

CITY OF SPRINGFIELD, MASSACHUSETTS

RETURN TO WORK LOCATIONS PLAN

JUNE 29, 2020

UPDATED

This policy is temporary and is in response to the Covid 19 coronavirus pandemic. The City reserves the right to modify, amend, alter, supplement or rescind this policy at any time. Any changes to this policy will be placed on the City's intranet.

On March 16, 2020 the City closed many City buildings to the public as a result of the spread of the Covid-19 coronavirus. Following the closure many City departments began to modify work schedules so that many employees worked from home for part or all of the work week. The Commonwealth extended the non-essential business closures from May 4, 2020 to May 18, 2020 and declared that all public and private schools would be closed through the end of the school year.

During the buildings closure the Parks, Buildings and Recreation Management Department has been active in cleaning and disinfecting City buildings and work locations. The City has taken a number of additional steps to protect employees during this pandemic. Upon an employee's return to work there will be a continuation of many work rules and some new work rules to provide as safe a work location as possible. These work rules include the following:

ILLNESS

- Stay home if you are sick.
- Do not enter a City building or assigned work location if: a. you have a fever (100.4 degrees Fahrenheit or higher) b. you have a cough c. shortness of breath d. difficulty breathing e. congestion or runny nose f. nausea or vomiting g. diarrhea OR IF YOU HAVE TWO OR MORE OF THE FOLLOWING SYMPTOMS a. you have chills b. you have repeated shaking with chills c. you have lost the sense of taste or smell d. headache e. muscle pain f. sore throat
- If you have a thermometer at home you are encouraged to take your temperature before leaving for work and if it is 100.4 degrees Fahrenheit or greater to call your Supervisor and inform him/her that you are sick. Please call your doctor or healthcare provider.

- Cover your mouth and nose with a tissue or your arm if you cough or sneeze. Throw the tissue away in the trash and wash your hands with soap and warm water for 20 seconds.
- Try not to touch your face with your hands.
- If you are sick call your supervisor.
- During your work shift if you develop symptoms referenced above put on a face mask or face covering, notify your supervisor or Department Head by phone, go home and call your doctor.
- If you test positive for Covid-19, coronavirus do not return to work until you have been fever free for 72 hours without the use of a fever reducer, have resolving respiratory symptoms, been out for at least seven (7) days since the onset of your symptoms and have been cleared to return to work by your physician. You must notify HR by phone at 787-6018, 787-6199 the day before you are returning to work.
- If you have been exposed to the Covid-19, coronavirus you must call the Health and Human Services hotline at 750-3250 or your health care provider to determine if you need to self-quarantine.

REPORTING TO A WORK LOCATION

- Be advised that in many buildings your temperature will be taken upon entry. Should it be at or above 100.4 degrees Fahrenheit you will be instructed to leave immediately. Please call your supervisor at that time, go home and call your doctor. You will be instructed which door is for employees to enter so that your temperature can be taken. Do not enter buildings through other entrances to avoid a temperature check. At City Hall please enter through the back door on Pynchon Street. For employees assigned to 1600 East Columbus Avenue please report to the back door at City Hall for a temperature check before going to 1600 East Columbus Avenue.
- Take frequent breaks to wash hands or use hand sanitizer.
- Wash hands before meals and during breaks.
- Wear a mask or face covering (unless excused for medical reasons) when you are dealing with members of the public or you are speaking with co-workers and are within 6 feet of them.
- When putting on or taking off a mask only touch the elastic that goes behind your ears. Do not touch the front of the mask. Store the mask in a clean paper bag when it is not being worn.
- Maintain a distance of 6 feet whenever it is possible from members of the public and co-workers.
- Do not take an elevator in City Hall with any co-workers or members of the public. Do not take an elevator with others while working in any other building unless you can safely socially distance yourself from others inside the elevator. Wear a mask or face covering if in an elevator with others.
- If you are traveling in a car for work distance yourself as much as possible (i.e. take separate vehicles or one employee in driver's seat and one in rear passenger side seat).
- Use sanitizing wipes or cleaner/disinfectant spray with a paper towel on keyboards, telephones and frequently touched surfaces.
- Do not share desk phones, cell phones, laptops or keyboards.

- Do not share food or drinks.
- Do not shake hands with anyone.
- Do not hug anyone.
- Do not congregate during breaks. Maintain social distancing of 6 feet while eating or resting.
- In buildings in which directional arrows have been provided in hallways and stairwells please follow same to avoid coming in contact with others.
- As much as possible please try to limit use of a public bathroom to one person at a time.
- Many offices will have new Plexiglas barriers installed. Remain on your side of the Plexiglas while working with members of the public.
- Offices may have stanchions installed and other barriers designed to encourage distancing, please use them appropriately.
- As much as possible work with the public over the phone, by mail, or by email. Discourage meeting in person if the matter can be addressed alternatively.
- Schedule meetings when possible by conference call, Zoom or GoToMeeting. If an in-person meeting is held, maintain great social distancing.

WORK SCHEDULES

- Follow the work schedule developed by your Department Head. Upon initial re-opening to the public some Departments may form teams who work on the same days with an alternate team working on other days. As an example, Department X may determine that upon re-opening 1/3 of the staff will report Monday-Tuesday, another 1/3 Wednesday-Thursday and 1/3 Friday-Monday and continue alternating so 1/3 of the Department reports to the physical work location for 2 consecutive days and the remainder of the staff works from home. Under such a schedule the goal will be to eventually get to a schedule where all employees are working at their assigned work location on a Monday-Friday schedule.
- While working from home you are expected to monitor your email, answer your phone calls and complete work at home trainings and assignments.

SPECIAL ASSISTANCE

- The City, as an employer, recognizes that this pandemic may cause stress on members of our workforce. The City has an employee assistance program through ESI. Should you feel that it would be helpful for you or a member of your family to speak with someone about stress you may be feeling you may reach ESI at 800-252-4555 or 800-225-2527.

