



Town of Georgia
COVID-19 Safety & Health
Work Plan

Approved 08 June 2020

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1 Adoption, Review and Updates

- 1.1.1 The Selectboard has authorized the Town administrator to make changes as required by the state between reviews.
- 1.1.2 The Selectboard will review and readopt this document as required every two weeks to ensure it is still valid

2 Purpose

- 2.1.1 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.

3 Responsibilities

- 3.1.1 The Town of Georgia assigns the Town Administer to serve in the role of Health Officer. In the absence of a Town Administrator, the Deputy Health Officer will assume the role. The health officer has 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.
- 3.1.2 For the purpose of ensuring compliance with the most recent safety and health requirements, the Health Officer is responsible for administering this plan, monitoring agencies for new requirements, updating this plan, communicating any changes to employees, and monitoring the overall effectiveness of the plan. This person is also responsible for providing employees with a copy of this plan upon request.

4 Determination of Exposure Risk by Job Duty

- 4.1.1 The Town has determined the COVID-19 exposure risk level for all municipal functions to ensure that we apply appropriate hazard controls to include training, equipment, and personal protective equipment (PPE) in order to protect employees’ safety and health. This assessment is based on OSHA Publication 3900.
- 4.1.2 The Health Officer will use the most current OSHA and state Department of Health documents available to determine employee risk levels and adjust as necessary.

4.2 Risk Level Chart

| Work Area and/or Job Duties | COVID-19 Risk Level |
|--|---------------------|
| EMS/Rescue/Ambulance | High |
| Highway Department | Low |
| Town office employees who regularly interact with the general public | Medium |
| Town office employees – All others | Low |
| Recreation personnel who regularly interact with the general public | Medium |
| Recreation personnel – All others | Low |
| Firefighters not providing patient transport | medium |
| Firefighters providing patient transport | high |
| Library employees who regularly interact with the general public | Medium |
| Library employees – All others | Low |
| All other employees who regularly interact with the general public | Medium |
| All other employees – All others | Low |

5 Hazard Control Measures

- 5.1.1 The Town of Georgia will take the following safety measures following the most current ACCD guidance. Guidance will be supplemented and or changed as the situation requires.
- 5.1.2 The municipality is implementing the following hazard control measures to minimize employees' workplace exposure to COVID-19.
- 5.1.3 To the extent possible, clerical personnel perform their duties remotely and avoid coming to the office or other workplace settings.
- 5.1.4 Face-to-face meetings are limited and participation in in-person group trainings and conferences is suspended.
- 5.1.5 Use of face masks is mandatory within the workplace when in the presence of others.
- 5.1.6 Plexiglass barriers have been installed at cashier stations and other fixed locations where customer service contact occurs.
- 5.1.7 Every employee has received training that meets the VOSHA and ACCD requirements for COVID-19 content and acceptable work practices.
- 5.1.8 It is mandatory for employees to maintain six feet (6') of physical separation (social distancing) at all times, including when interacting with the public, with the exception of certain public safety and medical encounters that require close personal interaction.
- 5.1.9 In office settings, workstations are separated by at least six feet (6') to maintain social distancing requirements.
- 5.1.10 No more than two (2) employees are permitted to travel together in a single vehicle except for emergency vehicles.
- 5.1.11 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. For larger rooms, the Town may post a maximum occupancy for the space.
- 5.1.12 All restrooms, common areas that remain in use, door knobs/handles, tools, equipment, and other frequently touched surfaces are disinfected before, in the middle of, and at the end of each shift or workday for departments with no shifts. 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.
- 5.1.13 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 senior employee present. Employees have been trained to not report to work if they are ill or exhibit signs or symptoms of COVID-19. (See Appendix A, Employee COVID-19 Screening Tool)
- 5.1.14 Signs at all entrances indicate that all employees must wear masks, that all entrants are strongly encouraged to do so, and that individuals with COVID-19 symptoms shall not enter the premises. Use this link for a sample sign that meets the current requirements. (See Appendix B, COVID – 19 Door Poster)
- 5.1.15 When feasible, garage doors and/or windows are opened to encourage the flow of fresh air.

- 5.1.16 Travel between worksites is minimized to the extent feasible.
- 5.1.17 Adequate handwashing facilities and products are provided for all employees. Where soap and water are not available, hand sanitizer is provided.
- 5.1.18 A safe process for receiving supplies and deliveries is in place and strictly adhered to.

6 Personal Protective Equipment

- 6.1.1 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 the most current OSHA standards.
- 6.1.2 All Work Area and/or Job Duties that have medium or high-risk exposures to COVID-19 are required to use the appropriate personal protective equipment (PPE) for protection. This can include N-95 protective masks to respiratory protection as determined by the Health Officer. The Fire Chief and First Response senior employee on site will determine if further measures are required based on the situation they are responding to.

7 Training

- 7.1.1 All employees have completed the COVID-19 training program developed by VOSHA. In addition, supervisory staff 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.
- 7.1.2 Documentation that confirms employees have completed the COVID-19 training will be placed in each employees personnel file.

8 Appendix A, Employee COVID-19 Screening Tool

One of the new requirements for reopening Vermont’s economy is that employers must query their employees on a daily basis about their health – in particular about symptoms and circumstances that suggest COVID-19 infection or exposure. **It is important that employees understand that if they are not well, they should not report for work.** This requirement is stated in the mandatory employee training.

Using the series of questions below to help determine an employee’s current health status prior to beginning work to determine if they may have any possible COVID-related issues.

Note: As part of the employee screening process, the state is now requiring employers to take employee temperatures at the start of each day, unless they are not able to obtain a forehead thermometer. The grace period is only permitted until a thermometer can be obtained. Employers are expected to make every effort to fulfill the temperature taking requirement.

All responses should be NO.

| Questions | Yes | No |
|---|--------------------------|--------------------------|
| 1. Do you have any of the following? | | |
| • Fever – a measured temperature of 100.4°F. or greater | <input type="checkbox"/> | <input type="checkbox"/> |
| • Shortness of breath within the most recent 2 weeks | <input type="checkbox"/> | <input type="checkbox"/> |
| • Cough | <input type="checkbox"/> | <input type="checkbox"/> |
| • Chills | <input type="checkbox"/> | <input type="checkbox"/> |
| • Muscle pain | <input type="checkbox"/> | <input type="checkbox"/> |
| • Sore throat | <input type="checkbox"/> | <input type="checkbox"/> |
| • Headache | <input type="checkbox"/> | <input type="checkbox"/> |
| • Recent loss of taste or smell | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are you ill or caring for someone who is ill? (Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor.) | <input type="checkbox"/> | <input type="checkbox"/> |

Supervisors or the most senior employee on site must ask these questions but not retain the record, as this would then be subject to HIPAA confidentiality and record requirements.

Any answer of Yes requires further discussion with the employee and the notification of the Town Health Officer. If there is any doubt about whether it is safe for an employee to work, you should consult a healthcare professional.

 **ALL TAKE NOTICE** 

**All persons entering
these premises
shall not have:**

- Fever
- Cough
- Shortness of Breath

All vendors and members of the general public are encouraged to wear face masks upon entering and while within this facility. Employees must wear face masks when the presence of others.