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## **COVID-19 Standard Operating Procedures**

***All employees must Self-Certify prior to returning to working.***

Each employee will self-certify to their supervisor that they have had **none** of the following prior to starting any work duties:

- Have no signs of a fever or a measured temperature above 100.3 degrees or greater, a severe or persistent cough or trouble breathing within the past 24 hours.
- Have not had "close contact" with an individual diagnosed with COVID-19 in the past two weeks. "Close contact" means:
  - 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 6 feet of a person who has tested positive for COVID-19 for 10 minutes,
  - coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic.
  - have not been asked to self-isolate or quarantine by their doctor or a local public health official in the past two weeks.

***Employees exhibiting symptoms or unable to self-certify should be directed to leave the work site and seek medical attention and applicable testing by their health care provider. They are not to return to the work site until cleared by a medical professional.***

***Hand sanitizer, disinfectant, and masks will be provided and available through the Facilities Department.***

***Employees understand they are under a continuing duty to report any of the above conditions during the course of their employment.***

***If you have a need for an accommodation, please contact Human Resources ([humanresources@amherstma.gov](mailto:humanresources@amherstma.gov))***

## **Procedures for Town Hall**

- No handshaking.
- A "No Congregation" practice is in effect, individuals must implement Social Distancing by maintaining a *minimum* distance of 6-feet from other individuals.
- Wash hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol prior to leaving a job site.
- A face-mask or face covering of your choice must be worn when in common spaces. If you are at your desk, you do not have to wear your mask. If you are unable to wear a mask, please notify Human Resources.
- Avoid touching your face, or nose, or eyes.
- You may deny allowing entrance to an individual that presents with COVID-19-like symptoms.
- Avoid face-to-face meetings – critical situations requiring in-person discussion must follow social distancing.
- Conduct all meetings using virtual tools (cell phones, texting, web meeting sites and conference calls), whenever possible. Do not convene meetings of more than 10 people.
- Employees must practice Social Distancing on the job site, office and limit interaction with the public. All questions shall be directed to their supervisor.
- Employees should regularly clean their work surfaces including desktop/laptops, phones and keyboards.
- All common areas and meeting areas will be regularly cleaned and disinfected at least once a day.
- Use your own water bottle, and do not share food or utensils.
- To avoid external contamination, it is recommended that everyone bring food from home.
- Maintain Social Distancing separation during breaks and lunch.
- Cover coughing or sneezing with a tissue, then throw the tissue in the trash and wash hands, if no tissue is available then cough into your elbow.
- To avoid sharing germs, please clean up after yourself. Keep the area around your workstation uncluttered, Maintenance staff will not be moving your personal belongings.
- If you or a family member is feeling ill, stay home. Report to your supervisor.

### **Vehicle/Equipment/Tool Use**

- All Town vehicles must be disinfected before and after each use. Supervisor will make every effort to keep employees in the same vehicle for each week.
- All shared tools must be disinfected before and after each use. Supervisors will make every effort to keep the same tools and work assignment for each week.
- Employees are not authorized to use vehicles/equipment/tools not assigned by their supervisor.

### **Increased Exposure Risks**

- You may deny any inspection and/or entering a location if you feel uncomfortable with the job site sanitation process or if persons on site are not complying with mask use and social distancing.
- Only trained employees are authorized to enter private buildings. Adequate PPE must be worn.
- Disinfect with hand sanitizer or washing hands, before and after dealing with departmental mail.
- Employees are not authorized to enter or touch anything in other employee's office space
- Disinfect before and after each use of shared surfaces such as:
  - coffee machine
  - microwaves
  - toaster ovens
  - refrigerators
  - fax machines
  - copiers

By signing below, you certify that you have read, understand and will adhere to the above, to the best of your abilities, while working for the Town of Amherst.

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Employee Signature

Date