



Town of Fairhaven  
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**FOR IMMEDIATE RELEASE**

Date: March 22, 2020  
To: All Town Personnel  
From: Mark Rees, Town Administrator  
Re: Office closure to non-essential personnel; work-from-home  
Cc: Board of Selectmen  
Board of Health

Due to growing concern about COVID-19 and confirmation of a local positive test, after consultation with the Board of Selectmen and the Board of the Health, Town Administration has decided to close all Town offices to non-essential personnel, starting March 23 and remaining in effect until further notice. We will revisit this matter on a weekly basis. Town governmental offices will continue to provide essential services remotely while Town facilities remain closed to public access as a part of the Town's response to the COVID-19 outbreak.

For office-based essential employees, remote work and flexible scheduling to reduce or eliminate direct contact between employees, is implemented effective immediately. Department heads in particular will be called upon to ensure that their essential operations are completed as remotely as possible, and non-essential employees are asked to remain in communication with their department heads to provide support as necessary. Essential personnel with work-from-home capabilities have already been issued equipment to allow for remote work.

Non-essential personnel will not be charged sick time starting March 23, 2020, going forward until administration announces the end of this closure. Employees should rest assured that payroll operations will continue without interruption, though employees who still have not elected direct deposit should work with their department head to arrange for check delivery.

For essential employees (including first responders, public works, inspectors) who do not typically work out of the office, their work will continue with measures in place that enforce social distancing of six-feet or more, and increased hand-washing and sanitation measures. Please see the attached previously issued memorandum regarding limiting exposure to the virus. All employees should be prepared for daily check-ins with their supervisor and/or other team members. If you have any technological needs, or require certain accommodations, please work with your department head/supervisor to address those issues/accommodations.

I understand that these are unprecedented times, and we can expect more changes to come as federal, state, and local governments work to coordinate containment efforts. We must be adaptive and flexible during this time of uncertainty. Please be assured that the Town's first responders and other essential staff are working together to make sure we are as prepared and safe as possible.

I would like to thank all of you for your hard work and dedication to the Town of Fairhaven and its residents during the COVID-19 crisis. You have shown remarkable resiliency, adaptation, and a positive attitude that is greatly appreciated.