

## **Board of Selectmen Policy on Staffing of Departments During COVID-19 Pandemic**

**Approved:** March 19, 2020

This policy is being enacted as part of the Town of Southborough emergency declaration and as a response to the growing need to protect public health and prepare town employees and systems to maintain essential functions.

1. **Applicability:** The following policy will start on March 16, 2020 and continue until the Local State of Emergency has been lifted. The policy applies to all permanent full-time and part-time employees of the Town. At this time, staff in the Fire, Police, Facilities and DPW are to follow staffing guidelines and procedures issued by their respective supervisors.
2. **Facilities Access:** The Town House, Cordaville Hall, Library, South Union School, Public Safety and the Department of Public Works facilities (with the exception of the Transfer Station) will be **closed to the public**, however they will **remain open for staff**.
3. **Updating Contact Information:** Department Heads should reach out to your employees for their most up-to-date personal contact information in the event of need for emergency contact. Please send that list to Lori Esposito as soon as possible: [lesposito@southboroughma.com](mailto:lesposito@southboroughma.com).
4. **Work from Home (WFH) Categorization:** All personnel shall be directed to work from home (WFH) primarily or completely, unless otherwise dictated by this policy. Prioritization for WFH duties will follow the following categorization and as approved by the Board of Selectmen:
  - a. **Fully on-site** - These employees' job functions are not conducive to WFH and in order to provide continuity of services during the declared emergency, are expected to be physically present unless otherwise specified by their Department Head and Emergency Management Director.
  - b. **Partially off-site** - These employees will be providing critical continuation of services during the declared emergency with WFH as the primary modality of work, with some physical presence required at times when workflow needs arise. Most employees will fall into this category in an effort to reduce the amount of in-person hours required per person.
  - c. **Fully off-site** - These employees will assist in continuity of services during the declared emergency, but should do so from home. Department Heads will be directing workflow for these employees during this period in order to maximize the Town's ability to return to normalcy at the end of the declared emergency and to meet work product requirements dictated by existing contracts, deadlines or other project needs. Employees may come into work for a brief period of time as the need arises for assisting in their off-site work. (ex. picking up a document).
2. **Remote Access Infrastructure:** The Town will be providing all personnel eligible to WFH with the required digital access resources commensurate with the job functions being discharged on a case-by-case basis.

3. **Flexible Staffing:** To the extent needed, the Town may require the temporary shifting of workloads of limited staff members in order to meet the goals of mitigating the declared emergency. Such shifts will only happen as part of an informed discussion with each Department Head and employee.
4. **Employee Payment & Use of Time Off:** All employees will continue to be paid on a regular schedule during the declared emergency, without a requirement to use personal time off allotments, regardless of WFH categorization or health status. Employees eligible for WFH are expected to be in continuous communication with their supervisors regarding assigned workflow and be on-call during all regular work hours should the need arise for their services at municipal facilities.
5. **Discretionary Travel:** Employees who are unavailable to be on call or report on remote work due to travel or vacation will be required to use Vacation or Personal time.
6. **Vacation Policy:** In general, the town is discouraging any and all out-of-region travel. Individuals returning from travel on a plane or through an airport [or other situations where groups exceeding 25 people are gathered] are expected to self-quarantine for a period of 14 days. This applies to employees who are currently out-of-region and who have not yet returned. Going forward, employees seeking vacation time will require Department Head approval. Any approved vacation time going forward may require the use of vacation, personal or sick leave to cover the required quarantine time. Questions on this policy can be directed to the Town Administrator.
7. This policy is subject to change at any time.