



**Haverhill, New Hampshire**

**Brigitte Codling, Town Manager**

**December 28, 2020**

## **Town of Haverhill COVID-19 Response Plan**

We hope you and your family are well and have managed to stay healthy during the COVID-19 pandemic. The Town has developed the following response plan, which we hope will assist us all with staying healthy.

**Town Hall reopened to the public on Monday July 13, 2020  
With all services to the public by appointment only.  
There are no public walk-ins allowed.**

**In order to continue to minimize foot traffic in Town Hall, maximize social distancing, and to reduce the risk of exposure to both residents and employees, we strongly encourage residents to continue to make use of our online tools, which can be accessed online at any time via our website at: [www.haverhill-nh.com](http://www.haverhill-nh.com)**

To accommodate safe use of Town Hall the building has been modified to ensure the safety of our employees as well as visitors to Town Hall. We have also developed the following Standard Operating Procedures (SOPs), which will be in effect until further notice. These practices are based upon the Governor's Emergency Orders, public health guidelines, and are designed to keep both our employees and the public safe.

### **PROCESS/FACILITY ADAPTATION PRIOR TO REOPENING:**

- Town Hall will be thoroughly cleaned and sanitized daily.
- Hand sanitizer stations have been established throughout the building.
- Glass service windows have been installed at all customer service counters.
- Workstations have been separated by at least six feet.
- In the main hall six-foot demarcations have been established.

### **EXPECTION OF VISITORS TO TOWN HALL:**

- All visitors must have an appointment.
- All visitors must arrive no sooner than ten-minutes prior to their appointment.
- All visitors must check-in with the door monitor and answer all questions asked.
- All visitors to Town Hall must wear a mask (*the door monitor will have masks available*).
- All visitors are must use hand sanitizer prior to entering any Department.

## **EMPLOYEE HEALTH MONITORING:**

Employees must be vigilant in monitoring their own health, and those who are sick or not feeling well must stay home. Possible symptoms of COVID-19 include:

1. Fever (over 100 degrees)
2. Cough
3. Shortness of breath or difficulty breathing
4. Fatigue
5. Muscle or body aches
6. Headache
7. New loss of taste or smell
8. Sore throat
9. Congestion or runny nose
10. Nausea or vomiting
11. Diarrhea

Employees must report to Town of Haverhill Human Resource Officer and the Town Manager, if any of the following is true and the employee must STAY HOME:

1. Employee or family member has been in close contact with a confirmed case of COVID-19\*
2. Is experiencing any of the symptoms listed above

*\* see "COVID Exposure" below*

## **EMPLOYEE SAFETY PRECAUTIONS:**

1. Employees check their temperature when reporting to work each day.
2. Employees must wear a face mask any time they are unable to maintain a six-foot distance from their co-workers and/or someone from the public.
3. While in an office with closed doors, working alone, or at distance from other staff at their desks, masks can be removed.
4. Masks must be worn in hallways and common areas.
5. Care should be taken to keep your mask clean and uncontaminated.
6. Care should also be taken when putting masks on and taking them off; for example, hands should be washed or disinfected prior to putting a mask on and taking one off.
7. Employees must wash their hands regularly and utilize hand sanitizer.
8. Employees must sanitize their desks at the beginning, intermittently, and at the end of their shift.

### **INTER-OFFICE COMMUNICATIONS:**

1. Employees must minimize face-to-face contact.
2. Employees shall limit social mingling between Town offices.
3. There shall be no visitors within Town offices, behind glass service windows.
4. Electronic meetings shall be utilized until further notice.
5. Employees must avoid congregating in the main hallway or parking lots.

### **BE PREPARED AND BE FLEXIBLE:**

Department Heads have been instructed to plan for alternate coverage in the event the Town experiences higher than usual absenteeism due to COVID-19. This may include rotating groups of employees to work from home/work on-site or assigning one employee to cover another employee's duties for a period of time. So, we ask for your continued flexibility regarding work arrangements.

### **EMPLOYEE TRAVEL RESTRICTIONS:**

1. The Town of Haverhill, until further notice, will not authorize any non-essential international and out-of-state domestic business travel (e.g., conferences, meetings).
2. The Town strongly discourages personal international and domestic travel outside of New Hampshire with the exceptions of Maine and Vermont.
3. The Town strongly discourages personal travel on cruise ships.
4. The Town strongly discourages interaction with visitors from outside New Hampshire, Maine, and Vermont.

***Employees who choose*** to travel outside of New Hampshire to locations other than Maine or Vermont will be required to quarantine for ten (10) days prior to returning to work. While the employee is quarantining the employee may be allowed to work from home, but only if their position and duties make that possible, and only with prior approval by their supervisor to do so. Otherwise, the employee will be required to use accrued leave for the period they are unable to work, so the employee should plan accordingly.

***Employees who choose*** to interact with visitors who come from outside the New Hampshire, Maine, and Vermont areas, who have not gone through a ten (10) day quarantine period within the State of New Hampshire, Maine, or Vermont prior to exposing others; will be required to quarantine for ten (10) days prior to returning to work. While the employee is quarantining the employee may be allowed to work from home, but only if their position and duties make that possible, and only with prior approval by their supervisor to do so. Otherwise, the employee will be required to use accrued leave for the period they are unable to work, so the employee should plan accordingly.

## **COVID-19 EXPOSURE:**

If you have been identified as having been in close contact to someone diagnosed with COVID-19, then you are at risk of developing COVID-19 yourself and need to follow these guidelines:

1. You must report your exposure to the Town of Haverhill Human Resource Officer and the Town Manager immediately.
2. You must stay home and avoid other people for ten (10) days after you were last exposed to a person with COVID-19.
3. You may not go out in public places - not even to the grocery store or to run errands.
4. Do not visit with other people outside of your home, and do not invite others into your house to visit. If you must have visitors, tell them that you are under quarantine.
5. You should get tested for COVID-19 seven (7) days after your close contact to a person with COVID-19.
6. A negative test does NOT allow you to stop quarantine early, but a test does help to identify infection early and allow for proper contact tracing.

Someone who was exposed to COVID-19 can develop illness and test positive anytime during the ten (10) day period.

If you don't develop symptoms of COVID-19 during quarantine, you can stop quarantine after ten (10) days from the date of your last close contact to a person with COVID-19 and return to work.

## **COVID-19 CONTRACTION:**

If you have been identified as having contracted COVID-19, meaning you have tested positive for COVID-19, then you to follow these guidelines:

1. You must report your contraction of COVID-19 to the Town of Haverhill Human Resource Officer and the Town Manager immediately
2. You must stay home, avoid other people, and isolate yourself from others for no less than ten (10) days from the onset of symptoms OR ten (10) days from the date you received a positive test result, whichever is later.
3. You may not go out in public places - not even to the grocery store or to run errands.
4. Do not visit with other people outside of your home, and do not invite others into your house to visit.

You may return to work only after ten (10) days from the onset of symptoms OR ten (10) days from the date you received a positive test result, whichever is later.

**CONCLUSION:**

Please keep in mind that these protocols will be in place until further notice and we thank you in advance for your cooperation. Working together, we hope to maintain a safe and healthy workplace.

Please note, some Departments may need to adapt procedures specific to their facilities and services, however, any adaptation must be approved by the Town Manager.

Do not hesitate to contact the Town Manager or Human Resource Officer if you have suggestions as to how we may further help to keep our employees and residents healthy.

**REFERENCES:**

In addition to the travel related provisions of the Universal Guidelines for New Hampshire employers and employees, all New Hampshire residents and travelers/visitors to New Hampshire must comply with the following travel guidance documents issued by the Division of Public Health:

New Hampshire Covid-19 Travel Guidance:

<https://www.dhhs.nh.gov/dphs/cdcs/covid19/documents/travel-guidance.pdf>

Employer Travel, Screening, and Exclusion Guidance:

<https://www.dhhs.nh.gov/dphs/cdcs/covid19/documents/employee-travel-guidance.pdf>

Governor Sununu’s Emergency Order No 72

<https://www.governor.nh.gov/sites/g/files/ehbemt336/files/documents/emergency-order-72.pdf>

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***ADOPTED as POLICY on January 4, 2021 by the Haverhill Board of Selectmen:***

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***Darwin Clogston, Chair***

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***Matthew Bjelobrk, Vice Chair***

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***Fred Garofalo, Selectman***

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***Howard Hatch, Selectman***

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***Steve Robbins, Selectman***

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