Memorandum

To: All DPW Employees  
From: Joe Parisi, Director of Public Works  
Subject: COVID-19 Protocols & DPW Operational Changes  
Date: March 26, 2020

This memo is being sent to every DPW Employee and will act to supersede any previous directives regarding protocols relating to operational changes and procedures in response to COVID-19. The following directives and protocols will remain in place until another memo is issued by me that is meant to modify or supersede these protocols and directives.

1. All DPW Employees, both office staff and field staff, are to maintain a 6 foot distance from one another, including field staff who enter the DPW Office, so as not to be in contact with one another. Contact, as defined by the Mass Department of Public Health, is being within 6 feet of another person for periods of 15 minutes or more. Distances closer than 6 feet from another person occurring when just passing by or that are limited in duration, such as when using the copy machine, are not considered contact per Mass DPH definition.

2. All office staff may wear masks in the office if they desire, especially at times when a greater number of employees are in the office than usual.

3. When DPW Field Crews are working together on assignment, plan work procedures to the extent possible that will allow for 6 feet of separation between employees. When work conditions require less than 6 feet of separation between employees, limit the time to less than 15 minutes and wear a mask if desired.

4. When DPW Field Crews are on breaks, gather in smaller groups and keep 6 feet of separation between employees.

5. Effective immediately and until further notice, there is to be no more than one employee per DPW vehicle when traveling to and from your work assignments.

6. All DPW employees are required to sanitize the vehicle interior surfaces, such as steering wheels, steering column controls, gear shifters, dashboards, etc., each time you enter a vehicle for the day and when you park the vehicle at the end of each shift.

7. Any office staff who is handling and sorting the daily mail are to wear rubber gloves while sorting the mail. Office staff are to sanitize counter surfaces where mail sorting was performed.
8. Use the phone intercom system as the first means of speaking with others not in your immediate office area and in other offices in Town Hall and Annex.

9. Also utilize Google Hangouts to chat with other DPW office staff and Town Hall & Annex Staff.

10. Contact Field Crews on their cell phones or through emails to communicate with them for any reason.

11. All DPW Field Crews are to minimize their need to enter the DPW Office when office staff are on duty. Instead, use a phone or emails to communicate with office staff. Office staff will be utilizing electronic means to send dig safes and receive payroll time sheets as well as scheduling and conducting final reads procedures, etc., in order to help minimize the need for field crews to come into the office. A central Office Mailbox will be conveniently located for you to submit any packing slips, payroll timesheets, final meter read informational forms, clothing allowance receipts etc., in order to minimize the time needed to provide the office with this information. Contact the office staff by phone if you have any questions for them or need information that is contained in the office that they may be able to provide you.

12. Checks for specialty items collected at the Transfer Station are to be deposited in the Treasurer’s Office Drop Box located at the parking lot entrance door. Place them in a sealed envelope and clearly mark them as Transfer Station Checks.

13. When not on duty, continue to practice good social distancing protocol to keep you safe outside of the office in order to lessen the potential of being infected with the virus and unintentionally bringing it into the workplace.

The above protocols and directives are to be effective immediately and supersede any that may have been previously issued, verbally or in writing.

Please contact me or Assistant Director Gary LeBlanc if there are any questions regarding these protocols and directives. Thank you in advance for your cooperation.