



Town of Aurora

COVID19 PROTOCOL POLICY

Effective 5/26/2020

The health and safety of all Town employees is at the forefront in returning to a regular schedule.

This policy has been developed to insure we are taking the necessary steps to provide a safe and healthy work environment and to communicate to our employees what our expectations are and their responsibilities to providing a safe work environment.

HEALTH and SAFETY in the WORKPLACE

Sanitizing

Employees are required to:

- Wash hands frequently with warm, soapy water for at least 20 seconds.
- Frequently use hand-sanitizing solution.
- Cover your mouth with crook of elbow or tissue whenever you sneeze or cough; discard used tissues in wastebaskets.
- Stay home and call your department head or town supervisor if you are ill and/or experiencing the following symptoms: fever of 100.4 degrees or more, cough, sore throat, runny or stuffy nose, body aches, headache, chill and fatigue.
- Employees with a family member who lives in the same household and who becomes ill with Covid19 symptom(s) should notify their department head immediately.
- Employees who report to work ill will be sent home in accordance to these health guidelines.
- Instant read/non-contact thermometers will be available for employees to have temperature taken.
- Prior to commencing work or before leaving at the end of the day, employees are required to use a disinfectant cleaner or sanitizing wipe to wipe down their entire workstation surfaces and touch points. Included in the wipe down: desktop, keyboard, mouse/pad, wrist pad, phone buttons, phone receiver, stapler, tape dispenser, chair arms. **Do not directly spray your keyboard, mouse, phone buttons or any operational technology.**

Face Coverings

Employees who are present in the workplace shall have either their own personal face covering or a face covering provided by the Town and must wear face coverings when in direct contact with other employees, residents, and any members of the public. Direct contact is contact with an individual that is 6' or less. Direct contact less than 6' should be avoided if possible.

Employees are required to wear face coverings when entering any town building until they have arrived at their designated work area.

All employees may remove their face coverings when they are working in their designated office or workstation and are able to social distance, with 6' between all employees.

Upon leaving a designated work area, employees walking through the building and/or entering other offices must wear a face covering.

Residents and other visitors to any Town building are required to wear face coverings. Signs will be prominently posted on exterior doors, in hallways and on interior doors. Employees must not provide service to any visitor not meeting the facemask requirement. The visitor must be asked to leave the building immediately. Encourage the visitor to return with a facemask, or to call the Town with their request or question. Employees should explain to the visitor that we are anxious to address their issue, but need to take measures to keep our employees and visitors safe.

Social Distancing

Social distancing is an important part of our health and safety initiative and must continue as we return to work.

- Upon reporting to work, employees must practice social distancing when entering the building.
- Employees cannot be in groups or clusters.

During the workday, employees are required to:

- Avoid meeting people face-to-face. Employees are encouraged to use the telephone, email, online conferencing to conduct business as much as possible, even when participants are in the same building.
- Request as much information from residents/customers via phone or email to minimize person-to-person contact.
- If a face-to-face is unavoidable, minimized the meeting time, choose a large area to meet and sit/stand at least 6 feet from each other; avoid person-to-person contact such as shaking hands.
- Avoid unnecessary travel and cancel or postpone nonessential in-person meetings.
- Do not congregate.
- Eat lunch at your desk or leave the building for lunch.

Employees with concerns regarding their workspace and health should communicate their concerns to their department head or the Town Supervisor.

Department heads may have further restrictions for their individual offices, but may not have restrictions less lenient than those noted in this document.

Employees in violation of this policy will be subject to discipline.

It is our intent to comply with Federal and State laws and Executive Orders and will revise this policy as necessary.