



## **TOWN OF HANOVER COVID-19 WORKPLACE SAFETY AND HEALTH POLICY**

Updated 3/31/2021

1. The New Hampshire Governor declared a State of Emergency, effective March 13, 2020, due to the novel coronavirus (COVID-19) global pandemic. The governor has since issued emergency orders designed to slow and reduce viral transmission within the state.
2. Exhibit A to Emergency Order #52, issued June 16, 2020, specifies general workplace health and safety procedures for all employers to follow, entitled the “Universal Guidelines for All New Hampshire Employers and Employees” (the “Universal Guidelines”).
3. Local governments are exempt from the Governor’s orders, however, the Town of Hanover has voluntarily adopted the Universal Guidelines for all Town workplaces and follows all other pertinent guidance from the NH Department of Health and Human Services (DHHS).
4. This policy also includes, for non-public safety departments, minimum requirements pertaining to employee screening, social distancing, masking, and personal travel, as well as protocols for employees directly exposed to or testing positive for COVID-19 infection. Public safety departments will continue to follow their established COVID-19 policies and practices.

### **A. SCOPE**

1. The Universal Guidelines, General Requirements, and Personal Travel provisions of this policy (Sections C, D, and H below) apply to all Town departments and employees. All other components of this policy apply to non-public safety departments and employees. Public safety departments will continue to follow their established COVID-19 policies and practices.
2. Department Heads may enact department-specific COVID-19 workplace health and safety procedures tailored to their operations and work environments so long as these do not substantially conflict with this policy. Department Heads shall provide copies of these directives and any updates to the Town Manager and HR.

3. This policy may be updated, modified, or rescinded by order of the Town Manager (or, if rescinded, reinstated) based in response to further guidance or directives from federal, state, or local public health authorities.

B. UNIVERSAL GUIDELINES:

1. The Universal Guidelines and any updates are hereby adopted and made part of this policy, effective immediately. These guidelines, which are general in nature, shall be followed Town-wide, except where modified by this policy. Exceptions require Town Manager approval.
2. Departments may adopt workplace cleaning and disinfection procedures tailored to their facilities and operations, provided that these generally are consistent with the Universal Guidelines.

D. EMPLOYEE SCREENING

1. Departments shall adopt mandatory screening protocols for employees to complete at the start of each work day/work shift, entering Town facilities or worksites. The same protocol must be followed for all departmental employees, without exception.
2. Department Heads may designate a staff-member to conduct screenings at facility entrances or have employees self-screen, or both.
3. Each Town facility shall maintain a daily screening log that at a minimum includes for each screening (or self-screening) conducted the employee's name and the screening date and time. Employee personal health information (PHI) shall not be retained as a result of screenings except in the case of an employee who answers "yes" to any of the symptoms or exposures listed in #4 and #5, below, in which case PHI for that employee shall be kept confidential.
4. Departments must screen employees (or require self-screening) for the following symptoms:
  - ☐ **Fever (above 99.9 F/37.7 C)**
  - ☐ **Runny nose resulting in sneezing or blowing nose which would likely occur while working around others**
  - ☐ **Prolonged sore throat**

- ☐ **Productive uncontrolled cough (likely to occur while working around others)**
  - ☐ **Shortness of breath**
  - ☐ **Muscle aches and chills**
  - ☐ **Diarrhea associated with acute illness**
  - ☐ **New and unexplained loss of sense of smell or taste**
  - ☐ **New and unexplained numbness in extremities (fingers or toes)**
  - ☐ **Any combination of the above symptoms**
5. Departments must screen employees for the following exposure risks:
- ☐ **Direct contact with individual(s) testing positive for COVID-19 infection.**
  - ☐ **Direct contact with individual(s) showing symptoms consistent with COVID-19**
  - ☐ **Residing with or caring for someone diagnosed with COVID-19**
  - ☐ **Personal travel outside of New England (NH, VT, ME, MA, CT, RI).**
6. **Supervisors:** Immediately contact your Department Head upon learning that an employee will be absent due to a screening issue.
7. **Department Heads:** Contact the HR Department upon learning that an employee will be absent due to a screening issue. HR shall contact the Town's public health officer and/or other qualified authorities for confidential guidance regarding the employee's status, the impact (if any) on other employees, and return to work requirements.
- E. **SOCIAL DISTANCING**
1. **Workplaces:** Workplaces shall be configured to ensure employees are separated by a minimum of six feet. Where certain job tasks require employees to work closer than six feet apart for any period of time, departments shall develop and implement enhanced safety protocols that include the use of appropriate Town-provided personal protective equipment. These protocols must be consistent with the NH Universal Guidelines and any job-specific guidance from NH occupational health

and safety experts. Department Heads are strongly encouraged to contact Primex for job-specific guidance.

2. **Meetings:** Six foot social distancing must be followed for all in-person business meetings of two or more employees, in both indoor and outdoor settings. The use of Zoom and similar remote meeting technologies is encouraged where feasible, in order to minimize the need for in-person group meetings.

#### F. MASKS

1. Employees are required to wear masks indoors at all Town of Hanover buildings and facilities at all outdoor work and public spaces, except where use of a mask is incompatible with performing specific job tasks, as determined by the Department Head; or use of a mask poses a health or safety risk to the wearer.
2. Employees working alone in a private office may remove their mask, so long as they remain in that office and are alone. Otherwise, they must wear a mask.
3. The Town shall make masks available to all employees. Employees may choose to use their own masks, provided that the mask material and coverage meet CDC guidelines.
4. Where use of a mask is not possible, other safety precautions must be taken to reduce the risk of viral transmission. Department Heads should contact Primex for job-specific guidance regarding the use of masks and other personal protective equipment in close contact settings.

#### G. PERSONAL TRAVEL

1. Employees must abide by all state and federal government directives or rules concerning domestic and international travel.
2. New: Effective 3/16/2021, Employees returning to NH from domestic travel, i.e., anywhere in the United States, are **not** required to quarantine unless showing symptoms of illness that could indicate COVID-19 infection. If symptomatic, a 10 day at home quarantine is required.
3. In most cases, a 10 day at home quarantine continues to be required when returning to NH from international travel. Employees are advised to call HR for details on quarantine requirements and exceptions before traveling abroad.

4. Quarantined employees who are able to work from home may do so if authorized by their supervisor. Benefits eligible employees who cannot work from home while quarantined may use their accrued leave to keep themselves whole for wages.
5. **New: The following personal travel protocol applies to all Town employees:**
  - a. Notify your manager or department head of your out of state travel destination and the dates you are leaving and returning.
  - b. Your department head (or, for Town Hall employees, the Town Manager) will require that you do one of the following when you return, for a 10 day period:
    - Work from home, if feasible (without public health quarantine requirements).
    - Work on site but separated from unvaccinated individuals, and not entering other Town workplaces unless job requires it.
    - Work on site as normal since all (or nearly all) co-workers are vaccinated, and not entering other Town workplaces unless job requires it.
  - c. In all cases, you must continue to follow all Town and department COVID-19 work policies for masking, PPE, social distancing, hand-washing and other established safety measures.
  - d. In all cases, you must contact your manager and HR if you learn you have been directly exposed to someone who has tested positive for Covid-19. See next section (defining “direct exposure”).

#### H. QUARANTINE RULES: DIRECT EXPOSURE OR INFECTION

1. Direct Exposure
  - a. Per CDC guidelines, a “direct exposure” to COVID-19 infection occurs when an individual shares a household with an infected person, is an intimate partner with an infected person, or has close contact (less than 6 feet) for 15 minutes or more with an infected person, with or without mask.
  - b. Employees directly exposed to COVID-19 infection must quarantine for **10** days prior to returning to work, consistent with the latest NH guidelines and follow all directives from state or local public health authorities or their health care

provider. The quarantine period begins on the date of the most recent direct exposure.

2. Infection

- a. Employees who are sick with symptoms consistent with COVID-19 infection must self-quarantine pending the result of a PCR test for active infection. If the test result is negative, the employee must submit written confirmation of the result to HR before returning to work, (when the employee is no longer sick).
- b. In all cases, employees who test positive for COVID-19 infection shall quarantine until cleared to return to work by their healthcare provider and the state or local public health authorities. HR must receive written confirmation from that the employee is cleared and fit for duty before the employee returns.

I. COVID-19 TESTING

Employees must immediately seek Covid testing they:

1. Have one or more symptoms of illness that *could* be a sign of COVID-19 infection.
2. Learn they were directly exposed to any individual(s) who tested positive for COVID-19.
3. Are advised by public health authorities or a health care provider to get tested.

J. RETURN TO WORK AFTER TESTING

1. **Negative test result:** Employees may return to work following a negative COVID-19 test after providing a copy of the test result to HR Coordinator Dee Maurer and notifying their supervisor, except in cases of direct exposure which continues to require a 10 day quarantine period, or when public health authorities otherwise advise against returning to work.
2. **Positive test result:** Employees cannot return to work until Dee receives written confirmation from a health care provider and/or public health authorities that they are cleared to return.
3. **Family/household members:** If a family or household member who is sick with possible COVID-19 symptoms tests negative, the employee can return to work immediately after notifying Dee and his or her supervisor, **unless** a health care

provider or public health authorities direct the employee to quarantine, or the employee is ill.

4. **Acceptable tests:** For return to work purposes, the Town accepts PCR (nasal or nasal-pharyngeal swab) test results only. Rapid antigen tests alone are not accepted for this purpose until further notice. Exception: Police and Fire departments follow a state protocol authorized only for public safety employees that includes use of antigen tests.

K. OTHER HEALTH CONDITIONS

The Town encourages but does not require employees who have health conditions that may mimic symptoms of COVID-19, (e.g., seasonal allergies that commonly cause runny nose, cough, sore throat, etc.) to request that their health care provider send a confidential and secure fax to the HR Department (603-290-5496) identifying the condition(s) and typical symptoms. The information will be placed in the employee's confidential medical file and referenced only by HR and the Town's Public Health Officer if questions arise as to whether the employee may work on site notwithstanding his/her symptoms.