



Town of Fairhaven  
Massachusetts  
Office of the Town Administrator

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Policy: Red Zone Designation and Town office operations

In response to Fairhaven's red zone designation and the Governor's November 2 mask mandate amendments, the Board of Selectmen have adopted the following policy amendments for the interest of public and employee safety, while maintaining service levels.

**Mask Mandate:** The November 2, 2020 guidance from Governor Baker on the use of masks in public settings is attached (Attachment A). Employees may continue to work without their masks on at their individual stations, with the following requirements:

- Employees must wear masks when they are within six feet of each other - *no exceptions*
- Employees must wear a mask when working with the public, regardless of the presence of a Plexiglas barrier
- Employees should have a mask available at their desk and should put on their mask if someone approaches them at their workstation.
- Employees *must* wear a mask at all times when: entering or leaving the Town offices (until they have reached their vehicle); when moving throughout the Town offices; and any other time they leave their workstation. New guidance from the Governor's Office indicates that any employee seeking a medical exemption from the mask mandate must provide proof of medical condition to Human Resources and/or their appointing authority in order to seek exemption.
- Office employees may only remove their masks when seated at their own workstation, and only when separated from others by six or more feet or by Plexiglas

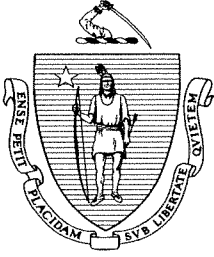
**Calling in Sick:** The March 29, 2020 "Staying Home/Being Sent Home" sick time policy will remain in place, with the following changes:

"Employees will be required to use sick time for this period of time. Once an employee reaches 10 days of sick time **for Covid-related sickness (confirmed or suspected)**, they will begin to be charged sick time at ½ rate (i.e. 4 hours charged for 8 hours taken, etc.) If the employee does not have sick time accrued, they will be allowed to go into the negative. **Sick time for all non-Covid-related conditions (confirmed or suspected) will not be eligible for this use adjustment. "Confirmed" means a test result confirming the Covid virus. "Suspected" means sickness after Covid exposure, and/or the presence of fever, coughing, shortness of breath, loss of taste/smell, even if a Covid test later comes back negative.**" (See Attachment B)

**Remote meetings and contactless operations:** The Board of Selectmen encourages the continued use of Zoom and Google Meets for holding meetings, instead of "in-person" meetings. Zoom/remote meetings should be the default meeting method. There should be continued promotion of the Tax Collector's and Town Clerk's drop boxes for constituent use.

**Rotating schedules, when possible:** As long as there is no confirmed Covid transmission within the Town offices, operations should continue as established, with protocols in place to allow department heads to create rotating schedules of personnel according to office need and public functions. Employees who have work-from-home shifts, must be given work that can be done at home, and the equipment necessary to complete this work. It will be up to the discretion of the department head to manage work-from-home, and will be subject to Town Administrator review, with an emphasis on fairness and equity among staff members.

**Contact-tracing log:** Public-facing offices will be provided a contact-tracing log by the Health department, and all visitors to Town offices will be required to provide their information – name, telephone number, date of visit. In the event the visitor does not sign the form, the service will still be provided and to the extent information is available the contact information will be added to the log by the department staff. The Health Agent will provide training to these public departments for the enforcement and retention of this record-keeping standard.



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**CHARLES D. BAKER**  
GOVERNOR

**KARYN E. POLITO**  
LIEUTENANT GOVERNOR

## **REVISED ORDER REQUIRING FACE COVERINGS IN PUBLIC PLACES**

### COVID-19 Order No. 55

**WHEREAS**, on March 10, 2020, I, Charles D. Baker, Governor of the Commonwealth of Massachusetts, acting pursuant to the powers provided by Chapter 639 of the Acts of 1950 and Section 2A of Chapter 17 of the General Laws, declared that there now exists in the Commonwealth of Massachusetts a state of emergency due to the outbreak of the 2019 novel Coronavirus (“COVID-19”);

**WHEREAS**, on March 11, 2020, the COVID-19 outbreak was characterized as a pandemic by the World Health Organization;

**WHEREAS**, the Federal Centers for Disease Control (the “CDC”) have determined that COVID-19 is spread mainly by person-to-person contact and that the best means of slowing the spread of the virus is through practicing social distancing and by minimizing personal contact with large groups and environments where the virus may be transmitted;

**WHEREAS**, the Department of Public Health continues to urge all residents of the Commonwealth to limit activities outside of the home and to practice social distancing at all times to limit the spread of this highly contagious and potentially deadly virus;

**WHEREAS**, public health experts have determined that it is possible for an infected individual to transmit COVID-19 even when the individual does not exhibit symptoms of the virus;

**WHEREAS**, the CDC and the Department of Public Health have advised individuals to wear cloth face coverings when they are outside of the home in order to prevent transmission of this highly contagious virus;

**WHEREAS**, on May 1st, 2020, I issued COVID-19 Order No. 31, which required face coverings to be worn in public settings where social distancing is not possible, and at all times in retail stores and on public transportation;

**WHEREAS**, the Centers for Disease Control and Department of Public Health have found increasing evidence that face coverings help prevent people who have COVID-19 from spreading the virus to others;

**WHEREAS**, the Commonwealth has seen an increase in cases since its lowest point in July, and there has been a steep increase in cases during the month of October. On September 26th, the 7-day daily average of new confirmed cases was 385, whereas on October 31st, the 7-day daily average of new confirmed cases was 1,214;

**WHEREAS**, the Commonwealth's COVID-19-related hospitalizations and COVID-19 Intensive Care Unit (ICU) census has more than doubled over the past 2 months. On August 31, the number of individuals in the hospital with a confirmed or suspected case of COVID-19 was 290, whereas on November 1, the number of individuals in the hospital with a confirmed or suspected case of COVID-19 was 613. The COVID-19 ICU census was 47 on September 9, 2020, whereas on November 1, the COVID-19 ICU census was 113, with 55 individuals intubated. As of November 1, 67% of hospital beds were full and during the month of October, a number of hospitals reported using surge capacity.

**WHEREAS**, left unchecked, the current COVID-19 case growth poses a risk to the Commonwealth's healthcare system, and intervention is warranted to moderate case growth and preserve hospital capacity; and

**WHEREAS**, sections 7, 8, and 8A of Chapter 639 of the Acts of 1950 authorize the Governor, during the effective period of a declared emergency, to exercise any and all authority over persons and property necessary or expedient for meeting a state of emergency, including but not limited to authority over assemblages and pedestrian travel in order to protect the health and safety of persons; transportation or travel; regulation of the sale of articles of food and household articles; and the policing, protection, and preservation of public and private property;

**NOW, THEREFORE**, I hereby Order the following:

- 1. Requirement to Wear a Face Covering:** Except as provided in Section 2, all persons in Massachusetts over the age of 5 years old are required to wear a mask or cloth face covering over their mouth and nose when in a public location, whether indoors and outdoors. Masks or face coverings are encouraged but not required for children between the ages of 2 and 5.

Public locations include any place open to the public including, without limitation, grocery stores, pharmacies, and other retail stores; public transportation, taxis, livery, and other ride-sharing vehicles; public streets and ways; and any location that hosts indoor or outdoor

events or performances. Masks or cloth face coverings are also required when in a carpool with non-household members.

All persons are strongly discouraged from using medical-grade masks to meet the requirements of this Order, as medical-grade masks should be reserved for healthcare workers and first responders.

If a customer refuses to wear a mask or cloth face covering for non-medical reasons, the operator of a facility or business may decline entry to the individual.

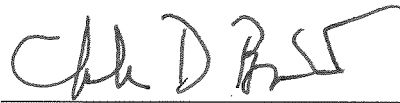
2. **Exceptions:** The face coverings requirement in Section 1 shall not apply in the following circumstances:
  - a. Where a person is unable to wear a mask or cloth face covering due to a medical or disabling condition; provided that a person who declines to wear a mask or cloth face covering because of a medical or disabling condition shall not be required to produce documentation verifying the condition, except as provided in Section 3;
  - b. Where a face covering would impede communication by or with a person who has a hearing impairment or other disability;
  - c. When a person is inside a personal vehicle, alone or with other household members only;
  - d. Where applicable sector-specific COVID-19 safety rules issued by the Department of Public Health, the Department of Labor Standards, the Executive Office of Energy and Environmental Affairs, the Department of Elementary and Secondary Education, the Department of Early Education and Care or by any other agency authorized by Executive Order to issue such rules permit the removal of face coverings in specific circumstances, such as while eating and drinking in restaurants, receiving dental care, or swimming; and
  - e. In circumstances or for other populations that the Commissioner of Public Health may exempt in writing from the terms of this Order
  
3. **Places of Employment and Schools:** Where an employee or other worker who is required to wear a face covering pursuant to this Order or any other applicable rule requests an accommodation so as not to have to wear a face covering at the workplace due to a medical or disabling condition, an employer may require documentation to verify the condition. If a student is unable to wear a face covering because of a medical or disabling condition and will be participating in in-person learning, the school may likewise require documentation to verify the condition.
  
4. **Enforcement:** The Department of Public Health, Local Boards of Health, and authorized agents pursuant to G. L. c. 111, § 30, are authorized to enforce this Order and, if necessary, may do so with the assistance of State or municipal police. The MBTA Transit Police are authorized to enforce this Order on the MBTA bus, rail and transit system. Violation of the terms of this Order or Department of Public Health Guidance may result in a civil fine of up

to \$300 per violation, in the manner provided for non-criminal disposition of violations of municipal by-law, ordinance, rule, or regulation pursuant to G. L. c. 40, § 21D.

5. **Guidance:** The Commissioner of Public Health is directed to issue guidance, subject to my approval, to implement the terms of this Order.
6. **Effective Date:** This Order is effective at 12:01 AM on November 6, 2020, and shall remain in effect until rescinded or until the state of emergency is terminated, whichever happens first.

COVID-19 Order No. 31 is hereby rescinded effective 12:01 AM on November 6, 2020.

Given in Boston at 12:00 AM this 2nd day of November, two thousand and twenty



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CHARLES D. BAKER  
GOVERNOR  
Commonwealth of Massachusetts



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**Staying Home or Sending Employees Home**

The coronavirus (COVID-19) is creating increasing concern in communities across the country and each day the infection spreads. In an effort to keep the virus from spreading, the CDC (Center for Disease Control) recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) stay home and if upon arrival to work or become sick during the day, be sent home immediately.

As a precaution, the Town of Fairhaven is encouraging sick employees to stay home if they exhibit symptoms of acute respiratory illness. These employees should stay home and not come to work until they are free of fever, signs of a fever, and any other symptoms for at least 72 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees **must** notify their supervisor if they are sick and will not be coming to work.

If employees come to work displaying the symptoms listed above, their department director or supervisor may send them home with the same restrictions listed above.

Employees will be required to use sick time for this period of time. Once an employee reaches 10 days of sick time **for Covid-related sickness (confirmed or suspected)**, they will begin to be charged sick time at ½ rate (i.e. 4 hours charged for 8 hours taken, etc.) If the employee does not have sick time accrued, they will be allowed to go into the negative. **Sick time for all non-Covid-related conditions (confirmed or suspected) will not be eligible for this use adjustment.** “Confirmed” means a test result confirming the Covid virus. “Suspected” means sickness after Covid exposure, and/or presence of fever, coughing, shortness of breath, loss of taste/smell, even if a Covid test later comes back negative.” The employee will be required to earn back the sick time until they are no longer in the negative before they are able to use additional sick time.

Until further notice, taking sick days will not be used to reduce an employee’s sick incentive bonus, if eligible, and any requirement to submit a doctor’s notice for sick time use will also be suspended for the duration of the Coronavirus threat.

Employees, department directors, or supervisors should contact Human Resources with questions about when to stay home, send an employee home, or what paperwork is needed. Immunocompromised employees are encouraged to stay home regardless of presence of symptoms; in these cases, the employee may work from home, if their essential functions allows for remote work. The employee’s supervisor, with the assistance of the Town Administrator and Human Resources Director, will actively engage the employee to determine if work-from-home accommodations can be made without undue hardship; if they cannot be made, then the employee shall be charged sick time as outlined above.

**Quarantine after exposure to virus: Employees who have been exposed to Covid-19 are required to inform their supervisor of their exposure. Civilian employees are to quarantine for 14 days from the day of exposure, and public safety/first responders are to quarantine for 10 days from the positive testing date; employees must be free of a fever, without the use of a fever-reducing medication, for 72 hours before they may return to work. A re-test is not required to return to work.**

Please refer to the Coronavirus (COVID-19) Employee Safety Policies (Attachment A) for directives to prevent infection, and to prevent spread of the coronavirus.

Attachment A  
Coronavirus (COVID-19) Policies  
For Employee Safety

Employees are the backbone of providing services to the public and your health and safety is important to us. The following policies will be in place for your safety during the coronavirus outbreak. We ask that all of you read and follow these policies.

➤ **Precautions**

- Wipe down public counters and areas that the public and your co-workers frequently touch. (You are responsible for wiping down your own work areas and equipment).
- Wash your hands regularly with soap and water.
- Do not shake hands with the public or fellow employees.
- Cough or sneeze into a tissue, or your elbow if you have no tissue; immediately wash hands.
- Keep a safe social distances (**six** feet or more) from others when possible.
- If you plan to travel outside of the country, notify your department head of where you are going.
- Avoid sharing food utensils, containers, pens, and other personal items.
- Distances yourself from someone who appears sick.
- Avoid touching your face.
- All work-related travel that is non-essential to COVID-19 containment is halted for the duration of this emergency.
- Video conferencing is encouraged wherever possible.

➤ **Do not come to work**

- Upon returning from travel, be prepared to self-quarantine for 14 days before coming back to work from a CDC-identified high-risk country (time will be charged to sick time balance).
- If you come in contact with someone who has been exposed to COVID-19, do not come to work. Contact the Health Agent for instructions.
- If you have acute respiratory illness (cough, shortness of breath) and/or a fever greater than 100.4 degree (f), do not come to work.

➤ **If/Then**

- If you show up at work with a cough or a fever, you will be sent home.
- If you start to exhibit symptoms of a cough or fever while at work, you will be sent home.
- If an outbreak occurs in Fairhaven, then we will contemplate closing all municipal buildings to the public.
- If someone from the public visits a public building and we discover they have the coronavirus or have been exposed to the coronavirus, then we will close that building and have it sanitized.
- If someone in the workplace is diagnosed with COVID-19 virus, we will close that building and consider work-from-home protocols.