



TOWN OF RICHMOND

RICHMOND TOWN CENTER

203 Bridge Street, P.O. Box 285

Richmond, Vermont 05477



DRAFT

COVID-19 Safety & Health Work Plan

Approved: _____

Plan Statement

The Town of Richmond is committed to managing the risk of COVID-19 to employees and elected officials and to ensure that any exposure is dealt with effectively. Emergency Service Employees may have policies and procedures in place that supersede this policy.

Purpose

This plan describes the implementation of mandatory health and safety requirements established by the Vermont Department of Health, VOSHA, and the Vermont Agency of Commerce and Community Development in accordance with Governor Scott's COVID-19 Executive Order and subsequent Addenda as well as guidelines from the Centers for Disease Control.

Scope

This policy applies to all employees and elected officials.

Responsibilities

The Town of Richmond has assigned the Town Manager as well as all department heads to serve in the role of health officers. Health officers have the authority to stop or alter activities to ensure that all work practices conform with the mandatory safety and health requirements applicable to COVID-19.

For the purpose of ensuring compliance with the most recent safety and health requirements, the Town Manager or his designee is responsible for administering this plan, monitoring agencies for new requirements, updating this plan, communicating any changes, and monitoring the overall effectiveness of the plan. A copy of this plan will be provided upon request to the Town Manager.

Determination of Exposure Risk by Job Duty

We have determined the COVID-19 exposure risk level of all municipal functions to ensure that we apply appropriate hazard controls – including training, equipment, and

personal protective equipment (PPE). This assessment is based on OSHA Publication 3900. Classes of municipal functions have been assigned to risk categories as follows:

Work Area and/or Job Duties	<i>COVID-19 Risk Level</i>
Law Enforcement	medium
Firefighters not providing medical care or transport	medium
Water & Wastewater Department	medium
Library /Office/Clerical who regularly interact with the general public	medium
Library / Office/Clerical with limited or no contact with the general public	low
Highway Department	low

Hazard Control Measures

- To the extent possible personnel who can perform their duties remotely and avoid coming to the office or other workplace settings will do so. This includes the Town Planner, Town Zoning Officer, Administrative Assistant and some Library staff.
- Face-to-face meetings are limited and participation in in-person group trainings and conferences is suspended.
- Face coverings shall be worn when in the presence of others or when leaving ones dedicated workspace when indoors.
- Plexiglass barriers have been installed in the Town Clerk’s Office where customer service contact occurs.
- Every employee has received training that meets the VOSHA and ACCD requirements for COVID-19 content and acceptable work practices.
- It is mandatory, for employees to maintain six feet (6’) of physical separation (social distancing), including when interacting with the public, with the exception, of certain public safety encounters that require close personal interaction.
- In office settings, workstations are separated by at least six feet (6’) or work schedules are staggered to ensure distancing requirements.
- No more than two (2) employees are permitted to travel together in a single vehicle.
- Common employee areas are closed to the extent feasible. Where common areas are not closed, employees have been trained to maintain six feet (6’) of

physical separation, and in each room a reminder sign is posted to aid compliance.

- All restrooms, common areas that remain in use, doorknobs/handles, tools, equipment, copiers and other frequently touched surfaces are disinfected before, in the middle of, and at the end of each shift. All contact surfaces of vehicles used by more than one person are disinfected at the end of each person's use. All disinfectants are EPA-approved or otherwise comply with CDC disinfection guidance.
- To monitor employee health at the beginning of each shift, all employees are asked whether they have certain symptoms, and their temperature is checked. Employee monitoring procedures are performed by the safety officer at each location. Employees have been trained to not report to work if they are ill or exhibit signs or symptoms of COVID-19.
- Signs at all entrances indicate that all employees must wear masks, that all entrants must do so, and that individuals with COVID-19 symptoms shall not enter the premises.
- When feasible, garage doors and/or windows are opened to encourage the flow of fresh air.
- Travel between worksites is minimized to the extent feasible.
- Adequate handwashing facilities and products are provided for all employees. Where soap and water are not available, hand sanitizer is provided.
- A safe process for receiving supplies and deliveries is in place and strictly adhered to.

Personal Protective Equipment

In general, most employees will not have a need for true personal protective equipment as they will not be using N-95 respirators. Should an employee desire to voluntarily use an N-95 mask, we will provide them with a copy of OSHA 1910.134 Appendix D.

Training

All employees have completed the COVID-19 training program developed by VOSHA. In addition, department heads regularly reinforce safety and health requirements and monitor adherence to the elements stated in this plan. Given the nature of the COVID-19 pandemic, we will respond to new safety and health information, implement new procedures or practices if or when they are required, and update this plan to incorporate new requirements or changes in work practices.

Documentation that confirms employees have completed the COVID-19 training is located at the Town Center Offices.

This plan shall become effective upon approval by the Richmond Selectboard.

Dated this _____ of _____, 2020.

David Sanders, Chair

Bard Hill, Vice-Chair

Roger Brown

Katie Mather

Christine Werneke

