



TOWN OF BERKLEY

Board of Selectmen
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COVID19 STANDARD OPERATING PROCEDURES

As of June 17, 2020

Applies to all departments except Library and Council on Aging

In light of Governor Baker's announcement on May 18, 2020 with the start of Phase 1 and the decision on Saturday June 6, 2020 to begin the opening of Phase 2 on Monday June 8, 2020 and the re-opening our building to the public, we are instituting the following guidelines to maximize safety and minimize the risk of spreading Covid-19. The Town Hall building will have a soft opening to the public on Thursday June 25, 2020 with a full opening on Monday June 29, 2020. The Wednesday evenings will be discussed in the Board of Selectmen meeting dated July 7, 2020.

Self-Certification

Prior to the start of each shift, an employee must self-certify the following:

- Have no signs of a fever or a measured temperature above 100.3 degrees or greater, a cough or trouble breathing within the past 24 hours.
- Have not had "close contact" with an individual diagnosed with Covid-19.
 - Living in the same household as a person who has tested positive for Covid-19
 - Caring for a person who has tested positive for Covid-19
 - Being within six (6) feet of a person for more than 15 minutes of a person who has tested positive for Covid-19
 - Sharing utensils with a person who has tested positive for Covid-19
- Have not been asked to self-isolate or quarantine by their doctor or a local public health official.

Employees who are exhibiting symptoms will be directed to leave the work site and seek medical attention and applicable testing by their health care provider. Should you test positive for Covid-19, you will not return to work until you are considered recovered based on DPH protocols and reported results to the towns MAVEN representative Matt Tanis.

If an employee **has** had close contact as described above with someone diagnosed with Covid-19, that employee shall report it to his or her supervisor immediately who shall in turn contact the Board of Health.

Procedures While at Work

- Social distancing measures put in place for essential departments shall continue.
- Employees who leave their personal workspace or who are interacting with other employees and cannot practice social distancing or members of the public shall wear a clean face covering, such as a fabric face mask, scarf, or bandana, over their mouth and nose in accordance with CDC guidelines and exercise social distancing in accordance with CDC guidelines.
- Shaking hands or other unnecessary physical contact is prohibited.
- Employees shall use hand sanitizer or wash hands both before and after using a shared copy machine or fax, other shared equipment, or interacting with another employee or outside visitor.
- Employees must maintain social distancing separation during breaks and lunch.
- A “No Congregation” policy is in effect; individuals must implement social distancing by maintaining a minimum distance of six (6) feet from other individuals.
- Be mindful of not touching other people’s workspaces or sharing pens.
- All office doors will remain closed while we are open to the public and windows open; once installed and you have a visitor who needs to conduct business, except for the Town Administrators office which will remain open.
- Each Department will be instructed to keep a log of all outside visitors for contact tracing purposes.
- Visitors will be limited to Town Hall business only and the amount of outside visitors may be limited depending on the number of visitors already within Town Hall.
- Visitors will be instructed to be 6 Feet away from any other individual and will be required to wear a mask while in the Building.

Good Hygiene Practices

- Employees are encouraged to wash their hands often with soap for at least 20 seconds, or use an alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol.

- Cover coughing or sneezing with a tissue, then throw the tissue in the trash and wash hands; if no tissue is available, cough into your elbow.
- Avoid touching eyes, nose, and mouth with your hands.
- To avoid sharing germs, please clean up after yourself. DO NOT make others responsible for moving, unpacking and packing up your personal belongings.
- If you or a family member is feeling ill, stay home. Report this to your supervisor immediately.

Responsibilities of the Employer

- Covid-19 safety guidelines and hand washing instructions shall be made available to employees.
- All restroom facilities should be cleaned and hand washing stations will be provided with soap, hand sanitizer, and paper towels.
- All common areas and meeting areas are to be regularly cleaned and disinfected at least once a day.
- Cloth face masks will be provided to all employees and available to visitors.