

TOWN OF GREENFIELD EPIDEMIC & PANDEMIC POLICY

I: Purpose

To establish the protocol to be used in the event of a pandemic. If there is a serious infectious disease outbreak, the Town of Greenfield may be required to operate on limited staffing or take unique measures to help slow the spread of the illness, including service restrictions, limited hours of operation, or possible closure by order of local public health officials. Recovery from a pandemic may be slow, as compared to a natural disaster or other physical crises. It is important to ensure that core business activities of the Town of Greenfield can be maintained for several weeks or more with limited staff and reduced hours due to a pandemic.

II: Definitions

Pandemic Plan A pandemic plan differs from a general emergency preparedness policy or procedure. With an emergency preparedness policy, there is an assumption that staff will return to the building or begin rebuilding, almost immediately after the event or crisis (such as after a fire or storm, or if there is a utility shortage). If there is a serious infectious disease outbreak, recovery may be slow and limited staff, services, and hours may be necessary for an extended period of time.

Pandemic A pandemic is the worldwide spread of a new disease. (World Health Organization <https://www.who.int>)

Appropriate Staffing Level For the purposes of this policy, Appropriate Staffing Level refers to the minimum number of qualified staff necessary to provide service safely and efficiently, as determined by the Town Administrator, the Selectboard Chair, or, his/her designee.

III: Facility Closures

Public Health Mandate

The Town of Greenfield will close due to pandemic in the event of a mandate order or recommendation for closure issued by public health or government officials on the local, county, or state level. The Town of Greenfield Selectboard reserves the right to close facilities in order to protect staff and premises at the discretion of the Selectboard. For the Stephenson Memorial Library, the Library Trustees reserve the same rights for employees of the library.

Discretionary Service Level Changes

At the discretion of the Town of Greenfield facilities may close, reduce operating hours, or limit services temporarily in the event that there is not sufficient staff to maintain appropriate staffing levels.

In the event of closure or reduction in operating hours, the Town Administrator or designee will maintain communication with staff, Selectboard, Library Trustees, and other Boards and Committees.

IV: School Closure Due to Pandemic

In the event that the ConVal School District school is closed due to pandemic illness, the Town of Greenfield will remain open unless one of the aforementioned requirements for closing is also met.

V: Staffing

Minimum staffing level for a temporary period of time is defined as two healthy employees available to be present at the Town Office and/or other facilities during all open hours with a maximum 8 hour workday and 40 hour workweek per full-time employee, and no more than 28 hour workweek per part-time employee. An inability to maintain this temporary minimal level or a necessity to maintain this level for more than two consecutive days will result in reduced hours or closing of some or all of the public facilities. Emergency services will continue on an as needed basis.

In providing service safely and efficiently, the following actions may be taken at the discretion of the Selectboard / designee, and the Library Trustees for the library.

- Increased health/safety measures for staff (e.g., wearing of gloves, wiping down work areas, etc.);
- Restricted access to areas in town facilities (e.g., closing floors or unmonitored areas for safety);
- Social distancing practices in public areas;
- Reduction of open hours;
- Cancellation of all programs, special events, and meeting room reservations;
- Reallocation of employee responsibilities and shift/schedule changes to provide coverage during open hours;
- Closure of the Recycling Center, Town Offices, and Library.

If facilities remain open, employees are expected to report to work on time as scheduled, excluding any excused absences following the established Personnel Policy. In the event of closure, employees shall be compensated for their regularly scheduled hours.

If Selectboard Office closes or has hours reduced, then all Town Office offices shall close. Healthy employees may be assigned work-at-home tasks to be completed in their compensated hours. When appropriate, work tools (e.g., laptops, supplies, etc.) will be checked out to employees by the Town Administrator, Office Manager, or designee for work-at-home assignments.

VI: Communication

In the event of closure necessitated by pandemic, effective communication about any reduction in services or open hours must be announced in a timely manner. Town and Library Trustees should follow the normal procedure used for any unexpected closure/program cancellation, which includes posting on WMUR.com, the Town website, and the library website.

VII: Prioritization of Services

In the case of reduced staffing or reduced hours of operation, the Town Administrator or designee will prioritize service-related tasks and may assign specific tasks to staff.

Priority will be given to the following essential services:

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| • Emergency Services | • Town Clerk |
| • Roads | • Facility Maintenance |
| • Payroll | |
| • Accounts Payable | |
| • Recycling Center | |