



COVID-19 Standard Operating Procedures Revised August 3, 2021

The Town of Amherst follows the Commonwealth of Massachusetts Control COVID-19 guidelines and regulations. These guidelines and regulations are frequently updated to Reflect current conditions, which may not immediately be reflected in the Town's Standard Operation Procedures. When differences arise, state and/or federal guidelines should be followed. For current conditions, visit:

<https://www.mass.gov/info-details/covid-19-updates-and-information>

All employees must Self-Certify prior to arriving at working.

Each employee, or volunteer, 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, sore throat, loss of taste or smell, a severe or persistent cough or trouble breathing within the past 24 hours.

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. For those employees who are vaccinated and have become a close contact with someone with COVID-19, you may not need to quarantine following an exposure, however please consult with your practitioner or public health professional. If you do not live or work in a congregate setting (e.g., correctional and detention facilities, assisted living residences, nursing and group homes), you are not required to quarantine following an exposure. However, you should still monitor for symptoms of COVID-19 for 14 days following an exposure. *If you experience symptoms, isolate yourself from others and contact your healthcare provider or seek testing.*

<https://www.mass.gov/guidance/guidance-for-people-who-are-fully-vaccinated-against-covid-19>

Hand sanitizer, disinfectant, and masks will be provided and are available through the Facilities Department. Additionally, each building has hand washing facilities.

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)

Procedures for all Town Buildings

- A face-mask or face covering of your choice must be worn by all individuals 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.
- 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.
- Avoid touching your face, or nose, or eyes.
- Employees should practice 6 ft Social Distancing on the job site. Any questions about distancing should be directed to a supervisor.
- Employees should regularly clean their work surfaces including desktop/laptops, phones and keyboards.
- Use your own water bottle, and do not share food or utensils.
- 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 are ill, stay home. Report to your supervisor.

Travel

Travelers are encouraged to consult and follow the CDC's guidelines and requirements for travel: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>

In Massachusetts, [if you are fully vaccinated](#), you can resume activities that you did prior to the pandemic. Fully vaccinated people can resume activities without wearing a mask or physically distancing, except where [required](#) by federal, state, local, tribal, or territorial laws, rules, and regulations, including local business and workplace guidance. If you haven't been vaccinated yet, visit vaxfinder.mass.gov.

As an employee of the Town of Amherst, you have the continued responsibility to take the vital steps necessary to protect your own health and that of your co-workers. We ask that you comply with the Commonwealth's Travel Advisory. <https://www.mass.gov/info-details/covid-19-travel>

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. ***Thank you for all that you are doing to keep our community safe!***

Employee Signature

Date