

**Town of Concord, MA**  
**APP #64 – Version 2**  
**COVID-19 Workplace Safety Practices and Procedures**

**I. Introduction**

This policy represents the workplace practices and procedures the Town has put in place to protect the health and safety of employees during the Coronavirus (COVID-19) pandemic. The requirements set forth in this policy apply to all Town employees. Individual departments and divisions shall adopt additional procedures specific to their own operations as required to meet sector-specific safety guidelines.

The health and safety of Town employees and the public we serve are of utmost importance to the Town. The Town also recognizes that municipal services are critical to the well-being of Concord's residents and, therefore, the Town will strive to resume normal operations where possible while protecting the safety of employees.

This policy will remain in effect as long as COVID-19 threatens public health and safety but is subject to revision as needed. **Regulations, protocols, and guidance adopted by federal, state, and local officials, are periodically updated in response to changing circumstances and information. The Town will issue advisories to employees of current requirements and procedures as necessary and feasible to supplement this policy, Employees are encouraged to monitor CDC, Mass. Public Health, and local advisories.**

**II. COVID-19 Identification**

***COVID-19 Symptoms***

COVID-19 is an illness caused by a virus that can spread from person to person. Symptoms, which range from mild to severe and appear 2-14 days after exposure to the virus, can include:

- Fever (100.4° F [37.8° C] or greater using an oral thermometer)
- Vomiting and/or diarrhea
- Cough, runny nose or sore throat
- Trouble breathing\*
- Shortness of breath or difficulty breathing
- Persistent pain or pressure in chest\*
- Muscle aches or chills
- Inability to wake or stay awake\*
- New loss of taste or smell
- Bluish lips or face\*
- New confusion\*

Note that this list does not include all possible symptoms. Employees should consult their health care provider about any concerning symptoms. Symptoms marked with an asterisk (\*) above are emergency symptoms requiring **immediate** medical care. Sick employees are encouraged to refer to the CDC document "Prevent the spread of COVID-19 if you are sick," which is available on the Human Resources Department's website.

***Testing***

Free employee testing is currently provided by the Concord Fire Department at the Public Safety Building located at 50 Walden Street on Mondays and Thursdays from 10AM to 2PM (subject to availability and change). No appointment is needed. If an operational need arises, department heads may contact the Fire Chief to request staff testing outside of these hours.

### III. Response to Symptoms, Positive Tests and Exposures

#### ***Employee Responsibilities:***

To aid in the identification of and response to COVID-19, employees are required to:

- remain aware of the symptoms of COVID-19 and other communicable diseases,
- perform a self-evaluation of symptoms and possible exposures (see Appendix A) before reporting to the worksite each day,
- **not report to work when experiencing symptoms, during periods when they may be contagious, or when subject to mandatory quarantine or isolation,**
- **leave work promptly if they become ill at work,**
- notify their department head (or designee) as soon as possible if they experience new/unexplained symptoms of COVID-19,
- notify their department head (or designee) as soon as possible if they have had close contact with a confirmed COVID-19 case,
- take prompt action to obtain a diagnosis, and
- not return to work until they have coordinated and communicated with their department head (or designee) to confirm that applicable public health requirements/protocols have been followed.

#### ***Supervisor Responsibilities:***

If an employee reports that they have symptoms or a diagnosis of COVID-19, or a supervisor observes unexplained signs of sickness, the employee's department head (or designee) must take the following steps:

1. If the employee is at work, immediately require them to isolate and/or leave the workplace.
2. Not allow the employee to return to work until communicating with the employee to ensure that all applicable public health requirements and protocols are followed.
3. Work with the department head to determine whether to, in accordance with public health protocols or guidance, notify employees and visitors of potential exposure so they may take proper precautions. The identity of the individual with COVID-19 symptoms or diagnosis may not be disclosed to others unless such individual authorizes disclosure of their name to assist in assessing possible exposure.
4. Work with the department head and the employee to determine whether temporary remote work is available.
5. Notify Human Resources via the reporting form issued to department heads.

If an employee reports that they have had close contact with a confirmed COVID-19 case, the employee's department head (or designee) must take the following steps:

1. Advise the employee that they must follow public health protocols related to work (note that the employee's vaccination status may impact protocols and whether they may be at work).
2. Work with Department Head (or designee) to determine whether steps can be taken to temporarily limit the employee's contact with others while working (e.g., through remote work, isolated workspace, adjusted work schedule, etc.).

### IV. Limiting Virus Spread

#### ***Vaccination:***

Employees are strongly encouraged to be vaccinated for COVID-19 including any recommended booster shots. The Town has adopted temporary pay provisions that allow all employees to get

vaccinated during paid work hours. The Town may apply different pandemic-related policies and protocols to employees based on vaccination status.

***Adjusted Work Schedule & Remote Work Options:***

When warranted based on current public health guidance:

- Department heads may adjust work hours, assignments, and locations as needed to minimize close contacts among staff and visitors.
- Department heads may assign or authorize temporary remote work based on individual circumstances, job responsibilities, and operational considerations.

***Hygiene & Social Protocols:***

The Town encourages all employees to remain aware of and responsible for hygiene protocols to limit transmission of viruses. Mandated workplace protocols will be communicated to employees as they change based on current conditions, knowledge, and risk. In addition, employees are advised to follow the below-listed best practices:

Face Coverings (Masks)

- Have a mask, which covers the mouth and nose, with them at all times when in Town facilities and/or on duty.
- Wear masks in common areas such as hallways and restrooms, when passing other people's work areas, when a physical distance of 6 feet cannot be maintained, and where/when otherwise directed by the department.

Social Distancing

- Maintain a distance of 6 feet between yourself and others whenever possible.
- Avoid close contact with people who are sick, even inside your home.
- Consider use of video conference and phone versus in-person meetings when practicable.
- Limit the number of people gathered together in one space when feasible.

Hands

- Avoid touching their eyes, nose, and mouth.
- Wash hands regularly during the workday, using proper technique, as outlined in the "When and How to Wash Your Hands" document found on the Human Resources website.
- When soap and water is not readily available, use hand sanitizer.

Cough/Sneeze/Nose Etiquette

- Cover mouth and nose with a tissue when they cough or sneeze.
- Throw used tissues in the trash.
- If a tissue isn't available, cough or sneeze into their elbow (not hands).
- Wash hands immediately after coughing, sneezing or nose-blowing.

***Travel:***

Employees are expected to remain aware of state and federal restrictions and guidelines and take appropriate steps to not put themselves at risk or put coworkers at risk upon return to work. The Town reserves the right to prohibit entry to the worksite after travel based on CDC or local recommendations in place at the time of the travel.

***Cleaning of Workspaces and Equipment***

Sanitizing supplies have been provided to all office locations; staff designated by the department head shall coordinate with Facilities regarding replenishment. All employees are expected to participate in the regular sanitation of workspaces and equipment as follows:

- Employees are responsible for cleaning their own workspaces, desks and equipment.
- Commonly used phones must be cleaned before and after use.

- Desks, workspaces, and vehicles should be kept uncluttered to allow for sanitizing as needed. Department heads may require an employee to organize workspace as deemed necessary.

### ***Ventilation & Air Filtering***

Employees are encouraged to:

- Use any available air purification equipment.
- Where air filtering is not available, improve ventilation and reduce contact by leaving open the interior doors of common spaces.

### ***Individuals with Higher Risk***

Employees at higher risk for severe illness from COVID-19 should take extra precautions to avoid getting sick. According to the CDC, those at high-risk include people who:

- are 65 years and older
- are immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
- have underlying medical conditions, particularly if not well controlled, including:
  - chronic lung disease or moderate to severe asthma
  - serious heart conditions
  - severe obesity (body mass index [BMI] of 40 or higher)
  - diabetes
  - chronic kidney disease undergoing dialysis
  - liver disease

Such employees are encouraged to speak with their department head or Human Resources to explore whether reasonable accommodation such as remote work, alternate work assignments, modified workplace accommodations, or leave are needed and available.

## **V. Leave & Compensation During COVID-Related Absences**

The Town will provide paid leave in accordance with any applicable law. Furthermore, the Town has adopted temporary provisions for leave, in some cases with pay, to assist employees impacted by COVID-19. Employees who have been or need to be absent due to COVID-19 should consult with Human Resources to determine what paid and/or job-protected leave is available.

## **VI. Notice & Training Requirements**

Each department head is responsible for ensuring that all new department staff members have received this policy, have been trained regarding any required safety protocols, and have had an opportunity to ask questions.

Employees are responsible for reviewing notices issued and posted by the Town regarding mandated and recommended protocols.

## **VII. Questions Regarding Safety Protocols**

The Town has, and will continue to, review Federal, State and Local guidelines and adopt protocols accordingly to provide for the safety of our workforce. Any employee who has questions or concerns about workplace safety is encouraged to speak with their department head or Human Resources.

Employees with concerns about a co-worker's symptoms, possible exposures, hygiene practices, or other matters should address those concerns to their department head or Human Resources rather than confronting, shunning, or lecturing another individual.

**VIII. Violation of Policy**

Any employee violating this policy will be subject to appropriate discipline, including possible termination of employment.

**IX. Resources and Contact Information**

A number of agencies promote the health and well-being of the public and employees through information and compliance programs. We encourage employees to be familiar with guidance issued by such agencies. Furthermore, employees and supervisors may need to contact local health officials for guidance when there is a known COVID case or exposure. Below is contact information for these important agencies:

**Massachusetts Department of Public Health**

Phone: (617) 624-6000

TTY/TDD (617) 624-6001

Fax: (617) 624-5206

<https://www.mass.gov/orgs/department-of-public-health>

**Town of Concord Public Health Division**

Phone: 978-318-3275

Email: [HealthDepartment@concordma.gov](mailto:HealthDepartment@concordma.gov)

<https://concordma.gov/616/Health>

**Centers for Disease Control and Prevention (CDC)**

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

**X. Reasonable Accommodations**

The Town will explore reasonable accommodations for employees or visitors who are unable to comply with any COVID-related requirement based on documented medical conditions or sincerely held religious beliefs. Requests for accommodation should be directed to the Department Head, who will coordinate with Human Resources and/or the Town Manager's Office as appropriate to the situation. The Town will engage in an interactive process with the employee or visitor to determine whether there is a reasonable accommodation the Town can provide that will permit the employee or visitor to conduct business in a manner that supports the Town's efforts to protect the health and safety of others.

**Appendix A:**  
**Self-Evaluation Questions for Employees**

**Employees are expected to keep their colleagues safe by monitoring their symptoms, temperature, and exposures. Before reporting to the worksite each day, the following must be considered:**

1. Have you been in close contact with someone diagnosed with COVID-19 or with symptoms?
2. Have you had a fever or felt feverish in the last 72 hours?
3. Are you experiencing any respiratory symptoms including a runny nose, sore throat, cough, or shortness of breath?
4. Are you experiencing any new muscle aches or chills?
5. Have you experienced any new change in your sense of taste or smell?

**If you answered “yes” to any of the questions above, do not physically report to work until you have consulted with your supervisor and have been approved to enter the worksite.**