



TOWN OF NEW GLOUCESTER
COVID-19 POLICY

Reviewed and Adopted by the Municipal Officers

on

January 24, 2022

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PURPOSE

The Town of New Gloucester shall establish a policy to provide regulations and guidance necessary during the COVID-19 pandemic. It is the policy of the Town of New Gloucester to provide a safe and healthy environment for all employees during declared times of a pandemic or epidemic as classified by the World Health Organization (WHO) and the Center for Disease Control (CDC). This policy seeks to reduce the spread of disease, protect people at a higher risk of disease due to exposure, maintain critical operations at all times, minimize community impacts, maintain proactivity in the health intervention measures that minimize risk, and to continue all applicable public and employee education as necessary.

APPLICABILITY

This policy is applicable to all Town of New Gloucester employees, board members, and volunteers that serve the town in any capacity. It is understood that changes may occur based on necessity, recommendations from the OSHA, MDOL, CDC or WHO, and upon Executive Orders of the Governor.

KEY MUNICIPAL OPERATIONS

The primary goal of this policy is to provide services at normal operational levels, whenever possible. There does exist the possibility that some town operations may be reduced as a result of staffing levels. Preservation of town services shall be made in all departments, however special emphasis is placed on Public Safety, Public Works, and Financing.

Covid-19 Policy/Town of New Gloucester

Communication regarding COVID-19 issues shall be between the Board of Selectmen, Town Manager, Department Heads, and team members and shall be provided as warranted and necessary during the time this policy is active.

Full closure of a municipal department shall be at the discretion of the Town Manager. The Chair of the Board will be notified.

WORKPLACE EXPOSURE/PAY

The Town seeks to protect all employees by addressing workplace exposures as much as necessary. If the employee is exposed as a result of their employment with the town, such employee shall be entitled to five (5) paid days per calendar year to accommodate the absence. The Town Manager has the authority to allow a ‘work-from-home’ situation if the position can accommodate such an adjustment.

PERSONAL EXPOSURE/PAY

Any team member’s exposure to the COVID-19 virus outside the scope of their employment requirements shall result in the employee being required to use their own time to cover the absence(s).

ADJUSTMENTS TO EXPOSURE PAY

The determination of where the exposure occurred shall be at the discretion of the Town Manager after seeking information from the team member and their Department Head. The Town reserves the right to make adjustments to the exposure/pay sections as needed for a specific case or if new information comes to light.

RETURN TO WORK

When a critical staffing shortage is experienced, the Town Manager may allow a person to return to work after day five (5) of their isolation period (where day zero (0) is defined as either date of symptom onset if symptomatic, or date of collection of first positive test if asymptomatic) if the person meets all of the following criteria:

- The person is a critical team member as determined by the Town Manager
- The individual is fully vaccinated (at least two (2) weeks from last shot)
- The person is able to consistently and correctly wear a well-fitting face mask for another five (5) days

If there isn't a staffing shortage, or the person is not vaccinated, they may return to work under all of the following conditions:

- At least seven (7) days have passed since symptoms have first appeared and seven (7) days from their COVID-19 diagnostic test
- The individual no longer has a fever without the use of fever-reducing medication
- The person is able to consistently and correctly wear a well-fitting face mask for another three (3) days

MASKS/TESTING

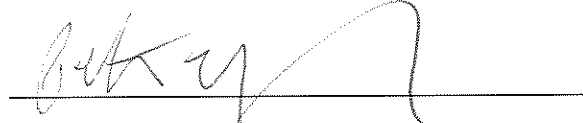
The Town of New Gloucester does not mandate mask use unless required or directed from the state level or is such is part of the return to work protocol. All unvaccinated persons that enter municipal buildings will be encouraged, but not mandated, to wear a mask when within six (6)

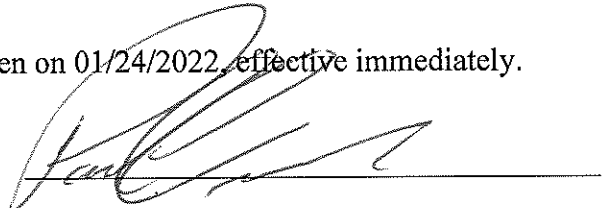
feet of another person. The Town of New Gloucester reserves the right to post or not post such a mandate.

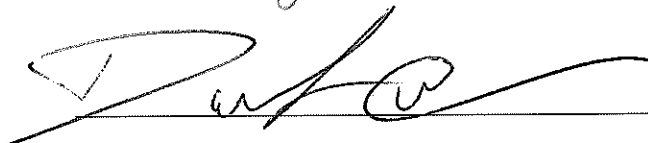
VACCINATION/TESTING REQUIREMENT(S)

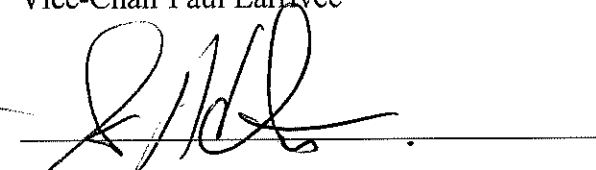
The Town of New Gloucester respects an individual’s right to choose the vaccine or not. However, some positions within the Town of New Gloucester require the vaccine at a state mandated level so this must be recognized and adhered to. The Town of New Gloucester will follow all Occupational Safety and Health Administration (OSHA) COVID-19 and Maine Department of Labor (MDOL) vaccination and testing emergency temporary standards as applicable. Any team member’s failure to comply with the standard will result disciplinary measure up to and including termination.


Adopted by the New Gloucester Board of Selectmen on 01/24/2022, effective immediately.


Chair Peter Bragdon

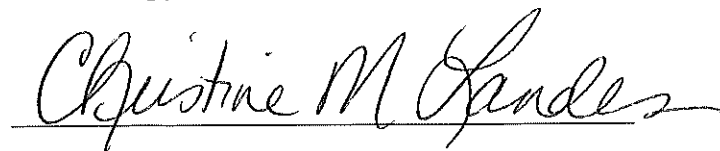

Vice-Chair Paul Larrivee


Selectboard Member Dustin Ward


Selectboard Member Stephen Hathorne


Selectboard Member Tammy Donovan

A True Copy, Attest:


Christine M. Landes, Town Manager | Town Clerk