

**COVID-19 EXPOSURE CONTROL PLAN
TOWN OF MIDDLETOWN SPRINGS VT
As Adopted May 14, 2020**

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Purpose

The purpose of this program and plan is:

- To protect the health and safety of our work force, and by extension their families and neighbors; and
- To implement the **Mandatory Health and Safety Requirements for all Business, Nonprofits & Governmental Operations** as required by the Vermont Department of Health, Centers for Disease Control and Prevention (CDC) Guidelines, Vermont Occupational Safety and Health Administration (VOSHA) and The Vermont Agency for Commerce and Community Development. Using the measures provided by these agencies, our municipal government will strive to protect the health of our employees and officers. This program will document the measures we use to comply with these guidelines

Responsibilities

Health Officer (Carl Haynes)

The Health Officer is responsible for ensuring compliance with the Executive Order and its Addenda, as well as applicable ACCD Guidance. The Health Officer shall have the authority to stop or modify activities to ensure work conforms with the mandatory health and safety requirements.

The Health Officer, appointed by the Selectboard in April 2020, is Carl Haynes. Home 235-1264, Cell 342-2759, no email.

Administrative Officer (Herb Childress)

The Emergency Management Director is responsible for the administration of this plan, including the following tasks:

- Assessing workplace hazards (see Hierarchy of Controls in this document)
- Administering and updating this plan as necessary
- Regularly reviewing guidance from Agency of Commerce and Community Development (ACCD) and other relevant State and Federal agencies
- Reviewing the effectiveness of this program
- Participating in any investigation of employee complaints, or failures to comply with these guidelines
- Providing effective training regarding COVID-19, and verifying the preventive measures the Town has taken and that employees and officers must follow.

The Emergency Management Director, appointed by the Selectboard in March 2020, is Herb Childress. Home 235-2093, Cell (unlikely) 617-851-8293, email herb.childress@gmail.com.

Town Employees and Officers

All employees, elected officials, and appointed officials of the Town of Middletown Springs are covered by this exposure control plan, and are responsible for following its guidance. This includes the following:

1. Elected Officers:
 - Selectboard Members
 - Town Clerk and Assistant Town Clerk
 - Town Treasurer and Assistant Town Treasurer
 - Delinquent Tax Collector
 - Listers
 - Auditors
 - Trustees of the Library
 - Trustees of the various public funds and endowments
 - Members of the Planning Commission
2. Appointed Officers:

- Health Officer
 - Emergency Management Director
 - Fire Warden
 - Animal Control Officer
3. Employees:
 - Transfer Station Attendant
 - Highway Department foreman and crew members
 - Librarian and Assistant Librarian
 4. All Volunteers under supervision/oversight of the above

In all cases, these personnel must complete the VOSHA COVID-19 Training as found at <https://labor.vermont.gov/news/covid-workplace-training-presented-vosha>. Each person, after completing that training, must complete the certificate stating that they have completed it, and provide a copy of that certificate to the Town Office and to the Emergency Management Director for recording and oversight.

All personnel covered by this plan must comply with standard COVID-19 workplace rules:

- Stay home if you are sick
- Wash hands and surfaces frequently
- Maintain 6-foot minimum physical distance between people
- Wear masks when in the presence of co-workers or members of the public
- Report to your supervisor (if appropriate) or to the Emergency Management Director if you feel sick, have a temperature, or you have had close contact with a person suspected of having COVID-19

The Town also expects that its personnel will practice these public safety practices off-duty as well, so as to reduce their own exposure and that of their colleagues.

Persons and Groups Not Covered by This Plan

This plan and safety program affects only those people employed by the Town, elected by the Town's voters, or appointed to their positions by action of the Selectboard. Other organizations that have public contact, but are governed independently of Town structures, are not covered by this plan. This includes, but is not limited to:

- Middletown Springs Volunteer Fire Department
- Middletown Springs First Response
- Friends of the Middletown Springs Library
- Middletown Springs Historical Society

By State requirements, each of those organizations is required to develop and implement its own COVID-19 exposure control plan. Those plans should be shared with Town government for consistency and clarification.

In addition, all businesses registered in the State of Vermont are required to develop and implement their own COVID-19 exposure control plans.

Exposure Determination

The Vermont Occupational Health and Safety Administration (VOSHA) has divided the workforce into three risk groups:

- High Risk: those working with infected patients, infectious materials, or large numbers of people.
- Medium Risk: those working in frequent and/or close contact with a limited number of people, IF those people are not known or suspected to be COVID-19 patients.
- Low Risk: those not in contact with people known to be or suspected of having COVID-19, nor frequent close contact with (within 6 feet) of the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

The Town of Middletown Springs has no high-risk personnel. The intention of these guidelines is to offer working conditions that would qualify all personnel as low-risk.

Hazard Reduction

Using the VOSHA Mandatory Health and Safety Requirements, it is our goal to eliminate or minimize all infection hazards. From most to least effective, the Town is implementing the following hazard reductions.

Most Effective: Elimination or Substitution

The VT ACCD requires all businesses, non-profit agencies and government groups to work remotely whenever possible, to reduce or eliminate interpersonal contact. The Town of Middletown Springs has implemented the following practices:

- The Town Office is closed to the public except by appointment, with a strict limit of one public patron at any time. Signs have been posted at the entry that prohibit entry by persons who feel they may be sick, or who know themselves to be exposed to COVID-19.
- The Town uses NEMRC government management and financial software, which allows for most Town functions to be conducted remotely, with data accessed from cloud computing.
- The Selectboard is offering attendance at warned meetings via ZOOM software connection. Those who choose to attend in person are required to maintain a minimum six-foot personal spacing.
- The Listers are not conducting indoor property inspections.
- The Library is offering electronic services to all patrons, and has established “porch delivery” of library materials—patrons can request materials by phone or email, and those materials will be packaged and waiting on the Library porch, with no interpersonal contact.
- Public entry to the Town Garage is prohibited, except for specific vendors.

Moderately Effective: Engineering/Physical Controls

The configuration of the Town Office, Transfer Station, and Town Garage are such that physical barriers between workstations, or between workstations and the public, are not practical.

At the re-opening of the Library, we will explore the possibility of a Plexiglas retail screen between the control desk and patrons.

Moderately Effective: Administrative Controls

It is believed that behavioral guidelines can be effective in preventing the spread of COVID-19. We have reviewed our tasks, and implemented the following administrative controls:

- Training: all Town personnel are required to complete the VOSHA COVID-19 training.
- Stay Home if Sick: all Town personnel are expected to not report to their duties if they have respiratory difficulty; are experiencing a fever, chills, or muscle aches; have a sore throat or new loss of taste or smell; or have been in contact with someone known to have COVID-19.
- Physical Distancing: all Town personnel are expected to maintain a six-foot distance between themselves, coworkers, and public patrons, and to enforce six-foot distancing between members of the public in their work areas as well. The Transfer Station has established a boundary around the office area, and the attendant is using punch cards or exact cash amounts only,
- Surface Cleaning: all Town personnel are expected to wipe down common contact surfaces such as door hardware, keyboards, telephones, touchpads, and chair arms. The Highway Department crew is also expected to wipe down tools and equipment-cabin interiors. Surface and object cleaning must be conducted AT LEAST at the beginning and end of each work shift, and whenever possible when tools or materials are exchanged between users. All Town workstations are provided with disinfectant wipes.
- Handwashing: all Town personnel are expected to frequently wash hands with soap and water or with hand sanitizer, at the very least before entering and leaving the worksite.
- Single-Occupancy Vehicles: Highway Department crew members are expected to maintain individual occupancy of the cabins of all Town equipment, except as unavoidable to deliver or retrieve a crew member to/from a remote worksite. All other Town personnel should be unaccompanied in a vehicle on any public business that requires driving.
- Staggered Shifts: all Town personnel who work at the Town Office and Library facilities must verify that they will be the only person working on-site at a given time, and must coordinate between themselves to stagger the occupancy of those facilities.

Less Effective: Personal Protective Equipment

The use of personal protective equipment, while not sufficient on its own, is an added step in the effective control of infection. The Town has implemented the following PPE guidance:

- Masks: all Town personnel are expected to wear cloth masks when in the presence of co-workers or public patrons. All members of the public should wear masks when taking advantage of Town facilities, including the Transfer Station.
- Gloves: all Town personnel are expected to wear nitrile, latex or other protective gloves when exchanging materials with one another or with the public.
- Medical-grade PPE: there are no Town positions requiring the use of body suits, infection-control eye protection, respirators or N95 medical masks.

Signage and Public Communication

All Town workplaces will have a posted sign clearly indicating that no one may enter if they have symptoms of respiratory illness.

The Emergency Management Director will be responsible for public communications regarding COVID-19 protections and procedures, through Front Porch Forum, the Town's website and newsletter, or other media. The EMD will also be responsible for providing regular updates from VT Department of Health, VT Emergency Management, VT ACCD, or other relevant State and Federal agencies; and for coordinating with the EMDs of neighboring communities through the Rutland Regional Planning Commission.

Record of Adoption

The Middletown Springs COVID-19 Exposure Control Plan has been reviewed and approved by the Selectboard of the Town of Middletown Springs, and was formally adopted at its meeting of May 14, 2020. It will remain in effect until active revision or cancellation by the Selectboard at an appropriately warned public meeting.

One copy of this adopted plan will be recorded in the Town's Policy Manual; a second copy will be recorded in the Town's Emergency Management Manual.

Selectboard Members: Terry Redfield (Chair), Carl Haynes (Vice-Chair), Patty Kenyon (Clerk), Heather Grier, Neil Russell