



City of Salem

COVID-19 Safe Workplace & Reopening Policy 5

June 21, 2021

This updated policy replaces in its entirety the COVID-19 Safe Workplace & Reopening Policy 4 dated May 25, 2021. New information is highlighted; the rest of the policy is unchanged. This policy is effective June 23, 2021.

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Purpose

The purpose of this policy is to establish the required standards and practices to allow for the safe use of City building by employees and the public and the provision of City services. Changes in public health information or other guidance may result in revisions to this policy; any such revisions will be distributed to all employees when issued. The policy shall remain in effect until rescinded by the Mayor. Provisions may be rescinded in part, in which case other provisions of the policy remain in effect until likewise rescinded.

This policy applies to all City of Salem departments, buildings, employees, and programs including those within City Hall, City Hall Annex, the Mayor Jean Levesque Community Life Center, all Fire Department stations and offices, the Police Department headquarters, the Salem Public Library, the On Point center, the Department of Public Services building, the Mack Park DPS garage, the Greenlawn Cemetery office and garage buildings, all park facilities including the Winter Island office, function room, and store, the Golf Course clubhouse, the Harbormaster's Office, the Electrical Department office, and both municipal parking garages. In some instances, additional guidance and/or requirements may be issued by the City or the Commonwealth specific to these facilities, as well. In those cases, both sets of policies should be followed to the extent possible. In the event there is a question regarding the interaction between various policies and guidance documents, department heads should contact reopening@salem.com for assistance in resolving any issues.

In this policy the phrase "City offices" should be assumed to mean all of the above locations and departments, as well as any other municipal spaces owned and/or operated by the City of Salem or its departments, agencies, and programs, and also any City work sites in the community where City employees may engage in City-related work. It does not include the South Essex Sewerage District facility, the Salem Contributory Retirement Board offices, the Salem Housing Authority offices or residential properties, Destination Salem office, the North Shore Career Center, or Salem Public School properties.

In June 2020, department heads were directed to complete the COVID-19 Control Plan contained in Appendix D of that policy. Department heads should continue to keep their one copy of the completed plan for the department's records.

Telework Policy

All City employees shall resume working in-person from their City offices except those who may work remotely as a reasonable accommodation under the law. These employees are required to comply with this telework policy.

Any department head who has an employee working remotely pursuant to this policy is required to (a) identify any work for which that employee is responsible that requires in-person interactions with members of the public and then (b) ensure at least one other employee who is in the same office or department is cross-trained in that work and is able to provide it while the teleworking employee is not in the office.

1. The employee must certify with their department head or supervisor, in writing, the reason why they are working remotely, a copy of which must be furnished to the Human Resources Department prior to the teleworking period. Employees shall furnish documentation to support their employee's request to work remotely.
2. The supervisor or department head is responsible for working in advance with the employee to ensure the tasks to be performed and resources required to do so are understood prior to the telework date.
3. At no time during the regular workday may all the employees of any one department be working remotely.
4. Employees working remotely may be provided by the City with necessary equipment, as available, as well as technical support in order to productively work remotely. In some cases, employees may use their own equipment, supported by tools provided by the City's Information Technology Department. Any City equipment provided to the employee in order to work remotely remains the property of the City and shall be returned to the workplace when the employee is no longer working remotely.
5. Employees working remotely shall:
 - a. Remain available and productive during scheduled work hours as directed by the department head.
 - b. Change their voicemail and email autoreply to indicate they are working remotely for the day but will still respond to messages.
 - c. Check their email no less than four times per day and voicemail no less than two times per day, once in the morning and once in the afternoon, or as often as directed by their supervisor or department head.
 - d. Communicate directly with their supervisor or department on a regular basis, to be determined by the department head.
 - e. Record all hours worked in accordance with regular timekeeping practices and prepare a detailed timesheet as directed by their supervisor or department head. A copy of the timesheet template is in Appendix A of this policy.
 - f. Not work nor be compensated for overtime hours while working remotely unless prior approval has been granted in writing by the department head.

- g. Comply with all City rules, policies, practices, and instructions that would apply if the employee were working at their regular work location, including not engaging in any work related to a second job during telework hours.
 - h. Maintain satisfactory performance standards.
 - i. Maintain a safe and secure work environment at all times.
 - j. Not allow anyone other than themselves or another City employee to use any City-provided equipment and shall make no changes to the security or administrative settings of any such equipment.
 - k. Protect City equipment from theft or damage and report any theft or damage of such equipment to their supervisor immediately.
 - l. Comply with the City's policies and expectations regarding information security.
 - m. Ensure the protection of any confidential information accessible to them while working remotely.
6. Any employee who is found to have violated the provisions of this telework policy may, at the discretion of the department head or the Mayor, be prohibited from working remotely and may face other discipline as proscribed by the City's Progressive Discipline Policy or other applicable City policy.
7. The city is examining a new tele-work policy for employees aimed at enabling telework as part of regular scheduling, where possible, however at this time telework will only be permitted as a special accommodation.

Employee Wellness

The standards outlined in this section are intended to protect the health and safety of both your colleagues who work for the City of Salem and the public with whom you may interact. In order to do so and to help prevent the further transmission of COVID-19 among the general population, this policy is to be strictly adhered to. Violations of this policy may result in discipline.

Any employee who has tested positive for COVID-19 must be cleared by a health care provider or public health nurse before returning to work. The health care provider shall ensure the following before certifying the employee is ready to return to work:

1. At least ten days must have elapsed since the positive test, and
2. The employee has been free of fever, shortness of breath, and/or sore throat, without medication, for at least 72 hours.

An employee who has tested positive for COVID-19 is not allowed back into a City building until the above requirements are satisfied.

Employees can, through September 30th, receive a free COVID-19 test via the state's "Stop the Spread" testing initiative located at Salem High School or the site located downtown. More details are available at www.salem.com/stopthespread. Department heads, managers, and supervisors may provide, upon request by the employee, up to one half hour of time every two weeks to each employee to get tested at one of these sites. Employees who take this half hour and get tested must, at their supervisor's request, show proof that they got tested, though they need not show their test results. This time is not available for any other purpose than COVID-19 testing and no overtime or backfilling will be authorized as a result of any employee utilizing this time.

Employees who are at a higher risk for severe illness from COVID-19 are encouraged to self-identify and request accommodations pursuant to the CDC's guidance: <https://www.cdc.gov/coronavirus/2019-ncov/community/high-risk-workers.html>. For the duration of the pandemic, the City will also consider accommodation requests for employees with at-risk or immunodeficient members in their households. Accommodations granted on account of household members' at-risk status shall not extend beyond the duration of the state of emergency.

Pre-work Health Screening

Any employee who identifies they have any symptom associated with COVID-19 (see www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) should not report to work and should contact their department head or supervisor.

At-Work Practices

1. If an employee becomes sick while on the job (for example, exhibiting symptoms during the workday) that employee shall be sent home or, if they require transportation, be immediately separated from other employees and the public in an isolated location until

such transportation is available. In such an instance, the department head or supervisor should immediately arrange for the employee's desk or work area, and any other location in the City building where the employee was that day, to be sanitized.

2. Employees are encouraged to wash hands frequently with soap and water for at least 20 seconds, especially before or after going to the restroom, before eating, and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, the employee may use a hand sanitizer that contains at least 60% alcohol. Departments are responsible for ordering and having hand sanitizer available for their employees.
3. Employees required to enter private property, residences, or businesses (for example, inspectors, sanitarians, meter repair persons, etc.) shall speak with an adult occupant, if a residence, or owner or manager if a business, prior to entering in order to ascertain if anyone inside is currently symptomatic for COVID-19 (see www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html). If they are symptomatic, the employee will not enter the property and shall reschedule the meeting. If they are not, the employee may enter, but must wear a face covering and gloves, and shall stay at least six feet from the occupant to the greatest extent feasible.
4. While at work, whether inside or outside, employees shall do their best to stay at least six feet apart from other people, including other employees, to the greatest extent feasible.
5. Communal/shared food is prohibited.
6. HVAC, ventilation, airflow and air conditioning, and operable windows should be regularly checked by the responsible department to ensure they are functioning properly. Operable windows should, to the greatest extent practical and as weather permits, be kept open when employees are at work.
7. City employees participating in an in-person meeting should maintain at least six feet of distance from each other; if such distancing is not possible in the meeting space, the meeting should be moved to another space where such distancing is possible, held online using Zoom or another conferencing tool, or rescheduled. The City is maintaining its Zoom licenses and employees may continue to use Zoom for any work-related meeting.

Personal Protective Equipment

1. Masks are no longer required in most City buildings for vaccinated individuals, however employees and members of the public are free to wear them if they choose. Unvaccinated individuals should continue to wear masks when indoors in any location. Masks are still required inside the Salem Public Library and in any room or space inside a City building where COVID-19 testing or vaccinations are being conducted.
2. Employees who routinely handle cash or paperwork handed to them by a member of the public or who routinely handle mail as a function of their job shall sanitize or wash

their hands after each such transaction. Departments should strongly encourage online bill pay and paperwork submission to the extent it is available to the public. The City can also provide single use disposable gloves should an employee prefer to wear them. In that instance, the gloves must be discarded after one use. One glove or pair of gloves may not be used for more than one transaction.

3. Those departments in which members of the public can physically handle a department resource – such as register, book, computer keyboard, etc. – must provide hand sanitizer for the member of the public to use after they have handled the resource. Departments may also provide single use disposable gloves should the member of the public choose to wear them in order to handle the resource. In that instance, the gloves shall be discarded after one use. One glove or pair of gloves may not be used for more than one transaction.
4. Members of the public entering City buildings are required to wear face coverings over their mouth and nose. Exceptions include children under the age of 5. A supply of disposable paper face coverings has previously been provided for City Hall, City Hall Annex, the Community Life Center, and the Salem Public Library for departments that have public transaction counters; employees can offer a face covering to a member of the public if they do not have one. Department heads may contact reopening@salem.com to receive a supply of these disposable face coverings for members of the public.

Mental Wellness

The City understands that the COVID-19 pandemic has increased stress levels for many people, including City employees. We want to prioritize our employees' mental health during these uncertain times. As such, we have made every effort to ensure that the workplace is safe for employees to return to work and are ready to discuss personal situations. Supervisors are aware of mental health considerations during this transition. Employees with concerns regarding their mental health should request additional resources from their department head or contact the City's Employee Assistance Program at 1-800-451-1834.

Physical Modifications

To the extent possible, modifications to both spaces and practices should be utilized in order to reduce the proximity of people with each other. Any City business that can be conducted by email or telephone, or online should be done so.

Employees in offices must be able to either maintain at least six feet of distance from any other employee while that other employee is also at their workstation or be separated from other employees' workstations by a physical barrier (i.e. acrylic shield, cubicle partition, etc.).

Work Spaces

1. Departments have reconfigured workstations to ensure that employees are able to maintain at least six feet of distance from each other or they are separated by a physical barrier.
2. When working in a group setting, department heads should assign as few employees to a task as possible. This includes within offices and at City work sites.
3. Any department head may, with the prior approval of the Mayor or her designee, make additional modifications to workspaces or common spaces in their department to ensure other measures of protection for their employees or the public. Such modifications must (a) not diminish the level of protection for either employees or the public, (b) not diminish the capability of the department to carry out the essential functions of its work, (c) not compromise or damage City property, (d) create any new hazards or accessibility violations, and (e) meet all applicable building and safety codes as determined by the Building Inspector. Any such additional modifications must be funded out of the department's own existing budget; no further funding is available for additional modifications that exceed those already provided.

Common Spaces

1. Any corridor or location where the public may queue has been marked with six-foot increments and individuals waiting in line there must remain at those distances on the markings.
2. Only one member of the public is allowed at a transaction counter at a time unless the counter is longer than eight feet, in which case each member of the public at the counter must maintain at least six feet of distance between each other.
3. At each exterior doorway the City has posted signage indicating that anyone entering the public must be symptom free and maintain at least six feet of distance from others when inside the building.
4. The first-floor large meeting room at City Hall Annex is no longer available as a temporary lunchroom. Staff may resume use of the break room at City Hall Annex and the staff room at City Hall for lunch. Six feet of physical distancing must be maintained

at all times and employees are asked to be respectful of their co-workers in limiting their time in the room to no more than necessary. When they are finished with their lunch, employees must clean the table where they ate with a sanitizing wipe and carry out all trash and personal belongings. Use of the break room for lunch is done at the employee's own risk. Employees are still strongly encouraged to eat lunch at their desk or workspace, at a safe distance from other people, or outside and, if they are unvaccinated, to ensure they are not around others when eating.

5. Kitchen spaces will remain open, but employees should avoid lingering in these areas and not touch high-touch surfaces unless necessary, sanitizing or washing their hands after doing so and before eating.
6. Employees shall wash or sanitize their hands after using any shared equipment. Departments should place a mark on the floor six feet from all shared equipment; employees waiting to use the equipment shall remain behind that mark until the equipment is available.
7. Departments in which the public may be asked to fill in paperwork shall provide single-use disposable pencils or pens for the member of the public to use. After one such use of the pencil or pen, it shall be discarded.
8. Acrylic screens have been placed at transaction counters and other locations where a physical barrier between the public and employees is necessary. Any employee who transacts business or interacts in-person with a member of the public shall do so only at a location with an acrylic screen, with the employee on one side of the screen and the member of the public on the opposite side of the screen.
9. Conference rooms and meeting rooms at City Hall Annex and the City Council Anteroom at City Hall are reopened for meetings; attendees shall maintain six feet of distance from one another to the greatest extent possible, and, if applicable and weather permits, any operable windows in the room are opened. Employees may no longer use any of these meeting rooms as private workspace.

Parks and Outdoor Spaces

City parks, playgrounds, beaches, camp sites, ball fields, basketball courts, plazas, and other outdoor spaces shall be open to the public only pursuant to the guidance from the Commonwealth regarding reopening dates, physical distancing requirements, and so forth. Private leagues and camps that use City spaces are required to be aware of and abide by any restrictions applicable to their safe operation; failure to do so may result in the revocation of the league's permits or approvals to use City spaces.

Public Meetings

City board meetings should continue to be conducted via Zoom using the previously issued guidance from the City's Legal Department.

Cleaning Practices

The City will continue to clean common areas, high touch common surfaces, and public spaces inside public buildings and City vehicles on a routine basis. This work does not include individual workstations, desks, counters, and department acrylic screens, which are the responsibility of the employee or the department to keep clean.

Employees shall routinely clean their personal workspace, including computer keyboards and mice, doorknobs/handles, telephone handsets, and other high touch areas at their workstation daily. Departments are responsible for cleaning any acrylic screens in their department at least once per day. The City has provided to departments a common supply of soap, sanitizer, and surface cleaners/wipes for these purposes, furnished through the Building Department and distributed by Michael Lutrzykowski or Tom St. Pierre to department heads directly.

Points of Contact

Employees should contact their department heads if they have questions about this policy. Department heads should then relay those questions to reopening@salem.com.

To report a violation of this policy by an employee, contact that employee's supervisor or Department Head. To report a violation of this policy by a department head or supervisor, contact Lisa Cammarata in HR. To report a violation of this policy by a member of the public, contact David Greenbaum in the Health Department. Anonymous reports of violations will be accepted.



City of Salem

Remote/Teleworking Time Sheet

All employees working remotely/teleworking must complete this time sheet on a weekly basis and submit it to both their supervisor and Human Resources at lcammara@salem.com.

Employee:

Department:

Week ending:

Day	Date	Regular Hours	Overtime House (if approved in advance)	Total Hours
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Totals				

Employee signature:

Supervisor signature: