



Haverhill, New Hampshire

Brigitte Codling, Town Manager

May 21, 2021 (update)

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 is now open to the public.

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

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 check-in at the front door via self-check-in.
- All visitors to Town Hall may wear a mask, but they are no longer required (*masks available at the front desk*).
- 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 may wear a face mask, but it is no longer required.
2. Employees should do everything possible to maintain six-foot distance from their co-workers and/or someone from the public.
3. Employees must wash their hands regularly and utilize hand sanitizer.
4. 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 limited visitors within Town offices, behind glass service windows.
4. Electronic meetings are encouraged when social distancing cannot be adequately maintained.
5. Employees must avoid congregating in the main hallway or parking lots.

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 discourages personal international travel.
3. The Town strongly discourages personal travel on cruise ships.

In accordance with the State of New Hampshire Department of Health and Human Services; domestic travel within the U.S. outside of New England no longer requires quarantine upon return to NH, although people are recommended to still follow CDC's travel guidance, including wearing a well-fitted face mask while traveling, practicing social distancing, getting tested 3-5 days after travel, and limiting public interactions after travel.

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>

ADOPTED as POLICY on January 4, 2021 by the Haverhill Board of Selectmen; updated May 21, 2021.
