

Town of Acton

Pandemic Policy

Purpose:

The Town of Acton shall establish a policy to provide regulations and procedures governing and amending practices, policies, and/or procedures when necessary during an epidemic and/or pandemic.

It is policy of the Town of Acton to provide a safe and healthy environment for all employees during threat of an epidemic or pandemic virus, as classified by the World Health Organization or the United States Center for Disease Control.

The new Coronavirus, COVID-19 being such a virus, is not a flu but a pneumonia-like infection. The CDC believes at this time that symptoms may appear in as few as 2 days or as long as 10 days after exposure.

This policy shall address impacts associated with the COVID-19 virus and any such other outbreak.

Applicability:

This policy is applicable to all Town of Acton employees, Board Members, and Volunteers.

Objectives:

The Town's primary goal is to protect both the Employees and Citizens by limiting the cross exposures while maintaining as high a level of service continuums as possible. The policy seeks to:

- A) Reduce the spread of the disease to and among staff.
- B) Protect people at higher risk for complications from exposures.
- C) Maintain critical operations through the protection of staff- public safety and health.
- D) Minimize impacts on our community residents, customers and businesses.
- E) Be proactive in the non-pharmaceutical public health intervention measures by taking medically advised measure to minimize risk.
- F) Communicate the objectives of the policy as measures change.

This policy is subject to change pursuant to the Board of Selectmen's actions or as other advisories dictate as new evidence is made available.

Workplace Exposure:

The Town seeks to protect all staff by assessing and addressing workplace exposures as communicate by the WHO, CDC, EMA, and Maine EMS. Exposures shall be controlled as much as physically possible by following the recommendations by the CDC.

All municipal services are essential to certain people at any given point in time. Therefore the preservation of services will be made in all Departments. Specific emphasis is place on Public Safety and Administrative support for Emergency Services, maintenance of public infrastructure, and the financial support of operations.

Hand sanitizer and disposable masks shall be available to all staff and placed at entrances and exits for visitors to use.

All closures of the Town government operations as a whole shall be at the discretion of the Board of Selectmen in consultation with the Town EMA Director, Town Health Officer, and with guidance from State and Federal Emergency Management Agencies.

Absence from work and Employee Pay:

Employees may be absent from work during the time this policy is in place. The Board of Selectmen will make the final determination as to whether or not an employee's absence will be covered under this policy, or if it will be covered under the Town Personnel Policy.

Any time missed by employees due to COVID-19 shall be tracked by the Treasurer/Finance Department.

The Town reserves the right to review on a case by case basis and make adjustments to this section of the policy as needed for a specific case.

Exposure and Infection Guidelines (Current as of 12/29/2021)

If you have been exposed to someone with Covid-19

-Stay home for 5 days, continue to mask for another 5 days

-On day 5 get tested

Employees will be paid for this 5 day quarantine for regularly scheduled hours

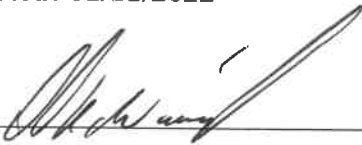
If you have tested positive to Covid-19

-Stay home for 5 days, you may return to work masked after 5 days if your symptoms are resolved.

Employees will be paid for up to 2 work weeks if needed

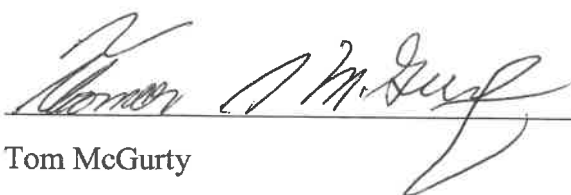
This policy replaces any and all previously enacted Town of Acton Pandemic Policies.

Adopted: 01/12/2022



David Winchell Jr., Chairman

Kimberly Stacey-Horn



Tom McGurty

Board of Selectmen, Assessors, and Overseers of the Poor