



TOWN OF RICHMOND

RICHMOND TOWN CENTER

203 Bridge Street, P.O. Box 285

Richmond, Vermont 05477



DRAFT

Protecting the Safety & Health of Workers Policy -Coronavirus Disease (COVID-19)

Policy Statement

The Town of Richmond is committed to managing the risk of COVID-19 to employees and elected officials to ensure that any exposure is dealt with effectively. As restrictions are lifted or modified by VOSHA this policy will be amended. It is intended, that with the rapidly changing information and guidance being presented, for the safety of employees and the general public, that employees will adapt procedures and comply with new information as it becomes available. Emergency Service Employees may have policies and procedures in place that supersede this policy.

Purpose

To provide clear procedures and advise for the protection of employees in relation to preventing COVID-19 exposure.

Scope

This policy applies to all employees and elected officials.

Glossary of Terms and Definitions

1. "COVID-19" means a respiratory disease spread from person to person. The virus that causes the corona virus is the novel coronavirus that is also known as SARS-CoV-2.
2. "Spread" -means conveyance from person-to-person by droplets made when people with the coronavirus cough, sneeze or talk. It may be possible to get the coronavirus by touching a surface or object that has the virus on it and then touching your own mouth, nose, or eyes.
3. "Symptoms/ Symptomatic" means COVID-19 symptoms including but not limited to fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell.
4. "Social Distancing" means to stay at least 6-feet from other people and not to gather in groups.
5. "Face Covering" means a covering that fits snugly but comfortably on the side of the face, covers the nose and mouth, is secured with ties or ear loops, includes

multiple layers of fabric, is machine wash & dryable, and allows for breathing without restriction.

Mandates and Procedures

1. Employees must wear face coverings when in the presence of others. Face coverings shall be worn by any employee engaging with another employee or the general public if within 6' of the other person or when leaving their dedicated workspace when indoors.
2. Each department head shall be designated as the Health and Safety Officer of their department. The Town Manager, or his designee, shall be the designated Health and Safety Officer for all Town Center personnel and will stand-in for any department head in their absence. The designated health and safety officer shall monitor and has the authority to stop or modify activities to ensure compliance with the mandatory health and safety procedures outlined in this policy.
3. All employees, including those already working, must complete, and provide documentation to the Town Manager showing completion of the online training on Mandatory Health and Safety requirements as provided by VOSHA, or another training program that meets or exceeds the VOSHA-provided standard by May 4, 2020.
4. Whenever possible employees shall work remotely.
5. Whenever possible meetings, conferences and trainings shall be done via the internet/ virtually.
6. Prior to each work shift, pre-screening or survey shall be done by each employee or elected official to verify no symptoms of fever, cough, shortness of breath or difficulty breathing, chills, muscle pain, headache, sore throat, new loss of taste or smell. Temperature checks will be done by employees or elected officials at work if possible. The pre-screening or survey results shall be recorded and submitted with payroll records. (see attached form)
7. Employees shall not report to, or be allowed to remain, at work or on a job site, if sick or symptomatic.
8. COVID-19 positive workers, whether symptomatic or not, are not allowed at work or on a job site.
9. Any worker(s) who have had contact with any person who is diagnosed with COVID-19 must notify their supervisor or the Town Manager immediately and quarantine for 14 days.
10. All employees must observe strict social distancing of 6 feet while at work.
11. When working inside employees shall open doors and windows to promote air flow to the greatest extent possible and limit the number of people occupying a single indoor space. Air conditioners are not recommended.
12. No congregation of employees is allowed. All common areas, such as break rooms and cafeterias are closed, kitchens may be accessed one person at a time.
13. Frequently touched surfaces and doors, tools and equipment, bathrooms, common spaces and vehicles must be cleaned and disinfected at the beginning,

middle and end of each shift AND, when possible, prior to transfer from one person to another.

14. No more than 2 people shall occupy one vehicle at any time. When riding together all passengers shall wear face coverings.
15. Employees MUST practice good and frequent hand hygiene by washing their hands or using hand sanitizer before entering and leaving offices /job sites, follow good cough/sneeze etiquette and avoid touching their eyes, nose, or mouth with unwashed hands.
16. Signs MUST be posted at all entrances clearly indicating that no one may enter if they have symptoms of respiratory illness, are without a face covering or in the case of the public without an appointment.
17. The public will be required to make an appointment once restrictions are lifted, utilize hand sanitizer provided at entryways and wear a face mask to meet with any employee in-person or access Town Center records.
18. Common spaces accessed by a member of the public must be cleaned and disinfected prior to arrival and after access to said spaces.

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

Dated this _____ of _____, 2020.

David Sander, Chair

Bard Hill, Vice-Chair

Roger Brown

Katie Mather

Christine Werneke

