-wide directive.
- If public health metrics fall below thresholds, the Town may move back to a prior phase.
- All departments should adhere to State, Local, and CDC regulations, guidance, and sector-specific protocols throughout all phases.

***Specific phase protocol will be released as the State announces guidelines in each phase.***

# EMPLOYEE RIGHTS

## PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

### ► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- $\frac{2}{3}$  for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at  $\frac{2}{3}$  for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

### ► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

### ► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

<b>1.</b> is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;	<b>5.</b> is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
<b>2.</b> has been advised by a health care provider to self-quarantine related to COVID-19;	<b>6.</b> is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.
<b>3.</b> is experiencing COVID-19 symptoms and is seeking a medical diagnosis;	
<b>4.</b> is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);	

### ► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

For additional information  
or to file a complaint:

**1-866-487-9243**

TTY: 1-877-889-5627

[dol.gov/agencies/whd](http://dol.gov/agencies/whd)



WH1422 REV 03/20

# Phase I & II

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All Town Hall Departments should follow the [Sector Specific Workplace Specific Safety Standards for Office Spaces to Address COVID-19.](#)

Access to the town buildings is limited to department employees only. All public buildings will remain locked during this phase.

High risk individuals should work from home, if possible, priority consideration for workplace accommodations (i.e. alternative work schedule).

Closure of all meeting rooms to outside agencies, committees, and boards.

Suspension of all non-essential commercial and residential inspections. Inspections conducted without entering an occupancy can still take place.

# Phase I & II – Self-Certification

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**All employees must Self-Certify prior to working.**

Each employee will self-certify to their supervisor that they have had none of the following prior to starting any work duties:

- Have no signs of a fever or a measured temperature above 100.3 degrees or greater, a severe or persistent cough or trouble breathing within the past 24 hours.
- Have not had "close contact" with an individual diagnosed with COVID-19. "Close contact" means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for about 15 minutes, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic.
- Have not been asked to self-isolate or quarantine by their doctor or a local public health official.

**Employees exhibiting symptoms or unable to self-certify should be directed to leave the work site and seek medical attention and applicable testing by their health care provider. They are not to return to the work site until cleared by their local Board of Health.**

# Self-Certification Sheet for Department

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Prior to starting a shift, each employee must self-certify by dating and signing the departmental sheet, that:

(1) In the past 24 hours have not had:

- a fever or a measured temperature above 100.3 degrees or greater,
- a cough, and/or
- trouble breathing.

(2) Have not had “close contact” with an individual diagnosed with COVID-19. “Close contact” means:

- Living in the same household as a person who has tested positive for COVID-19;
- Caring for a person who has tested positive for COVID-19;
- Being within 6 feet of a person who has tested positive for COVID-19 for about 15 minutes, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic.

(3) Have not been asked to self-isolate or quarantine by their doctor or a local public health official.

Employees exhibiting symptoms or unable to self-certify are directed to leave the work site and seek medical attention and applicable testing by their health care provider. They are not to return to the work site until cleared by a medical professional. All employees who return, must complete a return to work form.

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***Department Heads—please print this form and the attached and make available upon entrance to all employees. Everyone is required to sign, each day.***

## **Self-Certification**

## **Department:**

*By signing below, I acknowledge that I have read the above/attached form and certify that I do not have any of the symptoms listed nor have I been or have reason to believe that I have been exposed:*

Department head is required to hold onto these forms indefinitely.

# Phase I & II – Social Distancing

Each Department Head is responsible for ensuring **social distancing protocols**.

- Each office will have a restricted workforce presence to <25% maximum occupancy (normal occupancy as of March 1, 2020). Any business or other organization that has been operating as a “COVID-19 Essential Service” as of May 18, 2020 shall have until July 1, 2020 to comply with these occupancy limitations (indicated by a \* in the chart below)

Occupancy Limitations		
Department	Normal Capacity	25% Maximum Occupancy
Assessors	3	1
Accountant	2	1
Building/Health *	2	2
Town Administrator’s Office	2	1
Planning	1	1
Town Clerk *	3	2
Treasurer’s *	3	2
Veteran’s Agent/Cemetery*	2	2

Certain offices have a separate office which will accommodate an additional person separated from the larger office area. These locations are indicated by an asterisk (\*).

# Phase I & II – Social Distancing



Ensure separation of 6 feet or more between individual workspaces and employees



Workers must wear face coverings when social distancing of 6 feet is not possible, except where unsafe due to medical condition or disability. Face masks should be available to all employees. Wearing of own face covering or cloth mask is allowed.



Stagger work schedules and improve ventilation for enclosed spaces where possible (e.g., open doors and windows).



Limit meeting sizes, ensure 6 feet of social distancing; virtual trainings and meetings are encouraged when deemed appropriate.



Stagger lunch and break times, regulating maximum number of people in one place and ensuring at least 6 feet of physical distancing.



Meal preparation and eating of meals should be done individually, or separate from other employees, unless social distancing can be maintained.



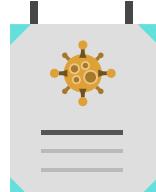
Minimize the use of confined spaces (elevators, control rooms, etc.) to one person at a time; if two or more people are in a confined space at a time, all workers are required to wear a face mask

## RULES TO KEEP YOU SAFE AT WORK

# Mandatory safety standards for workplaces



## SOCIAL DISTANCING



Remain at least six feet apart from others to the greatest extent possible, both inside and outside workplaces

Follow established protocols to ensure social distancing

Review signage for safe social distancing

Use a face covering or mask at all times

## HYGIENE PROTOCOLS



Ensure there are hand washing capabilities throughout the workplace

Wash your hands frequently and properly

Provide regular sanitization of high touch areas, such as workstations, equipment, screens, doorknobs, restrooms, etc.

## STAFFING & OPERATIONS



Attend work trainings regarding the social distancing and hygiene protocols

Do not report to work if you are displaying COVID-19-like symptoms

Comply with plan for employees getting ill from COVID-19 at work, and return-to-work plan

## CLEANING & DISINFECTING



Comply and maintain cleaning protocols specific to the business

Ensure that cleaning and disinfecting is performed when an active employee is diagnosed with COVID-19

Disinfect all common surfaces must take place at intervals appropriate to said workplace

# Phase I & II- Additional Guidance

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## **Hygiene**

- Disinfecting of shared and public work areas will be performed after use and before the end of shift.
- Avoid sharing use of office materials / equipment or disinfect equipment between use (e.g. telephones, fax machines)
- Encourage frequent handwashing; handwashing facilities will be available on site, with adequate supplies of soap and towels.
- Wash hands often with soap for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol prior to leaving a job site.
- Limit the handling of mail and packages to only a few members of the department. Disposable gloves are required when handling or opening mail / packages.

## **Staffing and Operations**

- Department Heads will be responsible for ensuring that employees have adequate training to follow this policy (see training section).
- Workers must continue to telework if feasible; external meetings should be remote to reduce density in the office.
- Department Heads should establish adjusted workplace hours and shifts for employees (if working in person, leverage working teams with different schedules or staggered arrival/departure) to minimize contact across workers and reduce congestion at entry points.
- Workers must stay home if they feel ill.
- All employees should limit non-essential travel out of the region or by plane.

## **Vehicle, Equipment, and Tool Use**

- All vehicles must be disinfected before and after each use. Supervisor will make every effort to keep employees in the same vehicle for each week.
- All tools must be disinfected before and after each use. Supervisors will make every effort to keep the same tools and work assignment for each week.
- Employees are not authorized to use vehicles/equipment/tools not assigned by their supervisor.

# Phase I & II – Senior Center/Library

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## Senior Center

- The Barre Senior Center should continue to follow Massachusetts DPH's [guidance for community day program settings.](#)
- The Senior Center should remain closed to the public, and should continue remote activates or check-ins with seniors.
- The staff may return to work, as needed and must follow the guidelines above.

## Library

- The Library will remain closed to the public.
- Beginning May 25<sup>th</sup>, the Library may operate for curbside pickup and delivery only.
- The staff may return to work as needed and must follow the guidelines above.

# Additional Phases

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## Phase 3: Vigilant

- *Specific guidance to come*

## Phase 4: New Normal

- *Specific guidance to come*

# Department Specific Links

Click the following links for [department-specific information](#) and [municipal FAQs](#).



Building  
Department

[Building Inspections](#)



Health  
Department

[Information for Local Boards  
of Health](#)



Recreation  
Department

[Information for Beaches](#)  
[Information for Parks](#)



## TEMPLATE (I/II)

# COVID-19 Control plan

All businesses in the state of MA must develop a written control plan outlining how its workplace will comply with the mandatory safety standards for operation in the COVID-19 reopening period. This template may be filled out to meet that requirement. Control plans **do not** need to be submitted for approval but must be kept on premise and made available in the case of an inspection or outbreak.

All individually listed businesses must complete a control plan, even if the business is part of a larger corporation or entity.

### BUSINESS INFORMATION | please provide the following information

Business name: \_\_\_\_\_  Check if part of a larger corporation

Address: \_\_\_\_\_

Contact information (Owner/Manager): \_\_\_\_\_

Contact information (HR representative), if applicable: \_\_\_\_\_

Number of workers on-site: \_\_\_\_\_

### SOCIAL DISTANCING | check the boxes to certify that you have:

Ensured that all persons, including employees, customers, and vendors remain at least six feet apart to the greatest extent possible, both inside and outside workplaces

Established protocols to ensure that employees can practice adequate social distancing

Posted signage for safe social distancing

Required face coverings or masks for all employees

Implemented additional procedures. Please describe them here: \_\_\_\_\_  
\_\_\_\_\_

### HYGIENE PROTOCOLS | check the boxes to certify that you have:

Provided hand washing capabilities throughout the workplace

Ensured frequent hand washing by employees and provided adequate supplies to do so

Provided regular sanitization of high touch areas, such as workstations, equipment, screens, doorknobs, restrooms throughout work site

Implemented additional procedures. Please describe them here: \_\_\_\_\_  
\_\_\_\_\_



## TEMPLATE (II/II)

# COVID-19 Control plan

All businesses in the state of MA must develop a written control plan outlining how its workplace will comply with the mandatory safety standards for operation in the COVID-19 reopening period. This template may be filled out to meet that requirement. Control plans **do not** need to be submitted for approval but must be kept on premise and made available in the case of an inspection or outbreak.

All individually listed businesses must complete a control plan, even if the business is part of a larger corporation or entity.

### STAFFING & OPERATIONS check the boxes to certify that you have: \_\_\_\_\_

Provided training for employees regarding the social distancing and hygiene protocols

Ensured employees who are displaying COVID-19-like symptoms do not report to work

Established a plan for employees getting ill from COVID-19 at work, and a return-to-work plan

Implemented additional procedures. Please describe them here: \_\_\_\_\_

### CLEANING & DISINFECTING check the boxes to certify that you have: \_\_\_\_\_

Established and maintained cleaning protocols specific to the business

Ensured that when an active employee is diagnosed with COVID-19, cleaning and disinfecting is performed

Prepared to disinfect all common surfaces at intervals appropriate to said workplace

Implemented additional procedures. Please describe them here: \_\_\_\_\_