MEMORANDUM

To: All Town Employees

From: Neil J. Harrington, Town Manager

Date: March 24, 2020

Re: Response to Governor's March 23rd Emergency Order

As you may know, on March 23 Governor Baker issued an Emergency Order requiring all businesses and organizations that do not provide "COVID-19 Essential Services" to close their physical workplaces and facilities to workers, customers and the public as of today, March 24, at noon until Tuesday, April 7, at noon. These businesses and organizations are encouraged to operate remotely.

The Governor issued a list of designated businesses and other organizations that provide essential services that must continue to operate while following "social distancing" protocols for workers in accordance with guidance from the State's Department of Public Health.

On March 16, I issued a directive to close Salisbury's Town Hall, Hilton Center, Public Library and DPW facilities to the public through Friday, April 3, in response to what was known about the public health crisis involving the Coronavirus (COVID-19) at the time. In the meantime, the Salisbury Fire and Police Headquarters have also been closed to public access. By virtue of this memo, I am extending the closure of all these buildings until at least April 7 at noon.

As you know, since March 17, with the exception of our public safety employees, all other employees of the Town have been required to continue working, either by being physically present or by working from home, with the exception of those employees who have children at home and need to care for their families, or those employees whose own health is compromised, who may have symptoms of the Coronavirus, or who have reason to believe that their health may be at risk if they continue to work in their particular department. By virtue of this memo, and in response to the Governor's order, I am revising my directive of March 16 as follows:
Effective at 12:00 noon today, all non-essential employees of the Town of Salisbury are hereby temporarily relieved of their work obligations to the Town, unless they can work remotely, and ordered not to report back to work at their respective departments until at least April 7 at noon.

This order applies to all Town employees, whether salaried or paid by the hour, full or part-time, except for those employees, who fall into one of the following categories that the Governor has deemed to be “essential services”:

- Personnel in law enforcement, including all front line and management employees required to maintain operations
- 911 call center employees, including telecommunicators, dispatchers and managers
- Firefighters, including front line and management employees and EMTs
- Hazardous material responders
- Mutual assistance personnel
- Public health employees
- Workers who provide community-based public health functions
- Workers who manage health plans, billing and health information, who cannot practically work remotely
- Workers providing emergency management operations functions or incident management
- Workers who support food, shelter and social services and other necessities of life for economically disadvantaged or otherwise needy individuals
- Workers essential for assistance programs and government payments
- Operational staff at wastewater collection and/or treatment facilities
- Workers repairing water and wastewater conveyances and performing required sampling or monitoring
- Operational staff and technical support for SCADA systems
- Workers who support the operation, inspection and maintenance of essential public works facilities and operations, including roads and bridges, water and sewer main breaks, fleet maintenance personnel, traffic signal maintenance
- Workers to ensure continuity of building functions, including local and state inspectors and administrative support of inspection services who are responsible for the inspection of buildings, plumbing and gas fitting, electrical work, and other safety related professional work
- Elections personnel
- Workers that maintain digital systems infrastructure supporting other critical government operations
- Customer service and support staff, including managed and professional services as well as remote providers of support in transitioning employees to set up and maintain home offices, and those who interface with customers to manage or support service environments and security issues, such as payroll, billing, fraud and troubleshooting

Any Town employee falling into one of the categories listed above must continue to report for work as usual. For a complete list of all “essential services” employees distributed by the Governor’s office, please see [www.mass.gov/orgs/office-of-the-governor](http://www.mass.gov/orgs/office-of-the-governor).
All department heads shall ensure, within the guidelines of the Governor's order, that the essential functions of town government continue to operate and that the needs of the public continue to be met in the most practical and safe manner. Thus, if any non-essential employees wish to come to work and assist in the operation of their respective departments, and if the physical confines of any department are such that employees may continue to work while practicing the "social distancing" guidelines issued by the State Department of Public Health, such employees may be allowed to work, with proper accommodations, if necessary. Department heads, with the agreement of employees under their supervision, may provide flexible work schedules or implement other measures, such as alternate work days among willing staff, in order to maintain continuing of operations to be best extent possible.

With regard to compensation, please be assured that the Town is committed to providing all non-essential employees, whether full or part-time, with continuity of pay regardless of whether they stay home or come in to work. Other than in accordance with the disciplinary provisions of a union or other employment contract, no employee will be laid off or terminated as a result of the interruption of services resulting from the Coronavirus situation and the Governor's order.

In these uncertain times, it is essential that all employees pay particular attention to their own personal health needs and those of their families. If any employee believes he or she is exhibiting any symptoms of the Coronavirus while at work, please inform your supervisor and leave work immediately, contact your Personal Care Physician, and arrange to get tested. In addition, please practice safe "social distancing" when not at work, so as not to contract the virus and potentially spread it among your fellow employees.

Finally, if you are a non-essential employee and do not plan to return to work until at least April 7, please inform your supervisor immediately, so that he/she may plan accordingly to make sure that your department continues to function as well as possible over the next two weeks.

Be safe and stay well.