Following directives and recommendation from official public health agencies, and effective March 16th, the Town of Bolton put several directives in place regarding the conduct of public business.

The following was directed specifically to DPW work force at noon on March 16th. All of these directives shall remain in place until further notice. As the situation evolves these directives may be modified. You are expected to follow each and every one of these protocols and directives. If we all adhere to these, we have been assured by the Department of Public Health (DPH) that our workforce will neither contract nor spread this virus.

1. If you have been confirmed to have, or have been confirmed to have been exposed to a person who has Covid-19...
   a. You are to remain quarantined at home and follow medical advice.
   b. You will not be charged sick time for this type of absence.
   c. You may return to work only with a doctors’ note stating that you are not a contagious threat.

2. If you are sick, or otherwise exhibiting symptoms of Covid-19, or have a family member who is sick, or otherwise exhibiting symptoms of Covid-19...
   a. You are to stay home.
   b. You will be not be charged sick time for this type of absence.
   c. You may return to work only with a doctors’ note stating that you are not a contagious threat.

3. If any Town employee has concern for the health of an immediate family member, or is simply uncomfortable with coming to work...
   a. That employee may stay at home.
      i. This shall be considered an excused absence and the employee will be charged sick time.
         1. You may otherwise elect to use vacation, personal, or compensatory time.
         2. If you have no sick time available, the Town has temporarily (until further notice) allowed for the use of sick time into the negative.
            a. Any negative sick time must be “paid back” as accrued in the future.

4. While at work all members of the DPW workforce...
   a. Must maintain social distancing of no closer than 6 feet from anybody else.
      i. This includes every other person; co-worker, citizen, salesperson, etc.
   b. Must only use the lunch room one person at a time.
      i. Must immediately clean up after yourself.
         1. Dining area, and all food ware and utensils.
   c. Must was their hands on a very frequent basis.
   d. Must adhere to one person per vehicle principals.
      i. Must wipe down their vehicle interior at the end of the day’s work.
   e. May work in crew assignments so long as 6-foot separation is maintained
   f. Transfer Station special directives were issued to the entire crew on Tuesday morning March 17th...
      i. These directives were all published to the public.
         1. The Bolton Transfer Station will continue to observe our normal hours of operation.
2. The Town respectfully asked the public to use the recycling containers without assistance from attendants. We also asked that residents hold their recycling materials at home, if possible.

3. We told the public, to assure health and safety of both our residents and our employees, that they are to observe Social Distancing norms and maintain a minimum of a 6-foot distance at all times.
   a. All DPW employees were directed to insist the same

4. The public was told that trash (garbage) will continue to be accepted at the compactors, but under a self-service basis.

5. The Variable Message Board was set at the Transfer Station.
   a. “STAY SAFE, KEEP 6 FEET AWAY FROM OTHERS, SELF SERVICE”

The below protocols were put in place on March 12th and remain in place now and will until the all clear is issued sometime in the future.

**DPW Janitorial Action Plan**

To

**Combat the Spread**

of

**COVID-19**

Given the concern for the spread of COVID-19 in public places, the Bolton DPW on Thursday, March 5th, put the following protocols in place for janitorial services in all municipal buildings. All of these recommended protocols shall remain in full force and effect until further direction is provided by the US-CDC and MA- DPH. All of the below efforts are above and beyond those typically and routinely provided. The Library Janitorial contract also includes these services.

**DAILY**

- All of the following surfaces are sprayed and wiped with anti-viral/bacterial solution, which is specifically labeled for the control of Covid-19.
  o All door knobs, pulls, and crash bars.
  o All knobs, seats, faucets, levers, and grab bars in restrooms.
  o All public flat surface counters and tables.
  o The community lap-top computer (outside of Permit Office).
  o All Stair handrails.
  o All solid surface arm rests on public chairs.
- All soft-fabric chair surfaces are spray (but not wiped) with anti-viral/bacterial solution, which is specifically labeled for the control of Covid-19.
- All surfaces at BPD booking and lock-up. (As SOP, any prisoner exhibiting health concerns warrants a specialized sanitation)

**SPECIFICALLY**

- Employees are expected to keep their own work areas clean and safe including,
  o Desks
  o Chairs
  o Computer and other equipment
  o Copiers/printers
- Employees should exercise special care with their food products and clean-up immediately.
- If writing implements are lent to others, they should be wiped keep when returned.
- Hand cleaning and drying products are kept supplied in each restroom.
  o If any item is missing (or in short supply), please notify by email to lcaisse@townofbolton.com
GENERALLY-

- Supplies are monitored and kept well stocked
- Constantly monitoring the situation through all sources, but particularly, by following updates from official governmental public health agencies.
- The DPW Director maintains communication with staff and janitorial contractors.