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TOWN OF WHATELY MASSACHUSETTS

SELECTBOARD

May 27, 2020

Revised November 18, 2020

Directive on Town Employees Returning to Work During the COVID19 Pandemic

This Directive shall supersede the Directive Limiting Work in Town Buildings to Only Essential Activities by Essential Employees & Board Members & Requiring Employees to Work from Home or Remain on Call to Perform Essential Functions adopted by the Selectboard on March 24, 2020.

General Directives:

- Employees are expected to resume working their regular number of hours beginning on June 1, 2020. Employees are expected to complete these hours through a combination of work in the office and work from home when possible to limit the number of people working in the Town buildings at one time, to allow for safe social distancing and to adhere to the 25% occupancy limitation.
- All employees shall adhere to the Mandatory Safety Standards for Workplaces* adopted by the Commonwealth of Massachusetts (available here <https://www.mass.gov/info-details/reopening-mandatory-safety-standards-for-workplaces>). These safety standards include, but are not limited to the requirements that:
 - EMPLOYEES WHO ARE DISPLAYING COVID19-LIKE SYMPTOMS DO NOT REPORT TO WORK
 - ALL EMPLOYEES, CUSTOMERS AND VENDORS SHALL PRACTICE SAFE SOCIAL DISTANCING (6' FEET APART) TO THE GREATEST EXTENT POSSIBLE
 - ALL EMPLOYEES, CUSTOMERS AND VENDORS SHALL WEAR A FACE COVERING AT ALL TIMES WHEN IN A PUBLIC LOCATION
 - ALL EMPLOYEES SHALL PRACTICE FREQUENT HAND CLEANING

** If a medical exemption applies to any of the Mandatory Safety Standards for Workplaces, employees shall contact their supervisor to request a reasonable accommodation.*

Administrative/Selectboard/Town Administrator/Administrative Assistant

Special Directive: Town Administrator and Administrative Assistant to work a combination of in-office and from home hours; take actions to reduce risks; limit in person public interactions.

Treasurer/Collector/Town Clerk

Special Directive: Treasurer/Collector and Assistant Treasurer/Collector to work a combination of in-office and from home hours; take actions to reduce risks; limit in person public interactions.

Assessors

Special Directive: Assistant Assessor to work a combination of in-office and from home hours; take actions to reduce risks; limit in person public interactions.

Police Department

Special Directive: work from home not possible; take actions to reduce risks; follow policy implemented by Police Chief (Special Order #2020-1); use personal protective equipment when recommended by public health officials.

Fire Department

Special Directive: work from home if possible (Chief); hold only essential trainings; take actions to reduce risks; use personal protective equipment when recommended by public health officials.

Emergency Management Director

Special Directive: to work a combination of in-office and from home hours; take actions to reduce risks; limit in person public interactions.

Highway Department (& Buildings)

Special Directive: work from home not possible so special protocols are required to allow employees to continue working in a safe manner (see below).

Special Protocols to be Implemented for all Highway Department Employees as of May 27, 2020 in Addition to the Mandatory Workplace Safety Standards Imposed by the Commonwealth:

- *All travel to and from work sites in town vehicles and equipment shall be one employee per vehicle/equipment. If a situation arises where it becomes necessary to have two persons in one vehicle, both persons shall wear a face covering.*
- *Vehicles and equipment shall be assigned to one employee per shift to reduce potential exposures*
- *Vehicles and equipment shall be wiped down and sanitized at the end of a shift*
- *Sanitize the office, shared work spaces and the restroom multiple times per day*

Water Superintendent & Backup Operator

Special Directive: work from home when possible; take actions to reduce risks; limit in person public interactions.

Transfer Station Attendants

Special Directive: work from home not possible; face coverings are required; take actions to reduce risks (e.g. gloves, face shields); follow special protocols implemented by the Board of Health; use personal protective equipment when recommended by public health officials.

Library Director & Assistant Library

Special Directive: work from home as much as possible; take actions to reduce risks (e.g. gloves, face coverings); limit in person public interactions; adhere to special protocols for curbside pick-up and drop-off service, as well as for in-person browsing by appointment.

All Other Boards, Committees and Commissions

Special Directive: All meetings shall be done remotely until further notice.

Town Accountant (FRCOG Employees)

Expectations: work from home when possible; take actions to reduce risks; limit in person public interactions.

Building & Code Inspections (FCCIP Employees)

Expectations: work from home as much as possible; take actions to reduce risks; limit in person public interactions; use personal protective equipment when recommended by public health officials.

South County EMS

South County EMS is under the direction of the South County EMS Board of Oversight.

South County Senior Center

South County Senior Center is under the direction of the SCSC Board of Oversight.

Tri-Town Beach

Tri-Town Beach is under the direction of a Board of Commissioners. The Tri-Town Beach Commissioners have voted to keep the beach closed to the public until further notice.