

Town Hall Re-Opening Plan – Phase Three

Staff Work:

Due to the hard work and vigilance of the larger island community and town staff the COVID infection rate on Martha's Vineyard has remained low. In light of this and because of the availability of testing for all and increased safety measures put in place in Town Hall the Board of Selectmen have decided it is time to move forward in the reopening plan for Town Hall for staff only.

The next phase of re-opening will bring all staff back into the building for their regular work hours unless they have a demonstrable medical condition putting them at risk or care take for a family member at high risk. Those individuals will be required to meet with the Health Agent to discuss their personal circumstances for a waiver from this policy. Other staff who have concerns who do not meet this requirement should also meet with the Health Agent to discuss in-office accommodations that the town can make to offset those concerns.

Staff are reminded that testing is available and easy and they are encouraged to take advantage of this.

Restricted Public Access:

We will continue public access in the lobby only. The timeline for fuller access has not yet been established, more work needs to be done to develop proper safety protocols.

Each department should work to assure as many forms/documents/services as possible are available on the website to allow the public to limit their need to visit town hall. There is a large drop box outside the building and a smaller one inside for documents/plans etc to be dropped off. Appointments can be made at a staff member's discretion to meet outside at a safe distance to discuss town business. There will still be times when the public arrives at Town Hall and needs assistance from a department which will require staff to come to the lobby. Staff should be aware at all times of safe distancing while talking with these individuals.

At times there will be maintenance/service people allowed into office areas. Those individuals will be required to take their temperature and sign the log in sheet attesting they do not have symptoms of illness.

Public Meetings:

All public meetings must be conducted virtually.

Safety Procedures

Staff will assert daily that they do not have any symptoms of the virus and that they are not feeling ill. No staff is to come into the building if they do not feel well and any staff that begins to feel ill while at work must notify the Health Agent and leave immediately. If a staff member tests positive for COVID there are State protocols in place for addressing the Town's responsibilities.

Staff will undertake a daily temperature check upon arrival to work. There will be a sign in sheet and log on each floor for daily attestation that you are healthy this will allow for contact tracing in the unfortunate event that a staff member gets sick.

Staff will wear masks while working unless they are at their desk. When using the common areas (including copier, postage meter etc.) /baths/stairwells/elevator/kitchen masks shall be worn.

Shared use areas/door handles etc (see above) shall be cleaned throughout the day by staff and always at the end of the day before leaving.

Shared areas such as kitchen, elevator, copy areas and other small spaces should not have more than one person in them at a time. Staff should not enter the office space of other staff but rather stay outside the enclosure. In all circumstances, staff should make an effort to communicate by email or phone versus traveling between floors to talk.

Phasing Backward

While it is our sincere hope that the town moves sequentially forward through each phase, we are also prepared to “phase back” if criteria worsen. This would present as a resumption of services followed by the subsequent removal of those services (or even a second closure) due to worsening virus circulation or unavailability of safety resources.

Example criteria for phasing backward:

- The governor and/or regional and state health officials release additional orders mandating social distancing or a stay at home order.
- There is a sustained increase in community spread for two weeks.
- The Martha’s Vineyard Hospital is not able to safely treat all patients requiring hospitalization.
- Effective testing is not available within the community to meet the required needs.
- The town is unable to maintain the hygiene or safety protocols necessary to operate in that phase.