

6/3/2020

Reopening Plan 2020

Town of Fairhaven



REV. JUNE 3, 2020 VERSION 1



**Town of Fairhaven
Phased Reopening Plan
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General Statement to Reopening

The Town of Fairhaven has prepared this reopening guide to make sure that all Town offices and departments are resumed in a way that is consistent, safe, and takes into consideration the different departmental needs. This document contains guidance, standards, and best practices to maximize safety and minimize the risk of spreading COVID-19. It also serves to comply with the written control plan as issued by the Commonwealth of Massachusetts, which demonstrates how our workplace will comply with the mandatory safety standards for operation in the COVID-19 reopening period. Employees should consider this a living document, as it may be adjusted based on need and updated information from state and federal guidelines.

This document will be distributed to all employees via department directors, and will be posted to the Town’s website under the Human Resources section.

Workplace Mandatory Safety Standards Compliance

General Standards for all Offices

Social Distancing	Offices may exceed this maximum occupancy level based on a demonstrated need for relief based on public health or public safety considerations or where strict compliance may interfere with the continued delivery of critical services.
	Offices shall ensure the separation of six (6) feet or more between individuals unless this creates a safety hazard due to the nature of the work or the configuration of the workspace.
	Common spaces and high-density areas where employees are likely to congregate (e.g. break rooms, eating areas) will be limited to one person at a time until Phase 2 of the reopening. At Phase 2 of the reopening, these areas may be reconfigured to allow six (6) feet of social distancing (e.g. separate tables, use of distance markers to assure spacing, etc.)
	Physical partitions must separate workstations that cannot be spaced out to meet the six (6) foot separation. Partitions in these circumstances must be taller than a standing worker.
	Meeting sizes shall be limited to ensure a minimum of six (6) feet social distancing between attendees. <i>Remote participation and tele/web conferencing is strongly encouraged for Phases 1-3 of the reopen.</i>
	Work schedules, lunch, and break times shall be staggered to control the maximum number of people in one place and ensure at least six (6) feet of physical distancing.
	Minimize the use of the confined spaces (e.g. elevators, vehicles) by more than one individual at a time; all workers in such spaces at the same time must wear face coverings.
	Whenever possible, the following best practices shall be encouraged: <ul style="list-style-type: none"> • Working areas will be designated to individuals to limit movement throughout the facility and limit contact between workers (ex: creation of a mailroom in the basement of the Town Hall). • Establish directional hallways and passageways for foot traffic to minimize contact; post visible signage regarding traffic flow. Limit visitors where feasible and avoid congregation in common areas.

	<p>Town buildings shall have accessible handwashing facilities on site to facilitate frequent hand-washing. When running water and soap are not an option, alcohol-based hand sanitizers with at least 60 percent alcohol may be used as an alternative.</p> <ul style="list-style-type: none"> • Offices shall have adequate cleaning products (sanitizer, disinfecting wipes) available for continuous cleaning throughout the day.
Hygiene Protocols	Offices shall prioritize the regular (several times a day) cleaning and sanitation of high-touch areas and surfaces, including workstations, door handles, copy and fax machines, printers, public counters, plexiglass dividers, telephones, and restrooms.
	All employees shall avoid sharing office materials unless absolutely necessary. When sharing is necessary, materials and equipment shall be disinfected between use.
	Offices shall post visible signage through the site to remind workers of the hygiene and safety protocols.
	The Board of Health office is managed by Health Agent Mary Freire-Kellogg: mkellogg@Fairhaven-MA.gov – any questions related to health or compliance may be directed accordingly. If any employee has a concern about compliance or safety but does not feel comfortable addressing the concern directly with a supervisor, or with Human Resources, they may address it with the Health office, who will resolve the issue tactfully and diplomatically with the affected department/department director.
	The Town Administrator, Human Resources Director, and Health Agent, shall work together to evaluate all workspaces to ensure compliance with all Federal, State, and Local Guidelines.
Staffing and Operations	Isolation, contact tracing, and communication plan if a worker is diagnosed as positive with COVID-19, or comes into close contact (family member, or associate within six feet for 10 minutes or longer) with an individual diagnosed with COVID-19. (See COVID-19 exposure policy pg. 30)
	Employees shall be trained on up-to-date safety information and precautions, including hygiene and other measures aimed at reducing disease transmission, including: <ul style="list-style-type: none"> • Social distancing • Self-screening at home prior to shifts, including taking temperature and checking symptoms • 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 contacting and suffering from a severe case of the virus
	Workers must wear face coverings when social distancing of six feet is not possible, except unless otherwise restricted by a medical condition or disability.
	<ul style="list-style-type: none"> • Offices may establish adjusted workplace hours and shifts for workers (if working in-person, leverage working teams with different schedules or staggered arrival and departure) to minimize contact across workers and reduce congestion at entry/exit points. If such staggered shifts are created, they must be created with equity for all workers in mind.
	Offices must limit visitors for the duration of the phased reopening.

	Business travel must be limited for the duration of the phased reopening, and must comply with state and federal travel restrictions and guidelines.
	Workers must stay home if feeling ill.
	If the Town is notified of a positive case of COVID-19 in the workplace, the Town will notify the Board of Health via its Health Agent, and comply with tracing protocols to identify workplace locations, contacts, and advise workers to isolate and self-quarantine. Testing of workers may be recommended, consistent with guidance and/or at the request of the Board of Health.
	If a department has any employees who are essential/must report to the office more often than their regular shifts, efforts must be made to keep employees at least six feet apart.
	Employees may continue to telework if feasible and external meetings should be remote to reduce density in the office until Phase 4 reopening.
	Recommended best practices: <ul style="list-style-type: none"> • Employees who are particularly vulnerable to COVID-19 according to the Centers for Disease Control (e.g. due to age or underlying conditions) are encouraged to stay home or arrange an alternate work assignment with their department director. <p>Employees are strongly encouraged to self-identify symptoms or any close contact to a known or suspected COVID-19 case to the Town.</p>
	The Town will facilitate frequent cleaning and disinfecting of Town buildings at least daily, and more frequently when feasible.
	<ul style="list-style-type: none"> • The Town will direct custodial staff to keep cleaning logs that include the date, time, and scope of cleaning.
Cleaning and Disinfecting	The Town will conduct frequent disinfecting of heavy transit areas and high-touch surfaces and will clean shared spaces (such as conference rooms) between use.
	In the event of a positive case, the Town will shut down the affected building(s) for a deep cleaning and disinfecting of the workplace in accordance with the current CDC practice, in addition to the aforementioned tracing and testing protocol.

These protocols and best practices are in compliance with the [Commonwealth of Massachusetts' Safety Standards and Checklist: Office Spaces](#). Departments should refer to the helpful COVID-19 Safety Checklist for step-by-step compliance measures.

COVID-19 Control Plan for the Town of Fairhaven

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: Town of Fairhaven Check if part of a larger corporation

Address: 40 Center Street, Fairhaven, MA

Contact information (Owner/Manager): Mark H. Rees, Town Administrator

Contact information (HR representative), if applicable: Anne O'Brien, Human Resources Director

Number of workers on-site: 500 +/-

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: _____

Welcome



Please know that we take our responsibility to keep Massachusetts safe very seriously. Be assured we have taken the following steps to comply with state mandatory safety standards for workplaces:

Workers are wearing face coverings and we've put social distancing measures in place



We provide hand washing capabilities and we are regularly sanitizing high-touch areas



Our staff has received training regarding social distancing and hygiene protocols



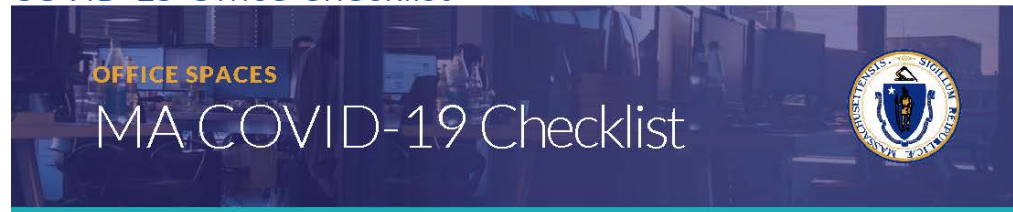
We have established thorough cleaning and disinfecting protocols



We ask you to do your part as well by wearing your face mask and maintaining social distance. Thanks—and we hope to see you again soon.

Signature Mark H. Rees, Town Administrator

COVID-19 Office Checklist



SOCIAL DISTANCING

Ensure >6ft between individuals

- Businesses and other organizations shall limit occupancy within their office space to no more than
 - 25 percent of (a) the maximum occupancy level specified in any certificate of occupancy or similar permit or as provided for under the state building code; or (b) the business or organization's typical 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
- Businesses and other organizations may exceed this maximum occupancy level based on a demonstrated need for relief based on public health or public safety considerations or where strict compliance may interfere with the continued delivery of critical services
- Ensure separation of 6 feet or more between individuals unless this creates a safety hazard due to the nature of the work or the configuration of the workspace
- Close or reconfigure worker common spaces and high density areas where workers are likely to congregate (e.g., break rooms, eating areas) to allow 6 feet of physical distancing; redesign work stations to ensure physical distancing (e.g., separate tables, use distance markers to assure spacing)
- Cafeterias may operate only with prepackaged food, practicing physical distancing and appropriate hygiene measures
- Physical partitions must separate workstations that cannot be spaced out (partitions must be taller than standing workers)
- Limit meeting sizes, ensure 6 feet of social distancing, encourage remote participation
- Stagger work schedules, lunch and break times, regulating maximum number of people in one place and ensuring at least 6 feet of physical distancing
- Minimize the use of confined spaces (e.g., elevators, control rooms, vehicles) by more than one individual at a time; all workers in such spaces at the same time are required to wear face coverings
- Improve ventilation for enclosed spaces where possible (e.g., open doors and windows)
- Designate assigned working areas (e.g., floor, building) to individuals where possible to limit movement throughout the facility and limit contact between workers
- Establish directional hallways and passageways for foot traffic if possible, to minimize contact. Post clearly visible signage regarding these policies
- Limit visitors where feasible, and avoid congregation in common areas (e.g., lobbies)



HYGIENE PROTOCOLS

Apply robust hygiene protocols

- Ensure access to handwashing facilities on site, including soap and running water, wherever possible and encourage frequent handwashing; alcohol-based hand sanitizers with at least 60% alcohol may be used as an alternative
- Supply workers at workplace location with adequate cleaning products (e.g., sanitizer, disinfecting wipes)
- Require regular and not less than daily cleaning and sanitation of all high-touch areas such as workstations, door handles, and restrooms
- Avoid sharing use of office materials / equipment or disinfect equipment between use (e.g., telephones, fax machines)
- Post visible signage throughout the site to remind workers of the hygiene and safety protocols



STAFFING & OPERATIONS

Include safety procedures in the operations

- Establish and communicate a worksite specific COVID-19 Prevention Plan for all office locations, including:
 - Contact information for local health authorities, including the MA Department of Public Health, and your local / municipal Health Authority
 - Regularly evaluate all workspaces to ensure compliance with all Federal, State and Local Guidelines
 - Isolation, Contact Tracing, and Communication plan for if a worker is diagnosed as positive with COVID-19, or comes into close contact (within 6 feet for 10 minutes or more) with an individual diagnosed with COVID-19



STAFFING & OPERATIONS

Include safety procedures in the operations

- Provide training to workers on up-to-date safety information and precautions including hygiene and other measures aimed at reducing disease transmission, including:
 - Social distancing, hand-washing, proper use of face coverings
 - Self-screening at home, including temperature or 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 and suffering from a severe case of the virus
- Workers must wear face coverings when social distancing of 6 feet is not possible, except where unsafe due to medical condition or disability
- Workers must continue to telework if feasible; external meetings should be remote to reduce density in the office
- Employers should establish adjusted workplace hours and shifts for workers (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
- Limit visitors and service providers on site; shipping and deliveries should be completed in designated areas
- Limit business sponsored travel and comply with state and federal travel restrictions / guidelines
- Workers must stay home if feeling ill
- Workers who are particularly vulnerable to COVID-19 according to the Centers for Disease Control (e.g., due to age or underlying conditions) are encouraged to stay home or arrange an alternate work assignment
- Workers are strongly encouraged to self-identify symptoms or any close contact to a known or suspected COVID-19 case to the employer
- Encourage workers who test positive for COVID-19, to disclose to the employer of the office for purposes of cleaning / disinfecting and contact tracing. 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 workers to isolate and self-quarantine. Testing of other workers may be recommended consistent with guidance and / or at the request of the LBOH
- Post notice to workers and customers of important health information and relevant safety measures as outlined in government guidelines
- Log everyone who comes in contact with site to enable contact tracing, including temporary visitors (e.g., those doing material drop-offs)



CLEANING & DISINFECTING

Incorporate robust hygiene protocols

- Conduct frequent cleaning and disinfection of site (at least daily and more frequently if feasible)
- Keep cleaning logs that include date, time, and scope of cleaning
- Conduct frequent disinfecting of heavy transit areas and high-touch surfaces (e.g., doorknobs, elevator buttons, staircases, vending machine, bathrooms)
- Clean shared spaces (e.g., conference rooms) between use and supply cleaning products (e.g., sanitizer, disinfecting wipes)
- In event of a positive case, shut down site for a deep cleaning and disinfecting of the workplace in accordance with current CDC guidance

Town Hall – Reopening to the Public

This protocol is subject to change at any time.

The only two doors that will be open to the public will be the front door and the handicap-accessible entrance. All other entries will be closed to the public. The Town Hall offices will re-open to the public in a limited capacity with two entry levels:

1. **Public-facing offices:** Collectors’ Office, Town Clerk’s Office, Assessors, Selectmen/Town Administrator, Building Commissioner – Open to public with social distancing and facial covering requirement
2. **Low external traffic offices:** Planning and Economic Development, Conservation/Sustainability, Health, Veterans, Human Resources, Town Accountant and Retirement-Open by appointment.

Operating within the Town Hall

All of these procedures are subject to change/amendment by State and Federal guidance, including the guidance provided by the Governor’s phased reopening.

<p>Social Distancing</p>	<ul style="list-style-type: none"> • Employees may remove masks once seated at desks if they so wish, as long as they are seated further than six feet away from their colleagues or separated by a Plexiglass barrier. • Social distancing practices continues in stairwells, the elevator, and anywhere else in the building. • Internal offices should allow one visitor at a time, and traffic should be spaced accordingly in the Town Hall hallway with visitors being instructed via signage and markers to remain six feet apart.
<p>Hygiene Protocols</p>	<ul style="list-style-type: none"> • Employees and visitors must wear masks/face coverings within shared spaces (e.g. lobby, kitchens, hallways, restrooms), and whenever social distancing is not possible. • Town residents visiting the Town Hall will be expected to wear face coverings/masks unless medically unable to do so. If a resident does not have a face covering, a disposable face covering will be supplied to them so they may enter the Town Hall. • Interior doors in high traffic areas will remain propped whenever practical • All common areas and work stations will be stocked with hand sanitizer at all times. • The only public restroom will be the handicap-accessible, gender neutral bathroom on the first floor of the Town Hall, off the Banquet Room. Employees shall have exclusive access to restrooms in the lower mezzanine, and shall be issued keys to these bathrooms, which shall be locked to the public. These bathrooms will be regularly sanitized, and shall be stocked with sanitizing products for employees to wipe down surfaces after each use. • A Hand Sanitizer Dispenser will be placed at both sides of the front entrance doors and at the Handicap Access Door.
<p>Staffing and Operations</p>	<ul style="list-style-type: none"> • The second-floor staff room will be closed to shared use, and employees should not congregate inside for lunches.

	<ul style="list-style-type: none"> • The Town Hall website will be updated with visitor information regarding scheduling visits ahead of time and wearing face coverings while in the building. Signage will also be placed at the Town Hall entrances outlining office availability. • Most meetings should remain virtual through Zoom/FaceTime/phone call for the duration of this public health crisis, even if the person(s) you plan to meet with are in the building. • In-person scheduled meetings should be limited and only take place when deemed necessary. When meetings must be held in person, meeting facilitator must coordinate cleaning of the conference room in use before and after the meeting. They must also ensure six (6) feet of social distance between each person in the room. • A sign will be placed on the front entrance of the Town Hall, directing visitors to socially distance with the aid of visible markers and roped partitions for visiting those offices opened to the public. Only one resident will be allowed in these offices at a time, unless the resident has a child(ren), or is caring for another person.
Cleaning and Disinfecting	<ul style="list-style-type: none"> • Cleaning frequency and procedures for the building will be top priority, and employees will be expected to wipe down personal surfaces on a regular basis.

Scheduled Meetings

- Appropriate cleaning materials will be made readily available and accessible for each room. Restocking will be managed by the Town Hall custodian.

Public-facing offices

Offices that typically experience a high level of public traffic (Selectmen/Town Administrator’s Office; Town Clerk; Town Collector; Assessors; and Building Department) will be open and available to the public depending on the reopening phase announced by the Governor’s office based on trends. When providing service to residents, these offices shall follow these guidelines for safety:

Phase 1 (Start)	<ul style="list-style-type: none"> • Public-facing offices shall remain closed to general traffic. • Transactions should occur by telephone, email, mail, and video conferencing to the extent possible. • When physical documents must exchange hands, efforts will be made to make exchanges as no-contact or low-contact as possible with the use of drop-off locations and curbside exchanges. • During this phase, office staffing shall be arranged to keep employees’ physical interactions as limited as possible, including the use of staggered shifts and work-from-home arrangements.
Phase 2 (Cautious)	<ul style="list-style-type: none"> • Public-facing offices shall open to the public in a cautious and organized manner, with emphasis on restrictions and capacity limitations. Offices shall make every effort to limit the public from entering the office through drop-off, mail, curbside exchanges, and employees shall limit the number of office visitors to one at a time, unless separation is impossible (parent caring for

	<p>children, caretaker assisting disabled resident, etc.). Social distancing and safety will be enforced via visual markers to maintain six feet apart in Town Hall office space, and face coverings will be required of all visitors.</p> <ul style="list-style-type: none"> • Offices should keep internal doors open during operating hours to reduce frequently of doorknob touching by the public. • Visitors and other members of the public should not be allowed behind public service counters (e.g. Tax Office, Building Department) • Publicly-used pens will be wiped down between uses and/or discarded at the end of the day. All frequently-touched surfaces (e.g. handicap door buttons, door knobs, copiers, fax machines) will be sanitized throughout the day or after each use, as practicable. • Some departments may choose to post departmental-specific instructions on their section of the website, giving direction to visitors and patrons on how to complete office functions/permits as remotely as possible to prevent foot traffic into their offices. This practice is encouraged until the reopening process is in phase 4. • Health and building inspectors shall use face-coverings and any other PPE (e.g. face shields, gloves) and shall sanitize Town vehicles before and after every use, focusing on frequently touched surfaces (steering wheel, gear shift, etc.) • Town Hall Staff shall continue the safety measures contained within Town Hall Reopening section (pg. 10)
Phase 3 (Vigilant)	<ul style="list-style-type: none"> • Public-facing offices shall continue to prioritize remote meetings/conferences, social distancing, use face-coverings when social distancing is impractical, and will follow the State guidelines (to be announced by the Governor's office based on trends) on capacity limitations for Phase 3. • If COVID-tracing efforts indicate that someone ill has utilized these facilities, the affected building(s) shall be immediately closed and will not reopen until professional cleaning has been completed.
Phase 4 (New Normal)	<ul style="list-style-type: none"> • All departments shall resume full activities with low/no restrictions.

Council on Aging/Recreation Center

Senior Center/Recreation Center:

The Fairhaven COA and Recreation Department, with guidance from the Massachusetts Department of Health, the Fairhaven Public Health department, and the Fairhaven Town Administration, has developed the following standards which apply to the Senior Center, the Recreation Center, and its employees. These standards are designed to reduce the risk of COVID-19 transmissions to the employees and patrons of both the COA and the Fairhaven Recreation Center, and their respective buildings and vehicles upon the reopening of their departments, buildings, and vehicles.

COA and Recreation Center staff will follow the same social distancing, hygiene protocols, staffing and operations, and cleaning/disinfecting as the [Town Hall](#) (see page 10). Additionally:

Social Distancing	<ul style="list-style-type: none"> • Employee, patrons, and vendors will remain six feet apart to the extent possible.
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	<ul style="list-style-type: none"> • Only on-duty staff members may be behind the counter/desk. • Staff members must be sure that all patrons stay behind the plexiglass shields when completing any transactions. • Tape/visual markers will represent safe distance markings. • Signage will be posted at the entrance of the building and throughout the buildings and on each vehicle, reminding employees and patrons of their social distancing responsibilities.
<p>Hygiene Protocols</p>	<ul style="list-style-type: none"> • Signs will be posted in the entrances and throughout the building, listing the locations of all sinks throughout the building and all hand sanitizing stations. • Patrons will be asked to wear face coverings upon entering the building(s) or vehicle(s). • All staff members will be required to wash their hands prior to a shift, and throughout the shift as necessary (after touching high-traffic surfaces, after visiting the restroom, etc.) • Staff members will wear a face covering over their mouth and nose. • Until Phase 4 of the Commonwealth’s reopening, the COA will not be accepting any donations until further notice, with the exception of medical equipment (walkers, wheelchairs, etc.) Said medical equipment donations will not be accepted into the building until it has been disinfected by a staff member outside.
<p>Staffing and Operations</p>	<ul style="list-style-type: none"> • Staff members will record their temperature at the start of their shift and record their temperature on a daily log, which must be turned in at the end of the day to the director or his/her designee. • All staff members will be required to meet with their director or his/her designee for COVID-19 training prior to returning to work. Staff will be required to sign an acknowledgement form stating that they have met with the director and/or designee and that they understand and will comply with guidelines and regulations as explained to them. • All staff members will comply with reporting their symptoms and exposure, and will complete the Town’s COVID-19 Health Questionnaire when applicable (see page 30).
<p>Cleaning and Disinfecting</p>	<ul style="list-style-type: none"> • Staff will perform regular sanitation of high-touch areas such as workstations, equipment, touch screens, doorknobs, restrooms, etc. Sanitation will be performed hourly and will be recorded on a daily log sheet. This log sheet will be turned into the Director or his/her designee on a daily basis and will be retained in accordance with applicable OSHA and records retention regulations. • Disinfectant wipes and a steam-cleaner will be used for daily sanitization routines, including the sanitation of COA/Recreation vehicles. The building will be disinfected on a daily basis with a steam cleaner by the last staff person on duty after the doors have closed. • Once the Phase 3 opening allows for the reopening of the Recreation Wellness Room, sanitizing wipe dispensers will be located throughout the Wellness Room for disinfecting equipment before and after each use.

	<ul style="list-style-type: none"> • All locker room keys will be sanitized by the Recreation desk attendant before being reissued to another patron. • Community sports equipment checked out by the Recreation Center desk will be sanitized by the desk staff before being reissued to another patron. • The shared COA/Recreation Center building will be cleaned and ready to use prior to receiving permission to reopen from the Town Administrator under the Governor’s guidance. Once reopened, staff will follow the increased cleaning procedures to sanitize community surfaces every hour while the facility is open (Recreation Center: surfaces include door handles, water fountains, bathrooms, locker rooms, multi-purpose (MP) room, time clock, vending machines, counters, work stations, and the wellness room. COA: surfaces include door handles, water fountains, bathrooms, kitchen sinks, kitchen counters, table tops, chairs, reception counters, and workstations). Hourly sanitation schedules will be recorded in a checklist and kept on file for a reasonable amount of time (per OSHA and/or records retention schedule, or 14 days, whichever is longer).
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Recreation/COA Phases:

Phase 1 (Start)	<ul style="list-style-type: none"> • Public-facing offices shall remain closed to general traffic. • Transactions should occur by telephone, email, mail, and video conferencing to the extent possible. • During Phase 1, COA activities will be limited to one-on-one Outreach and SHINE appointments.
Phase 2 (Cautious)	<ul style="list-style-type: none"> • During Phase 2, the Recreation Center shall remain closed to gym use but may resume as a polling location with strict attention to hygiene procedures outlined in this document. The Recreation desk will also be open to collection transactions and information on future programming. • During Phase 2, the Council on Aging may continue activities such as SHINE counseling and other one-on-one activities and outreach, and may resume limited van driver appointments, with strict attention to disinfecting the van between uses, limited capacity of the van (2 riders per trip, maximum), and face coverings when riders are medically able to wear them. COA programs that involve large gatherings (over 10 people, including staff) and personal contact (e.g. Social Day) shall remain closed during Phase 2.
Phase 3 (Vigilant)	<ul style="list-style-type: none"> • During Phase 3, if the Commonwealth authorizes the reopening of all gyms, the Recreation Center shall reopen its gym facilities with emphasis on cleaning all machines before and after every use, and all machines shall be six feet apart. If the machines cannot be six feet apart due to space limitations, then some machines may be appropriately marked as “closed” to the public to allow for adequate spacing. • During Phase 3, the COA may resume Social Day programming and some previously-held programming, as long as gatherings are limited to the capacity that is set forth by State capacity guidance for Phase 3 (to be announced by the Governor’s office based on trends). During this phase, employees and Social Day clients shall be encouraged to stay home if

	<p>exhibiting any symptoms of illness, including but not limited to typical COVID-19 symptoms (cough, fever, etc.)</p> <ul style="list-style-type: none"> • The Recreation Center may reopen some activities (Kool Kids/summer camp activities, regular programming) with consideration to crowd sizes, pursuant to State guidelines (to be announced by the Governor’s office based on trends). • If COVID-tracing efforts indicate that someone ill has utilized these facilities, the affected building(s) shall be immediately closed and will not reopen until professional cleaning has been completed.
Phase 4 (New Normal)	<ul style="list-style-type: none"> • The COA/Recreation Center shall resume full activities with low/no restrictions.

See also:

[Appendix D – Specific Safety and Reopening Standards for Parks, Open Space and Outdoor Recreation Programs](#)

Office of Tourism/Visitor’s Center/Farmer’s Market

Workplace Mandatory Standards

Social Distancing	<ul style="list-style-type: none"> • The layout of the Academy Building entrance hall and the Visitor’s Center room have been changed to limit access to the public to the front hall, an area of approximately 42 square feet in the Visitor’s Center room, and the restroom. Some guidebooks, brochures, and maps will be available in the hall. Other brochures will be provided to visitors upon request, and many are available on the Tourism department’s website at www.FairhavenTours.com. • Efforts will be made to limit crowding in the Visitor’s Center foyer, with no more than two visitors at a time in the foyer (unless more are from the same household, and social distancing is still feasible for staff and/or volunteers). • Signs are in place regarding safe social distancing. All persons, including employees, patrons, and vendors shall remain at least six feet apart to the greatest extent possible, both inside and outside. • The Tourism Director and any volunteers will wear a face mask when outsiders visit, and a supply of face masks will be kept on hand for visitors if necessary.
Hygiene Protocols	<ul style="list-style-type: none"> • The bathroom sink is available to the public, volunteers, and staff. There will be frequent hand-washing throughout the day, and an ample supply of hand soap and paper towels. • There is a separate, portable outdoor sink that will be available for hand-washing on Saturdays for the Huttleston Marketplace/farmer’s market • High-touch areas, such as door knobs, countertops and table tops, light switches, telephones, etc. will be disinfected regularly.
Staffing and Operations	<ul style="list-style-type: none"> • Volunteers, if any, will be trained regarding the social distancing and hygiene protocols

	<ul style="list-style-type: none"> • Employees/volunteers who are displaying COVID-19 symptoms will not report to work. • If the Tourism Director must quarantine due to sickness or exposure, the Visitor’s Center and Huttleston Marketplace will close for the duration of the quarantine order.
Cleaning and Disinfecting	<ul style="list-style-type: none"> • Disinfection of common surfaces will be done daily, or as frequently as foot traffic mandates. • Public areas will be cleaned at the end of each day. • If a volunteer, visitor, or if tracing efforts indicate that the Visitor’s Center may have been exposed to an affected individual, the building will be closed and professionally cleaned. It will not reopen for any purpose until said cleaning is complete.

Office of Tourism Phases:

Phase 1 (Start)	<ul style="list-style-type: none"> • Public-facing offices shall remain closed to general traffic. • Transactions should occur by telephone, email, mail, and video conferencing to the extent possible.
Phase 2 (Cautious)	<ul style="list-style-type: none"> • During Phase 2, the Visitor’s Center shall open to limited traffic. All visitors, volunteers, and staff will remain six feet apart. • The Tourism Director will emphasize daily hygiene and disinfecting protocols as outlined above. • The Huttleston Marketplace will open with strict adherence to hygiene, cleaning, disinfecting, hand-washing, and social distancing/crowd size limitations. • If COVID-tracing efforts indicate that someone ill has utilized these facilities, the affected building(s) shall be immediately closed and will not reopen until professional cleaning has been completed.
Phase 3 (Vigilant)	<ul style="list-style-type: none"> • The Visitor’s Center and Farmer’s Market/Huttleston Marketplace will continue operations with consideration to crowd sizes, pursuant to State guidelines (to be announced by the Governor’s office based on trends). • If COVID-tracing efforts indicate that someone ill has utilized these facilities, the affected building(s) shall be immediately closed and will not reopen until professional cleaning has been completed.
Phase 4 (New Normal)	<ul style="list-style-type: none"> • The Visitor’s Center shall resume full activities with low/no restrictions.

Marine Resources

Workplace Mandatory Standards

Social Distancing	<ul style="list-style-type: none"> • Social distancing of six-feet or more will be enforced at boat ramps and Hoppy’s Landing building. • Boat launching will be restricted to members of the same household on each boat.
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	<ul style="list-style-type: none"> • Signs are in place regarding safe social distancing. All persons, including employees, visitors, and vendors shall remain at least six feet apart to the greatest extent possible, both inside and outside.
Hygiene Protocols	<ul style="list-style-type: none"> • Harbormaster and deputy patrol vehicles will be limited to one employee per trip. • The Harbormaster and deputies and a supply of face masks will be kept on hand for visitors if necessary. All staff will wear face masks when in the presence of other staff members or the public.
Staffing and Operations	<ul style="list-style-type: none"> • All staff and volunteers/interns (if any) will be trained regarding the social distancing and hygiene protocols • Employees/volunteers who are displaying COVID-19 symptoms will not report to work.
Cleaning and Disinfecting	<ul style="list-style-type: none"> • High-touch areas, such as door knobs, marine equipment, shared vehicles will be disinfected regularly. Vehicles will be disinfected after every use. • If a volunteer, visitor, or if tracing efforts indicate that the Harbormaster’s office, Hoppy’s Landing building, or any boat ramp may have been exposed to an affected individual, the building/office/ramp will be closed and professionally cleaned. It will not reopen for any purpose until said cleaning is complete.

Marine Resources Phases:

Phase 1 (Start)	<ul style="list-style-type: none"> • Public-facing offices shall remain closed to general traffic. • Transactions (shellfish applications/boat ramp parking, etc.) will occur by telephone, email, and mail to the extent possible. • Patrol on the water and at ramps will emphasize social distancing, constant hand-washing/sanitizing, and face covering.
Phase 2 (Cautious)	<ul style="list-style-type: none"> • Emphasis on social distancing, constant hand-washing/sanitizing, and face covering will continue. • Social distancing will be enforced at boat ramps and boaters will be advised to their responsibilities to only embark/disembark with family members. • If COVID-tracing efforts indicate that someone ill has utilized these facilities, the affected building(s) shall be immediately closed and will not reopen until professional cleaning has been completed.
Phase 3 (Vigilant)	<ul style="list-style-type: none"> • Emphasis on social distancing, constant hand-washing/sanitizing, and face covering will continue. • Social distancing will be enforced at boat ramps and boaters will be advised to their responsibilities to only embark/disembark with family members, or limited to groups as announced by the Governor’s office during this phase. • If COVID-tracing efforts indicate that someone ill has utilized these facilities, the affected building(s) shall be immediately closed and will not reopen until professional cleaning has been completed.
Phase 4	<ul style="list-style-type: none"> • Marine Resources shall resume full activities with low/no restrictions.

(New Normal)

See also:

[Appendix A – Boating and various other marine and inland waterway related activities](#)

Public Works Department

Workplace Mandatory Standards

Social Distancing (All)	<ul style="list-style-type: none">• Employees may remove masks once seated at desks if they so wish, as long as they are seated further than six feet away from their colleagues or separated by a Plexiglass barrier.• Social distancing practices continues in stairwells, the restroom, and anywhere else in the building.
Social Distancing (Crews)	<ul style="list-style-type: none">• Crews will be assigned staggered starts to their shifts to prevent congregating at the time clock, and staggered lunches to facilitate distancing.• Crews will be assigned one worker to a vehicle.• Roll call will be outside whenever the weather allows; in inclement weather, roll call will be held in the vehicle garage.• Depending on need, the Superintendent may rotate crews as either “on duty” or “on call” for the purposes of keeping shifts separate.
Hygiene Protocols (All)	<ul style="list-style-type: none">• Employees and visitors must wear masks/face coverings within shared spaces (e.g. lobby, kitchens, hallways, restrooms), and whenever social distancing is not possible.• Multi-stalled bathrooms should be utilized one person at a time.• Visitors to the Public Works department will be expected to wear face coverings/masks unless medically unable to do so. If a visitor does not have a face covering, a disposable face covering will be supplied to them so they may enter the building(s).• Interior doors in high traffic areas will remain propped whenever practical.• All common areas and workstations will be stocked with hand sanitizer at all times.• A hand sanitizer dispenser will be placed at both sides of the front entrance doors and at the handicap access door.
Hygiene Protocols (Crews)	<ul style="list-style-type: none">• When social distancing is not practicable, employees shall use face-coverings and hand sanitizing to prevent spread of germs.
Staffing and Operations (All)	<ul style="list-style-type: none">• Break rooms will be closed to shared use, and employees should not congregate inside for lunches.• The Board of Public Works website will be updated with visitor information regarding scheduling visits ahead of time and wearing face coverings while in the building. Signage will also be placed at the Public Works entrances outlining office availability.

	<ul style="list-style-type: none"> In-person scheduled meetings should be limited and only take place when deemed necessary. When meetings must be held in person, meeting facilitator must coordinate cleaning of the conference room in use before and after the meeting. They must also ensure six (6) feet of social distance between each person in the room. A sign will be placed on the front entrance of the Public Works building, directing visitors to socially distance with the aid of visible markers and roped partitions for visiting those offices opened to the public. Only one resident will be allowed at the service desk at a time, unless the resident has a child(ren), or is caring for another person. If a line develops, residents will be directed via social distancing markers to stay six feet apart.
Cleaning and Disinfecting (All)	<ul style="list-style-type: none"> Cleaning frequency and procedures for the building will be top priority, and employees will be expected to wipe down personal surfaces on a regular basis.
Cleaning and Disinfecting (Crews)	<ul style="list-style-type: none"> Trucks will be wiped down before and after each use by the driver, who will focus on the steering wheel and gear shift, and driver's side door handle.

Public Works Phases:

Phase 1 (Start)	<ul style="list-style-type: none"> Public-facing offices shall remain closed to general traffic. Transactions will occur by telephone, email, and mail to the extent possible. An outdoor drop-box has been installed to allow for payment drop-off at the Public Works Building.
Phase 2 (Cautious)	<ul style="list-style-type: none"> Emphasis on social distancing, constant hand-washing/sanitizing, and face covering will continue. Social distancing will be enforced amongst employees and visitors and groups shall not gather in the conference room unless necessary; if meetings are necessary, social distancing of six feet and face masks will be used. If COVID-tracing efforts indicate that someone ill has utilized these facilities, the affected building(s) and/or vehicles shall be immediately closed and will not reopen until professional cleaning has been completed.
Phase 3 (Vigilant)	<ul style="list-style-type: none"> Emphasis on social distancing, constant hand-washing/sanitizing, and face covering will continue. Social distancing will continue and gatherings will be limited pursuant to any guidelines set by the Governor's Phase 3 reopening (to be announced). Depending on Phase 3 guidelines, some vehicle occupation restrictions may be relaxed with the use of PPE. If COVID-tracing efforts indicate that someone ill has utilized these facilities, the affected building(s) and/or vehicles shall be immediately closed and will not reopen until professional cleaning has been completed.
Phase 4 (New Normal)	<ul style="list-style-type: none"> The Public Works Department shall resume full activities with low/no restrictions.

See also:

[Appendix B – Beach Guidelines for Managers](#)

[Appendix C – Order Expanding Access to Beaches](#)

[Appendix D – Specific Safety and Reopening Standards for Parks, Open Space, and Outdoor Education Programs](#)

Public Safety

Workplace Mandatory Standards

Social Distancing (Police)	<ul style="list-style-type: none">• All employees of the Police department will remain six feet away from other employees and members of the public whenever possible, unless officers are required to make arrests, or any situation that would require a closer approach.• Supervisors shall make sure that employees are adhering to the social distancing rule and will continue to hold roll calls either virtually or in space that allows for six feet spacing of employees.• Officers shall only be permitted to be in the station for report-taking, shift changes, and any arrests requiring booking procedures.• Social distancing practices continues in stairwells, the restroom, and anywhere else in the building; signage will be placed to remind staff to adhere to social distancing.• Employees will try to take reports via phone whenever possible and limit contact with the public.
Social Distancing (Fire)	<ul style="list-style-type: none">• If the public arrives at the fire station for an EMS request, a sign at the front door shall instruct them to call 911 from their phone and remain outside in their vehicle. A doorbell can be used as an alternative method.• EMS Crews will respond with an ambulance to the parking lot to care for the patient. At no time will a patient complaining of medical illness be allowed to enter the building unless authorized by the Officer in Charge (OIC).• The public will be allowed to enter the front foyer for the conduction of routine business. A sign shall be placed at the front entrance requiring that individuals entering the building be wearing a mask. Only one person shall be allowed in the foyer at a time. Other parties shall wait outside the main entrance or their vehicle until the foyer is cleared of the original party.• All employees and visitors will remain six feet away from each other whenever possible; when social distancing is not possible, face-coverings will be worn.
Hygiene Protocols (Police)	<ul style="list-style-type: none">• Employees and visitors must wear masks/face coverings within shared spaces (e.g. lobby, kitchens, hallways, restrooms), and whenever social distancing is not possible.• Multi-stalled bathrooms should be utilized one person at a time.• All common areas and workstations will be stocked with hand sanitizer at all times.

	<ul style="list-style-type: none"> • Members of the public who come into the station shall be required to wear a mask and no more than two people shall be allowed into the vestibule at a time. In the event that a member of the public must come inside the station (e.g. firearms licensing, sex offender licensing), said visitor will be required to wear a mask and must be free of all COVID-like symptoms. Visitors will also be required to sanitize their hands and wear gloves (hand sanitizer and gloves will be provided). • A log will be kept, documenting all visitors’ names, the date and time of their visit, and reason for entering the building, and all employees who came into contact with the visitor. • Employees will be required to take their temperature by a supervisor at the beginning of their shift. Employees must be symptom-free before being allowed to work. A log will be maintained by the supervisor and any employee who does not pass this primary, shift assessment will be sent home immediately. The Chief will be notified and he will make the determination if a COVID-19 assessment must be completed. • Hand-washing is available to all employees at several locations throughout the department. Bathrooms will be stocked with antibacterial soap and disinfectant products. Supervisors have been issued keys to the supply closet, which will be kept stocked with supplies. • Locker rooms are now equipped with medical grade hand sanitizer and paper towels. • The departmental gym will remain open to employees, but all equipment must be sanitized before and after each use. Strict social distancing must be observed at all times while working out.
<p>Hygiene Protocols (Fire)</p>	<ul style="list-style-type: none"> • Anyone entering the station beyond the foyer shall only be allowed to enter if they have no medical symptoms. Also, the following procedures will be required to be followed before anyone enters the station: • Screening of medical symptoms related to the flu. • Must wash their hands in the restroom or use an alcohol-based sanitizer. • Have a temperature screen by a current on-duty member. • All members must wash their hands upon entering into the living quarters of the Fairhaven Fire Department. • Food and beverages shall not be picked up or consumed in an ambulance at any time of the day.
<p>Staffing and Operations (Police)</p>	<ul style="list-style-type: none"> • Break rooms will be closed to shared use, and employees should not congregate inside for lunches. • In-person scheduled meetings should be limited and only take place when deemed necessary. When meetings must be held in person, meeting facilitator must coordinate cleaning of the conference room in use before and after the meeting. They must also ensure six (6) feet of social distance between each person in the room. • The department’s infectious control officer shall provide material for supervisors to conduct regular roll call training regarding social distancing and hygiene protocols. As recommendations change and advisories are established by the CDC or DPH, the infectious control officer shall notify the Chief of such

	<p>changes and make sure the latest recommendations are being followed by all staff.</p> <ul style="list-style-type: none"> • Any employee displaying COVID-19 symptoms shall notify the department immediately and will not report to work. The Captain and Chief will be made aware of the situation as soon as possible. Arrangements will be made to have the employee tested right away and the employee will be quarantined, pending the results of the COVID-19 test. • An employee who has tested positive for COVID-19 shall remain home until further testing has determined that the employee is symptom-free. If an employee has been diagnosed with COVID-19, the department will investigate which other employees might have been exposed and will take any necessary action to mitigate any further spread of the disease. It shall be the responsibility of the employee’s direct supervisor to ensure the employee has filed the proper paperwork pertaining to their diagnosis. Human Resources will be made aware of any employee diagnosed with COVID-19. • We will resume all necessary fire safety inspections. We will re-distribute necessary fire inspections back to the OIC. All inspections shall be conducted with a minimum of a surgical mask and gloves. • All medical equipment is to remain in the building for our emergency use. No equipment shall be brought home or given to any department or individual without approval from the administration.
<p>Staffing and Operations (Fire)</p>	<ul style="list-style-type: none"> • Ambulance patients compartments and front cabs of all vehicles shall be deconned after every high-risk call or calls where there have been multiple people in the cab. • Sick time related to the flu will be placed on sick leave pending the results of a COVID-19 test. If their results of the test are positive and the investigation of the individual reveals that they have or were recently exposed to high-risk patients, then the firefighter may file for 111F backdated to the original sick date.
<p>Cleaning and Disinfecting (Police)</p>	<ul style="list-style-type: none"> • Cleaning frequency and procedures for the building will be top priority, and employees will be expected to wipe down personal surfaces on a regular basis. • Maintenance has been instructed to sanitize high touch areas throughout the department as frequently as possible. • Officers are required to sanitize their patrol vehicles and their patrol gear at the end of each shift. • Dispatchers must sanitize their work stations several times throughout their shift and at the end of their shift, prior to shift change. • All department cruisers, booking room, and other areas of the department will continue to be treated with a disinfecting fogger from the Bristol County Sheriff’s Office. • Cruiser will be regularly sent to public safety cleaning facilities in New Bedford when possible, and/or will be cleaned by a hazmat vendor. • In the event that an employee is diagnosed with COVID-19, the employee’s workspace, cruiser, locker, and other personal equipment will be sanitized as soon as possible. Other department staff will be notified of the diagnosis and shall report any close contact or possible exposure.

Cleaning and Disinfecting (Fire)	<ul style="list-style-type: none"> • The administrative assistant shall wipe down the counter between business contacts with a disinfectant spray or wipe. • Employees who feel ill or who show signs of the flu must not come to work. • All shifts are required to wipe down all countertops, keyboards, computer mouse's, phones, steering wheels of all apparatus, and ambulances daily in the AM.
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Public Safety Phases:

Phase 1 (Start)	<ul style="list-style-type: none"> • Public traffic will be limited to only necessary visits and transactions. • Transactions will occur by telephone, email, and mail to the extent possible.
Phase 2 (Cautious)	<ul style="list-style-type: none"> • Emphasis on social distancing, constant hand-washing/sanitizing, and face covering will continue. • Social distancing will be enforced amongst employees and visitors and groups shall not gather in the conference room unless necessary; if meetings are necessary, social distancing of six feet and face masks will be used. • If COVID-tracing efforts indicate that someone ill has utilized these facilities, the affected building(s) and/or vehicles shall be immediately closed and will not reopen until professional cleaning has been completed.
Phase 3 (Vigilant)	<ul style="list-style-type: none"> • Emphasis on social distancing, constant hand-washing/sanitizing, and face covering will continue. • Social distancing will continue and gatherings will be limited pursuant to any guidelines set by the Governor's Phase 3 reopening (to be announced). • If COVID-tracing efforts indicate that someone ill has utilized these facilities, the affected building(s) and/or vehicles shall be immediately closed and will not reopen until professional cleaning has been completed.
Phase 4 (New Normal)	<ul style="list-style-type: none"> • Departmental activities shall resume full with low/no restrictions.

FFCRA (Families First Coronavirus Response Act)



The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor's (Department) Wage and Hour Division (WHD) administers and enforces the new law's paid leave requirements. These provisions will apply from the effective date through December 31, 2020.

Generally, the Act provides that employees of covered employers are eligible for:

- *Two weeks (up to 80 hours) of paid sick leave at the employee's regular rate of pay* where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
- *Two weeks (up to 80 hours) of paid sick leave at two-thirds the employee's regular rate of pay* because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and
- *Up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee's regular rate of pay* where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

Covered Employers: The paid sick leave and expanded family and medical leave provisions of the FFCRA apply to certain public employers, and private employers with fewer than 500 employees.[1] Most employees of the federal government are covered by Title II of the Family and Medical Leave Act, which was not amended by this Act, and are therefore not covered by the expanded family and medical leave provisions of the FFCRA. However, federal employees covered by Title II of the Family and Medical Leave Act are covered by the paid sick leave provision.

Small businesses with fewer than 50 employees may qualify for exemption from the requirement to provide leave due to school closings or child care unavailability if the leave requirements would jeopardize the viability of the business as a going concern.

Eligible Employees: All employees of covered employers are eligible for two weeks of paid sick time for specified reasons related to COVID-19. Employees employed for at least 30 days are eligible for up to an additional 10 weeks of paid family leave to care for a child under certain circumstances related to COVID-19. [2]

Notice: Where leave is foreseeable, an employee should provide notice of leave to the employer as is practicable. After the first workday of paid sick time, an employer may require employees to follow reasonable notice procedures in order to continue receiving paid sick time.

► **Qualifying Reasons for Leave**

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (or unable to telework) due to a need for leave because the employee:

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

Under the FFCRA, an employee qualifies for expanded family leave if the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

[1] Certain provisions may not apply to certain employers with fewer than 50 employees. See Department FFCRA regulations (expected April 2020).

[2] Under the Act, special rules apply for Health Care Providers and Emergency Responders.

► **DURATION OF LEAVE**

For reasons (1)-(4) and (6): A full-time employee is eligible for 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.

For reason (5): A full-time employee is eligible for up to 12 weeks of leave (two weeks of paid sick leave followed by up to 10 weeks of paid expanded family & medical leave) at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

► **CALCULATION OF PAY** [3]

For leave reasons (1), (2), or (3): employees taking leave are entitled to pay at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).

For leave reasons (4) or (6): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).

For leave reason (5): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period). [4]

► **RESOURCES**

For additional information or to file a complaint:

1-866-487-9243 | TTY: 1-877-889-5627

dol.gov/agencies/whd

[3] Paid sick time provided under this Act does not carryover from one year to the next. Employees are not entitled to reimbursement for unused leave upon termination, resignation, retirement, or other separation from employment.

[4] An employee may elect to substitute any accrued vacation leave, personal leave, or medical or sick leave for the first two weeks of partial paid leave under this section.

EPSL and FMLA+ (Emergency Paid Sick Leave and Emergency Family Medical Leave)



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:

- | | |
|---|---|
| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. 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; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
|---|---|

▶ 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.



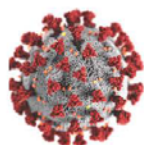
WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
[dol.gov/agencies/whd](https://www.dol.gov/agencies/whd)



WH1422 REV 0820

What you should know about COVID-19 to protect yourself and others



Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.



Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.



Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.



Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.



Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.



CS 314937A 06/01/2020

cdc.gov/coronavirus

Board of Health Contact/Individual Building Contacts

Health Department (General COVID inquiries)	Mary Freire-Kellogg – Health Agent – 508-979-4023 ext. 125
Town Hall	Mark Rees, Town Administrator – 508-979-4023 ext. 101
Police Department	Chief Michael Myers – 508-997-7421
Fire Department	Chief Timothy Francis – 508-994-1428
Public Works Department	Vincent Furtado – 508-979-4030 ext. 5
Visitor’s Center/Farmer’s Market	Christopher Richard, Tourism Director – 508-979-4085
Marine Resources/Boat Ramps	Harbormaster Timothy Cox – 508-962-1416
COA/Senior Center	Anne Silvia, Director – 508-979-4029
Recreation Center	Warren Rensehausen, Director – 508-993-9269

Employee Assistance Program



TotalCare EAP
Public Safety EAP
Educators' EAP
Higher Ed EAP
HealthCare EAP
Union AP

NEW! Online COVID-19 Resource Center



To ensure that you get the information, resources, and help that you need as we all work together to get through this difficult time, your EAP has just launched a comprehensive, new online **COVID-19 Resource Center**.

Here's a quick overview of some of the major features available:

- COVID-19 pandemic resources
- Departments of Health links by state
- Tools for employees & managers working remotely
- Resources supporting at-home children, older adults & caregivers
- Help for financial stress & achieving financial stability
- Resources to address your emotional wellbeing and developing resilience
- Webinars and trainings
- Resources in Spanish
- Resources for Military personnel & their families



Login Instructions



1. To access the **COVID-19 Resource Center**, simply log in to www.theEAP.com/TotalCare-EAP.
2. Click the Employee & Family login in the top menu bar.
3. Click the red **Coronavirus (Covid-19) Resource and Training Center**.
4. If you already have a User Name and Password, simply enter that info in the appropriate boxes.
5. If you have not registered, complete the Registration fields/boxes.
6. **You only need to register once.**

If you need help logging in or you want to speak with a counselor, call **800-252-4555**.

COVID-19 Employee Exposure Protocol and Health Questionnaire



Town of Fairhaven
Massachusetts
Office of the Town Administrator
40 Center Street
Fairhaven, MA 02719
508-979-4023

Date: April 21, 2020
To: All Departments
From: Mark Rees, Town Administrator
Cc: Board of Selectmen
Health Office
Human Resources
Re: Return to Work Form after COVID symptoms, exposure

Attached to this memo, please find a form that employees will be asked to complete in the event they experience COVID symptoms, have traveled to a high-risk region, or have potentially been exposed to a COVID patient. Please note that this form should be distributed to all employees, but is only necessary to complete in the event of symptoms or potential exposure. Going forward, this additional precaution will assist us in returning on-site staffing levels to normal while protecting the workplace and the community. In addition to completing the attached form, employees will be held to the following return-to-work precautions:

Decisions as to when an employee may return to work and under what conditions an employee may return will be made on a case-by-case basis, consistent with federal and state guidelines, to protect the safety of all employees and the public. Similarly, what kind of leave – such as sick leave, FFCRA leave, administrative leave, etc. – will be determined as the circumstance warrants, consistent with existing collective bargaining agreements, rules, and regulations.



**Town of Fairhaven
Massachusetts**

40 Center Street
Fairhaven, MA 02719

Tel: (508) 979-4023
Fax: (508) 979-4079

COVID-19 Health Questionnaire

Instructions: Complete this form at least twenty-four (24) hours prior to reporting to work, if you are symptomatic, have traveled, or have possibly been exposed to COVID-19. Please complete this form and submit to your supervisor with a copy to Human Resources at: HR@Fairhaven-MA.gov or 508-979-4079. If you do not have access to a computer, please call your supervisor. **If you answer 'yes' to any of the questions below, do not report to work until you have been permitted to return by your supervisor.**

Name: _____ Date: _____

Email address: _____

Telephone: _____

Department: _____ Supervisor: _____

To be completed by employee:

Do you have any of the following symptoms?

1.	Fever of 100.4 degrees (F) or greater	Yes		No	
2.	Cough	Yes		No	
3.	Difficulty breathing/shortness of breath	Yes		No	
4.	Chills	Yes		No	
5.	Unexplained tiredness and/or confusion	Yes		No	
6.	Body aches	Yes		No	
7.	Unexplained loss of smell or taste	Yes		No	

Other:

1.	Have you had close personal contact with anyone in the past 14 days who is now exhibiting any of the above symptoms?	Yes		No	
2.	Have you been in close contact with anyone who has tested positive for COVID-19?	Yes		No	
3.	Do you have any reason to believe that you may have been exposed to COVID-19?	Yes		No	
4.	Have you traveled outside of the United States in the past 21 days?	Yes		No	
	a. If yes to #4, to which country did you travel?				
	b. If yes to #4, what dates did you travel?				

Comments or additional information:

Employee signature: _____

Supervisor signature: _____

FFCRA Authorization Form

Town of Fairhaven

Families First Coronavirus Response Act Sick Leave Request Form

To request leave on the basis of the Families First Coronavirus Response Act (FFCRA), please complete the following request form and submit to Human Resources/Payroll as soon is practical.

Employee Name (print clearly): _____

Requested Sick Leave Start Date: _____ Estimated End Date: _____

The reason for this FFCRA sick leave request is (select the most appropriate box):

- 1. Employee is subject to a Federal, State or local quarantine or isolation order related to COVID-19. Employee will receive up to two weeks of paid sick leave.
- 2. Employee has been advised by a health care provider to self-quarantine related to COVID-19. Employee will receive up to two weeks of paid sick leave.
- 3. Employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis. Employee will receive up to two weeks of paid sick leave.
- 4. Employee is caring for an individual subject to an order described in (1) or self-quarantine as described in (2). Employee will receive up to two weeks of partially paid sick leave.
- 5. Employee is caring for his or her child under the age of 18 whose school or place of care is closed due to COVID-19 related reasons. Employee will receive up to two weeks of partially paid sick leave. *

*If checking box 5, employee is also eligible for up to an additional 10 weeks of partially paid leave. Please check this box to apply for Expanded Family and Medical Leave

- 6. Employee is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. Employee will receive up to two weeks of partially paid sick leave.

Employee Signature: _____ Date: _____

For HR/payroll use ONLY: Date received: _____ FFCRA Sick Leave Approval Letter Sent: _____

Please Note

- Provisions under the Families First Coronavirus Response Act apply from April 1, 2020 through December 31, 2020.
- If an employee is taking leave for reasons 1-4 on the request form, they may use their own sick, vacation or personal time after their two weeks of Emergency Paid Leave has been exhausted.



The Commonwealth of Massachusetts
Executive Office of Energy and Environmental Affairs
100 Cambridge Street, Suite 900
Boston, MA 02114

Charles D. Baker
GOVERNOR

Karyn E. Polito
LIEUTENANT GOVERNOR

Kathleen A. Theoharides
SECRETARY

Tel: (617) 626-1000
Fax: (617) 626-1081
<http://www.mass.gov/eea>

Memorandum

From: Executive Office of Energy and Environmental Affairs
Date: May 18, 2020
Subject: Boating and various other marine and inland waterway related activities

The following guidelines for boating and various other marine and inland waterway related activities supersede and replace guidelines issued by the Executive Office of Energy and Environmental Affairs on April 27, 2020. These guidelines remain in effect until rescinded.

This guidance should apply until amended or rescinded. Any questions regarding this guidance can be sent to outdoor.recreation@mass.gov

DPH Orders and Guidelines

Face Coverings and Masks: All visitors to parks and open space, as well as those participating in outdoor education programs should comply with *COVID-19 Order 31: Order Requiring Face Coverings in Public Places Where Social Distancing is Not Possible*. The order requires any person over the age of 2, whether indoors or outdoors, to wear a face covering or mask when they cannot maintain 6 feet of distance between themselves and others, unless they have a medical condition preventing them from doing so (see further guidance here: <https://www.mass.gov/info-details/covid-19-state-of-emergency>).

Group Size: No groups larger than 10 are allowed to gather: <https://www.mass.gov/doc/march-31-2020-assembly-guidance/download>

Inland Boat Ramps and Canoe Launches:

- ❖ Inland boat ramps and canoe launches within state parks, forests, wildlife management areas, boating access facilities and other state owned properties managed

by the Commonwealth of Massachusetts remain open for use by boats being launched by vehicles registered in the Commonwealth of Massachusetts, except where the access has already been closed due to parking restrictions or other restrictions.

- ❖ All other inland boat ramps that are currently managed by municipalities remain open subject to the discretion of the city or town.

User Guidelines:

- Ramps remain open subject to available parking. A ramp will be considered closed if all parking is full. Illegally parked cars will be ticketed and may be towed.
- All boat ramp and canoe launch users shall practice social distancing. Users should allow appropriate space for users of the boat ramp or launch and clear the ramp when users launch is complete.
- Users should ensure they are ready to depart quickly from the ramp or dock as soon as their boat is put into the water. Users not actively launching their boat should clear the launch area.
- Upon return to ramp, users should load their boat as quickly as safely possible and then clear the launch area.
- Use of ramps for organized fishing tournaments, derbies, or any other type of gathering is prohibited. Loitering on ramps or use of ramps for any activity other than launching boats is prohibited. Parking at ramps for activities other than launching boats is prohibited.
- Masks or face-coverings should be worn in public in accordance with the Department of Public Health's advisory when social distancing is not possible.

Coastal Boat Ramps:

- ❖ For commercial, state and municipal uses, coastal boat ramps will remain open.
- ❖ For recreational use, coastal boat ramps managed by the Commonwealth of Massachusetts remain open for use by boats being launched by vehicles registered in the Commonwealth of Massachusetts.
- ❖ All other coastal boat ramps currently managed by municipalities remain open for recreational use subject to the discretion of the city or town.

User Guidelines:

- Coastal boat ramp parking lots are open for users launching boats, canoes and kayaks, and associated parking. Parking for the purpose of accessing coastal beaches is prohibited.
- All boat ramp and canoe launch users shall practice social distancing. Users should allow appropriate space for users of the boat ramp or launch and clear the ramp immediately when their launch is complete.
- Users should ensure they are ready to depart quickly from the ramp or dock as soon as their boat is put into the water. Users not actively launching their boat should clear the launch area.
- Upon return to ramp, users should load their boat as quickly as safely possible and then clear the launch area.
- Use of ramps for organized fishing tournaments, derbies, or any other type of gathering is prohibited.
- Loitering on ramps or use of ramps for any activity other than launching boats is prohibited. Parking at ramps for activities other than launching boats is prohibited.
- Masks or face-coverings should be worn in public in accordance with the Department of Public Health's advisory when social distancing is not possible.

Recreational boating:

- The safe operation of recreational boats is permitted under the following guidelines:
 - Only persons from the same household should be together on a boat at one time.
 - No gathering or groups of persons from multiple households will be permitted on boat ramps, docks, piers etc., and all users shall practice strict social distancing.
 - All recreational crafts shall remain a safe distance apart. Tying boats or other crafts together is prohibited.
 - All recreational boating is subject to the discretion of local officials, harbor masters, and law enforcement.
 - All local rules, regulations, laws and Coast Guard requirements still apply.

Commercial Boating:

- ❖ Maritime transportation workers, including dredgers, port workers, mariners, ship crewmembers, ship pilots and tugboat operators, equipment operators (to include

maintenance and repair, and maritime-specific medical providers), ship supply, chandler, and repair companies have all been deemed essential services under the Governor's orders.

- ❖ Commercial fishing is an essential part of the food supply chain and will continue to be allowed. Workers should follow public health guidance to minimize interactions with each other and the public.
- ❖ All local rules, regulations, laws and Coast Guard requirements still apply.



The Commonwealth of Massachusetts
Executive Office of Energy and Environmental Affairs
100 Cambridge Street, Suite 900
Boston, MA 02114

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<http://www.mass.gov/eea>

Memorandum

From: Executive Office of Energy and Environmental Affairs

Date: May 18, 2020

Subject: Beaches Guidelines for Managers

The following are safety and re-opening standards for the management and use of coastal and inland beaches in the Commonwealth for Phase 1 of the Commonwealth's Reopening.

All beach managers and visitors should adopt the specific guidelines outlined herein. Property-specific guidelines should be posted at entrance points to beach areas and on relevant social media/websites. Guidelines provided herein apply to all inland and coastal beaches unless otherwise specified.

This guidance will apply until amended or rescinded. Any questions regarding this guidance can be sent to outdoor.recreation@mass.gov

DPH Orders and Guidelines

Face Coverings and Masks: All beach visitors shall comply with *COVID-19 Order 31: Order Requiring Face Coverings in Public Places Where Social Distancing is Not Possible*. The order requires any person over the age of 2, whether indoors or outdoors, to wear a face covering or mask when they cannot maintain 6 feet of distance between themselves and others, unless they have a medical condition preventing them from doing so (see further guidance here: <https://www.mass.gov/info-details/covid-19-state-of-emergency>). Masks are not required to be worn while swimming.

Group Size: No groups larger than 10 are allowed to gather. <https://www.mass.gov/doc/march-31-2020-assembly-guidance/download>.

Coastal and Inland Beaches – Manager and User Guidelines for Parking and Capacity

Coastal and Inland Beach Manager Guidelines (version 1.0)

- ❖ To allow for adequate social distancing for ingress, egress, and transit across the beach, beach capacity should be managed to accommodate a minimum of 12 ft distance between toweling/beach blanket groups
- ❖ Parking lots, people entering the beach or other factors should be managed, if necessary, to limit beach capacity to accommodate adequate social distancing based on an assessment by the beach manager.
- ❖ Loading and unloading times for people and personal items at drop off areas should be limited, where possible. No loitering, tailgating.
- ❖ Picnic areas should be closed if social distancing cannot be maintained and sanitization cannot be performed between use.

User Guidelines

- ❖ Beach visitors are required to maintain social distancing of at least 6 feet or more at all times and visitors should maintain at least 12 ft minimum distance between toweling/beach blanket areas.
- ❖ Organized ball games should not be allowed activity including, but not limited to, volleyball, Kan Jam, spikeball, football, soccer, Kadima, and bocce.
- ❖ Beach visitors shall abide by social distancing standards for bathroom lines and follow any established visual guidelines for maintaining a 6' distance in all restroom facilities.
- ❖ A minimum distance of 6 feet shall be maintained between lifeguards and between the public and lifeguard stands unless in the case of an emergency.

Over Sand Vehicle (OSV) Coastal Beaches

- ❖ Capacity for OSV beaches should be calculated by beach manager.
- ❖ Methodology for calculating beach capacity of OSV's should account for at least one car length (15 to 20 feet) between vehicles at high tide.
- ❖ Capacity for OSV should be clearly outlined and signed for potential users and made available on social media.
- ❖ Activities on OSV beaches should follow guideline of Beach Activities listed above.

Lifeguards

- ❖ A minimum distance of 6 feet should be maintained between lifeguards, the public and lifeguard stands except in the case of an emergency.

Admissions/Contact Stations/Rentals

- ❖ Admission/entry transactions are encouraged, where possible should be carried out through a no contact process such as online reservations, timed-ticketing, permit/sticker issuance or an on-site electronic transaction method that allows for social distancing guidelines to be followed. If not feasible, hand transactions and cash may be allowed.
- ❖ Any necessary visitors-staff interactions, whether in a vehicle or on foot, should be in accordance with social distancing.

- ❖ If renting equipment, all equipment must be cleaned and disinfected between use. If items cannot be properly disinfected, rental should not be allowed. Masks and snorkels should not be rented.

Restrooms, Comfort Stations, Showers

- ❖ Managers should ensure that users can abide by social distancing standards for bathroom lines and follow any established visual guidelines for maintaining a 6' distance in all restroom facilities.
- ❖ In advance of the initial opening of public restrooms, the managing entity should adhere to the Centers for Disease Control and Prevention (CDC) guidelines pertaining to the cleaning and disinfection standards for interior spaces and that social distancing can be maintained.
- ❖ The managing entity should have the facilities cleaned at least once daily by staff and perform deep cleaning and disinfection services at least once per week and should follow the EEA COVID-19 Outdoor Recreation Facility Restroom Cleaning Best Practices.
- ❖ Composting (clivus or similar) toilets should be permanently closed and should be replaced with temporary (seasonal) portable restrooms with daily cleanings.
- ❖ Restroom facilities should contain adequate hand washing and/or sanitizer stations.
- ❖ Indoor shower facilities and changing facilities will remain closed in Phase 1.
- ❖ Water fountains and water refill stations will remain closed in Phase 1.

Food Service, Concessions, and Vending

- ❖ Food service shall follow all applicable food service and restaurant protocols and guidelines. Food service must be limited to take-out in Phase 1.

Trash Disposal and Management

- ❖ Trash disposal at beaches is available to the discretion of the city or town it is located in and/or the managing organization.
- ❖ Visitors of beaches should expect limited or no trash disposal receptacles. When visiting beaches without trash receptacles, visitors should adhere to a strict "carry in, carry out" policy and take waste with them.
- ❖ Where trash receptacles are available for normal use, beach managers should where feasible, provide no touch, lidless trashcans.

Shuttle Service to Beach Facilities

- ❖ Shuttle services to the beach are closed in Phase 1.



OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE • BOSTON, MA 02133
(617) 725-4000

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

**ORDER EXPANDING ACCESS TO AND USE OF STATE BEACHES AND
ADDRESSING OTHER OUTDOOR RECREATIONAL ACTIVITIES**

COVID-19 Order No. 34

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 have advised 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 protecting oneself and others by minimizing personal contact with environments where this potentially deadly virus may be transmitted;

WHEREAS, on April 2, 2020, in order to limit all non-essential person-to-person contact and non-essential movement outside the home as a means of combatting the spread of COVID-19 within the Commonwealth, I issued COVID-19 Order No. 22, which closed public parking spaces and facilities at State beaches, prohibited parking on Department of Conservation and Recreation (“DCR”) coastal parkways and roads that provide direct access to State beaches, and limited activities permitted on State beaches to only passive recreational activities and enjoyment that involve transitory movement or solitary beach fishing;

WHEREAS, recent public health data indicate improvement in key areas of measurement as a result of the extraordinary efforts of health care providers in the Commonwealth and the public’s unselfish compliance with the restrictions imposed in COVID-19 Order No. 13 and other limitations imposed in response to the COVID-19 health crisis;

WHEREAS, the improving public health data permits a carefully phased relaxation of the restrictions that COVID-19 Order No. 22 has placed on access to State beaches, provided that any adjustment can only be maintained or expanded on the basis of continuing improvements in the public health data, and further provided that any adjustment must reflect the reality that the Commonwealth remains in the midst of a public health emergency, as demonstrated by reporting from the Department of Public Health that as of May 17, 2020, 2,597 persons remain hospitalized in the Commonwealth as a result of COVID-19 and 702 of these patients are receiving treatment in intensive care units;

WHEREAS, the Commonwealth has expended significant financial resources to protect and enhance its public spaces, and natural recreational resources, and those public spaces and resources are particularly valuable to Massachusetts residents as we begin a phased re-opening of the Commonwealth;

WHEREAS, on May 18, 2020 I issued an Order Implementing a Phased Reopening of Workplaces and Imposing Workplace Safety Measures to Address COVID-19 (COVID-19 Order No. 33), which requires all businesses and other organizations in the Commonwealth that are permitted to operate brick-and-mortar premises to adopt and maintain generally applicable COVID-19 workplace safety rules; 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 in order to protect the health and safety of persons, transportation and travel by any means or mode, regulating the sale of articles of food and household articles, and policing, protection, and preservation of public and private property;

NOW, THEREFORE, I hereby order the following:

COVID-19 Order No. 22 is hereby rescinded effective as of 6:00 A.M. on May 25, 2020.

As of 6:00 A.M. on May 25, 2020, State beaches shall be open to the public for passive recreational activities and enjoyment and for beach fishing, subject to any rules issued by the Commissioner of the Department of Conservation and Recreation (“DCR”). Permitted passive recreational activities include sitting, sunbathing, and picnicking, subject to compliance with appropriate social distancing practices. Water sport activities that do not bring participants into close, physical contact or involve sharing equipment are also permitted, provided participants practice adequate social distancing (e.g., swimming, surfing, body boards). Organized ball games remain prohibited on State beaches.

Effective immediately, DCR may begin reopening public parking facilities and spaces at State beaches that have been closed, and may continue to manage or restrict public parking at

State beaches as necessary to limit beach capacity to combat crowd density on State beaches and to accommodate adequate social distancing and as otherwise necessary or appropriate.

For the purposes of this Order, the term “State beaches” shall include all inland and coastal beaches and reservations maintained by DCR and associated parking facilities and spaces.

The Commissioner of DCR may issue rules for users of State beaches, subject to my approval, to implement the terms of this Order.

The Secretary of the Executive Office of Energy and Environmental Affairs is directed to provide guidance on implementing the COVID-19 workplace safety standards to managers of public and private beaches not under the control of DCR in order to protect managers, workers, and visitors to beaches in the Commonwealth.

The Secretary is also directed to issue guidance for the implementation of the generally applicable COVID-19 workplace standards by operators of and participants in outdoor recreational activities.

The Secretary is further authorized to take reasonable measures to ensure that residents of the Commonwealth are afforded the highest priority to access and enjoyment of the recreational resources managed by the Executive Office of Energy and Environmental Affairs and its departments and divisions.

The Massachusetts Environmental Police, State Police, and Department of Conservation and Recreation shall enforce this Order and if necessary may do so with the assistance of municipal police. Violation of the terms of this Order or rules issued by the DCR Commissioner to implement this Order may result in a criminal penalty pursuant to Section 8 of Chapter 639 of the Acts of 1950 or pursuant to G. L. c. 266, § 123, or a civil fine pursuant to G. L. c. 92, § 37 or c. 132A, § 7. A complaint for violation of this Order or rules issued by the DCR Commissioner to implement this Order shall be filed in the district court with jurisdiction for the municipality in which the violation has been charged.

This Order is effective immediately and shall remain in effect until rescinded or until the state of emergency is terminated, whichever happens first.

Given in Boston at 9:10 AM this 18th day of
May, two thousand and twenty

A handwritten signature in black ink, appearing to read "Charles D. Baker". The signature is written in a cursive style with a horizontal line underneath it.

CHARLES D. BAKER
GOVERNOR
Commonwealth of Massachusetts

Appendix D



Charles D. Baker
GOVERNOR

Karyn E. Polito
LIEUTENANT GOVERNOR

Kathleen A. Theoharides
SECRETARY

The Commonwealth of Massachusetts
Executive Office of Energy and Environmental Affairs
100 Cambridge Street, Suite 900
Boston, MA 02114

Tel: (617) 626-1000
Fax: (617) 626-1081
<http://www.mass.gov/eea>

Memorandum

From: Executive Office of Energy and Environmental Affairs

Date: May 18, 2020

Subject: Specific Safety and Reopening Standards for Parks, Open Space, and Outdoor Education Programs

The following guidelines apply to Parks, Open Space, and Outdoor Education Programs during Phase 1 of the Commonwealth's Reopening.

All visitors to parks and open space, and managers associated with properties or activities herein, should abide by the specific guidelines outlined. Property-specific guidelines should be posted at entrance points to areas and on relevant social media/websites. Guidelines provided herein should apply to all parks, reservations and open spaces unless otherwise specified.

This guidance should apply until amended or rescinded. Any questions regarding this guidance can be sent to outdoor.recreation@mass.gov

DPH Orders and Guidelines

Face Coverings and Masks: All visitors to parks and open space, as well as those participating in outdoor education programs should comply with *COVID-19 Order 31: Order Requiring Face Coverings in Public Places Where Social Distancing is Not Possible*. The order requires any person over the age of 2, whether indoors or outdoors, to wear a face covering or mask when they cannot maintain 6 feet of distance between themselves and others, unless they have a medical condition preventing them from doing so (see further guidance here: <https://www.mass.gov/info-details/covid-19-state-of-emergency>).

Group Size: No groups larger than 10 are allowed to gather: <https://www.mass.gov/doc/march-31-2020-assemblage-guidance/download>

Parks and Open Space

Walking, hiking, biking, running, and other activities (yoga, tai chi, etc.) are allowable activities in parks and other designated areas such as rail trails, multi-use paths, and bike paths.

Parks and Open Space Guidelines:

- Visitors should always practice social distancing by remaining 6 feet away from others and adhering to all site-specific rules, regulations, and posted signage regarding permitted uses.
- On trails, walker and hikers should move aside and leave room for others to pass, and cyclists and runners should alert other users when approaching and wait for others to step aside before passing.
- After visiting public spaces, users should use wash their hands or use hand sanitizer.

Athletic Fields and Non-Contact Courts (Non-Organized/Permitted Use)

Athletic fields and athletic courts can be utilized only for non-contact sports, with no shared equipment, such as tennis and pickleball. No permits should be issued for group gatherings and users should not engage in pick-up games, organized games or tournaments.

Athletic Fields Guidelines:

- Users should sanitize hands before and after play, not share equipment, and clean and wipe down equipment.
- When engaged in play, users should avoid touching other users' equipment in separate areas.
- Users waiting to utilize a section or area of the field should wait outside the field of play until previous users have vacated the facility to ensure proper social distancing and prevent accidental contact of other users' equipment.
- Users should not engage in pick-up games, organized games, or tournaments.

Athletic Courts (Non-Contact) Guidelines:

- Users should sanitize hands before and after play, not share equipment and clean and wipe down equipment, including racquets, balls, and water bottles.
- Users waiting to utilize a court should wait outside the court's gates/fence until previous users have vacated the facility to ensure proper social distancing and prevent accidental contact of other users' equipment.
- Users should not engage in pick-up games, organized games, or tournaments

Picnic Areas and Grills

Picnic and grill areas should be closed if social distancing cannot be maintained and sanitizing protocols cannot be performed between use.

Trash Disposal and Public Restrooms

Where available, trash disposal and restrooms facilities should be available for public use. Trash disposal and restrooms at parks, reservations and open space managed by municipalities or other organizations for public use is available to the discretion of the city or town it is in and/or the managing organization.

Trash Disposal General Guidelines:

- Visitors of public parks, reservations, and open spaces should expect limited or no trash disposal receptacles.
- When visiting public properties without trash receptacles, visitors should adhere to a strict “carry in, carry out” policy and take waste with them.
- Where trash receptacles are available for normal use, park managers should, where feasible, provide no touch, lidless trashcans.

Public Restrooms General Guidelines:

- Users should abide by social distancing standards for bathroom lines and follow any established visual guidelines for maintaining a 6 ft distance in all restroom facilities.
- In advance of the initial opening of public restrooms, the managing entity should adhere to the Centers for Disease Control and Prevention (CDC) guidelines pertaining to the cleaning and disinfection standards of operating procedures for interior spaces and that social distancing can be maintained.
- The managing entity should have the facilities cleaned at least once daily by staff and perform deep cleaning and disinfection services at least once per week and should follow the EEA COVID-19 Outdoor Recreation Facility Restroom Cleaning Best Practices.
- Composting (clivus or similar) toilets should be permanently closed and should be replaced with temporary (seasonal) portable restrooms with daily cleanings.
- Restroom facilities should contain hand washing and/or sanitizer stations, and the public should use these stations following the use of the facilities.

Non-Commercial Dog Walking and Dog Parks

Non-commercial dog-walking and dog parks are allowable activities to the extent allowed by the managing entity.

Non-Commercial Dog Walking Guidelines:

- All dog walkers and their dogs should practice social distancing, and users should provide appropriate space for others and/or their dogs to pass when necessary.
- Social distancing for dogs means that dogs not part of the same household should be kept at least six feet apart and avoid interacting with other dogs and other people from separate households.
- Dog walkers should not share toys, treats, or other materials with dogs that are not within the same household.
- Dog walkers should supply their own bags associated with dog waste in the event there are none available on site and remove dog and other waste and dispose of it either in a designated receptacle onsite or at another appropriate location.
- Dog walkers should supply their own water and other needs for their pets in the event there are none available onsite.

Dog Park Guidelines:

- All users of dog parks and their dogs should practice social distancing of at least six or more feet.
- All visitors of dog parks should maintain enough control over their pets via leash or voice control to comply with social distancing guidelines and site-specific rules and regulations.
- Dog park amenities, including shared water dishes, toys, and other materials, should not be used by dogs or handled by visitors.
- Visitors of dog parks should supply their own bags associated with dog waste in the event there are none available onsite and take dog waste with them if designated trash receptacles are not available for normal use.
- Property managers, where feasible, if trash is available, should provide no touch, lidless trashcans.

Community Gardens

Community gardens, and associated activities, are permissible to the extent allowed by the managing entity.

Community Garden Guidelines:

- Users of community gardens should follow social distancing guidelines and should avoid utilizing communal tools, hoses, and other equipment, and avoid the sharing of personal equipment whenever possible. Additionally, users are responsible for sanitizing items before and after each use.
- Community garden users should only visit and utilize plots with members of the same household if social distancing cannot be maintained.
- If crowding becomes an issue, community garden committees and property managers should create a schedule to avoid crowding of individual plot users and maintenance of social distancing protocols.

Outdoor Education Programs

Organized educational programs, activities and outdoor public art installations may occur in outdoor spaces during Phase 1 only if the program does not require individual participants to share equipment or make physical contact in order to engage in the activity, subject to the following guidelines.

Outdoor Education Program Guidelines:

- To allow for adequate social distancing for the activity, as well as ingress and egress, the layout of the class should be managed to accommodate a minimum of 12 ft distance between each individual activity station.
- Facial coverings are required, and instructor and participants must always comply with all social distancing requirements and remain 6 ft apart. Programs must be conducted without shared equipment, tools or materials

- Activities must be limited to gatherings of no more than 10, including instructor or leader.
- Organizers must use a pre-registration process to ensure group size.
- Instructors must be familiar with all protocols and procedures to maintain a safe activity, e.g. monitoring physical distancing, not allowing participants without facial coverings, disinfecting tables before and after use in accordance with CDC guidelines.
- Temporary signage will be posted to inform the public of public health guidelines and standards of behavior during program
- If using outdoor displays or tables, add protective barriers, when possible and/or disinfect before and after use.