

TOWN OF HARWINTON REOPEN PLAN:

JULY 15, 2020 – AUGUST 15, 2020 – PHASE 2 OF 3

TOWN OF HARWINTON
100 Bentley Drive, Harwinton CT 06791

REOPEN HARWINTON

**Hours of Operation: 8:30am – 4:00 pm Monday – Thursday
8:30am – 12:30 pm Friday**

All employees must return to work. Open to public, appointment only Monday – Friday.
All meetings are to remain virtual.

OVERVIEW

As Harwinton's offices reopen, our number 1 priority will be the health and safety of our employees and residents. The town will exercise caution throughout our reopening, ensuring strict adherence to the protocols listed here and with the Torrington Area Health District. If the town is unable to meet the state requirements we will delay opening as long as necessary until we are compliant.

Although these rules provide a way for our offices to open in as safe a manner as possible, the overall risk to employees cannot possibly be fully mitigated. Employees that are instructed to return to their offices during this time should be fully aware of potential risks. Individuals over the age of 65 or having health conditions that are made known to the First Selectman will continue to work from home. This will be determined on a case by case basis with the First Selectman.

These rules are a minimum baseline of precautions needed to protect our employees. These rules can be altered and changed at any given time and, most likely will be, as protocols change. We urge employees to stay vigilant and pay attention as to whether their offices are faithfully following these rules and protocols. Any employees that would like to suggest different protocols are free to discuss these suggestions virtually and by appointment with the First Selectman.

The Town of Harwinton continues to monitor the community impact of the Coronavirus, COVID-19, and is committed to responding in a least restrictive way to afford our residents access to our municipal buildings and services.

STEPS TO OPEN

The virus that causes COVID-19 can be spread to others by infected persons who appear to have few or no symptoms.

Even if an infected person is only mildly ill, the people they spread it to may become seriously ill or even die, especially if that person is 65 or older with pre-existing health conditions that place them at higher risk.

Because of the hidden nature of this threat, everyone should rigorously follow the practices specified in these protocols on the following pages, all of which will support a safe and measured reopening.

The virus that causes COVID-19 is still circulating in our community.

We should continue to observe practices that protect everyone, including those who are most vulnerable.

Everyone is encouraged to review, print out, and follow the MINIMUM health protocols recommended in the checklists on the following pages, in addition to federal and state employment laws and workplace safety standards. The minimum recommended health protocols are subject to change based on new and evolving information.

Information in this Reopen Plan has been sourced from and can be found on:

- **CDC Guidelines:** <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
- **ADA:** https://www.ada.gov/emerg_prep.html
- **OSHA:** <https://www.osha.gov/SLTC/covid-19/>
- **TAHD:** <https://www.tahd.org/>

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1 - HARWINTON RE-OPENING GUIDELINES

Time Period: July 15, 2020 – August 15, 2020. This time period may be extended dependent on weekly situational awareness assessment. If extended you will be advised by the Emergency Management Team.

1. Employees return to normal work schedules
 - a. Exceptions
 - i. All exceptions shall be approved by the First Selectman.
 - ii. Public Works Department will continue their regular hours and schedules.
 - iii. Employees that have been identified as high risk or with mandatory distance learning obligations and have reported these issues to the Department Head shall receive authorization from First Selectman to continue to designate those employees as “Work from Home.”
 - iv. All employees before entering the building must sign the log-in sheet and check temperature located at the employee back entrance.
 - v. All employees are required to wear masks when travelling throughout the building and required to maintain 6 ft. distance, no exceptions.
 - vi. Breaks and lunches should be staggered so that no more than 3 people at a time are in the break room. Employees are asked to sit at separate tables.
2. All Facilities shall remain locked when open to the Public (by appointment only) except for the Harwinton Public Library which will be curbside only until further notice.
 - a. Department Employees are required to greet visitor at the door and escort them while they are in the building; requiring them to sign-in, take temperature and record it on the log-in sheet.
 - b. Visitors must call the required Department from the front door and must have their own mask before entering the building. We do not have masks and/or gloves for the public. If the visitor does not have a mask they will not be allowed to enter.
3. In-Person meetings (i.e., Boards, Commissions etc.) should be limited to five (5) persons or less maintaining 6 feet and have their own masks. There will be sign-in sheets to monitor no more than five (5) per in-person meeting with a check off box to confirm a mask was worn.
 - a. Continuation of Tele-meetings should be continued or WebEx – contact the Selectman’s Office for use.
4. Community spaces and buildings shall remain closed when not in use and until further notice. All requested in-person meetings (i.e.; IWWC, Zoning, Planning, etc.) must be approved by the First Selectman’s Office & the Emergency Management team and be disinfected after each use.
5. There will be no rentals of community buildings and spaces until further notice.
6. The Senior Center the Skinner House, and Community Hall will remain closed until further notice.
7. Office Visitors shall be limited to one at a time.
 - a. Floor Markings/Signs shall be posted indicating such.

8. Social Distancing shall be practiced at all times.
9. Employees are required to wear face masks/face coverings when interacting with visitors/public and other employees and are not allowed to enter other Departments and offices unless permission has been given from a Department Head.
10. All offices are to remain closed at all times. Half doors are to have bottom half closed and locked.
11. Employees shall be required to wear face masks/coverings in building common areas and/or when social distancing (6 Feet) cannot be maintained.
 - a. Employees shall use their own discretion on masks/face coverings while in their personal office space while they are alone.
12. Employees are required to continue self-monitoring prior to reporting to work (See Attached Checklist). Employees shall report illness to Supervisor.

2 - CHECKLIST FOR ALL INDIVIDUALS

The following are the minimum recommended health protocols. These minimum health protocols are not a limit on the health protocols that individuals may adopt. Individuals are encouraged to adopt additional protocols consistent with their specific needs and circumstances to help protect their health and safety.

The virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. Even if an infected person is only mildly ill the people they spread it to may become seriously ill or even die, especially if that person is 65 or older with pre-existing health conditions that place them at higher risk.

Because of the hidden nature of this threat, everyone should rigorously follow the practices specified in these protocols, all of which facilitate a safe and measured reopening. The virus that causes COVID-19 is still circulating in our communities. We should continue to observe practices that protect everyone, including those who are most vulnerable.

Please note, public health guidance cannot anticipate every unique situation. Individuals should stay informed and take actions based on common sense and wise judgment that will protect health and support economic revitalization

2.a - HEALTH PROTOCOLS FOR INDIVIDUALS

- ☐ Maintain at least 6 feet separation from other individuals not within the same household. If such distancing is not feasible, other measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced.
- ☐ Self-screen, before going into a business, for any of the following new or worsening signs or symptoms of possible COVID-19:

<input type="checkbox"/> Cough	<input type="checkbox"/> Sore throat
<input type="checkbox"/> Shortness of breath or difficulty breathing	<input type="checkbox"/> Loss of taste or smell
<input type="checkbox"/> Chills	<input type="checkbox"/> Diarrhea
<input type="checkbox"/> Repeated shaking with chills	<input type="checkbox"/> Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
<input type="checkbox"/> Muscle pain	<input type="checkbox"/> Known close contact with a person who is lab confirmed to have COVID-19
<input type="checkbox"/> Headache	
- ☐ Wash or disinfect hands upon entering a business and after any interaction with employees, other customers, or items in the business.
- ☐ Consistent with the actions taken by many individuals across the state, consider wearing cloth face coverings (over the nose and mouth) when entering a business, or when within 6 feet of another person who is not a member of the individual's household. If available, individuals should consider wearing non-medical grade face masks.

3 - CHECKLIST FOR TOWN OF HARWINTON

The following are the minimum recommended health protocols. The Town of Harwinton may adopt additional protocols consistent with specific needs and circumstances to help protect the health and safety of all employees and customers.

The virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. Even if an infected person is only mildly ill, the people they spread it to may become seriously ill or even die, especially if that person is 65 or older with pre-existing health conditions that place them at higher risk.

Because of the hidden nature of this threat, everyone should rigorously follow the practices specified in these protocols, all of which facilitate a safe and measured reopening. The virus that causes COVID-19 is still circulating in our communities. We should continue to observe practices that protect everyone, including those who are most vulnerable.

Please note, public health guidance cannot anticipate every unique situation. The Town of Harwinton continues to monitor and stay informed and take actions based on common sense and wise judgment that will protect health and support economic revitalization. ***If any of the boxes on the form below are checked off you are to remain home and contact your supervisor.***

- ☐ Maintain at least 6 feet separation from other individuals not within the same household. If such distancing is not feasible, other measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced.
- ☐ Self-screen before going into a business for any of the following new or worsening signs or symptoms of possible COVID-19:

<input type="checkbox"/> Cough	<input type="checkbox"/> Sore throat
<input type="checkbox"/> Shortness of breath or difficulty breathing	<input type="checkbox"/> Loss of taste or smell
<input type="checkbox"/> Chills	<input type="checkbox"/> Diarrhea
<input type="checkbox"/> Repeated shaking with chills	<input type="checkbox"/> Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
<input type="checkbox"/> Muscle pain	<input type="checkbox"/> Known close contact with a person who is lab confirmed to have COVID-19
<input type="checkbox"/> Headache	
- ☐ Wash or disinfect hands upon entering a business and after any interaction with employees, other customers, or items in the business.
- ☐ Consistent with the actions taken by many individuals across the state, consider wearing cloth face coverings (over the nose and mouth) when entering a business, or when within 6 feet of another person who is not a member of the individual's household. If available, individuals should consider wearing non-medical grade face masks

4 - HEALTH PROTOCOLS FOR EMPLOYEES

- ☐ All employees should practice appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette. Department Heads shall ensure office suites are properly cleaned and disinfected each day. It is encouraged that you create a checklist for your Department in order to track which employees performed the cleaning the day before. Keep the log in your office as it will be periodically checked.

Employees shall perform self-screening prior to reporting to work:

- ☐ Send home any employee who has any of the following new or worsening signs or symptoms of possible COVID-19:
- Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Diarrhea
 - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
 - Known close contact with a person who is lab confirmed to have COVID-19
- ☐ Do not allow employees with the new or worsening signs or symptoms listed above to return to work until:
- In the case of an employee who was diagnosed with COVID-19, the individual may return to work when all three of the following criteria are met: at least 3 days (72 hours) have passed *since recovery* (resolution of fever without the use of fever-reducing medications); and the individual has improvement in respiratory symptoms (e.g., cough, shortness of breath); and at least 10 days have passed *since symptoms first appeared*; or
 - In the case of an employee who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three-step criteria listed above; or

- In the case of an employee who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three-step criteria listed above; or
- If the employee has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.
- In the case an employee is asymptomatic but tests positive for COVID-19 the individual may not return to work until at least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test

See the link below:

https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html?deliveryName=USCDC_2067-DM27395

- ❖ Do not allow an employee with known close contact to a person who is lab-confirmed to have COVID-19 to return to work until the end of the 14-day self-quarantine period from the last date of exposure (with an exception granted for healthcare workers and critical infrastructure workers).

- ☐ Have employees wash or sanitize their hands upon entering the business.
- ☐ Have employees maintain at least 6 feet separation from other individuals. If such distancing is not feasible, other measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced.
- ☐ Consistent with the actions taken by many employers across the state, consider having all employees wear cloth face coverings (over the nose and mouth). If available, employees should consider wearing non-medical grade face masks.

5 - HEALTH PROTOCOLS FOR FACILITIES

- ☐ Regularly and frequently clean and disinfect any regularly touched surfaces, such as doorknobs, tables, chairs, and restrooms.
- ☐ Disinfect any items that come into contact with customers.
- ☐ Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available to employees and customers.
- ☐ Place readily visible signage at the business to remind everyone of best hygiene practices.
- ☐ Department Heads shall ensure office suites are properly cleaned and disinfected each day.
- ☐ All Common areas shall be closed when not in use.
- ☐ Departments that provide counter service will have barrier screens installed to separate visitors from employees.

6 - REOPENING PROCESSES FOR OFFICES

WORK FROM HOME: Employee is to discuss need to work from home with Department Head. A 'Work from Home Plan' with a start and finish date, must be presented to the First Selectman who will then make a decision for approval. All plans will be revisited for updates and changes.

SHIFTS: Stagger shift start/stop times and break times to minimize contact across employees. The individual Department Heads will discuss with the First Selectman.

LOG EMPLOYEES: A log will be maintained of employees on the premise to support contact tracing. Employees will sign the log in forms when they enter and exit the building. All information will be kept confidential in Human Resource Department.

LIMIT VISITORS: Limit visitors and service providers on-site; Shipping and deliveries must be completed in designated areas and anyone entering the building must have their own mask to gain entrance.

PERSONAL PROTECTION: Required personal protection will be supplied to all employees beginning on reopen date.

CLEANING PLAN: A cleaning plan and checklists have been provided with these rules. Ensure that you understand them as an employee and are responsible for implementing the protocol within your Department.

PROGRAM ADMINISTRATOR: The Emergency Management Team has an appointed Program Administrator who will ensure that we are complying with these rules.

PLAN FOR REOPENING: Please read the entire Plan for reopening provided herein.

***TRAINING:** Training is available to any and all employees prior to reopen and will include:

- The rules contained within this document.
- Protocols on how to clean and use cleaning products (including disinfectants) safely.
- Additional guidance can be found here:
- https://osha.washington.edu/sites/default/files/documents/FactSheet_Cleaning_Final_UWDEOH_S_0_pdf

*The training shall be provided at no cost to the employee and during working hours. The training materials shall be presented in the language and at the literacy level of the employees. There will also be weekly refreshers during our WebEx weekly staff meetings.

SIGNAGE: Clear signage reinforcing our new policies will be installed throughout all town buildings including but not limited to: Social distancing protocols, cleaning and disinfecting protocols, personal protection protocols. Employees shall stay home if sick or showing symptoms.

OFFICE ARRANGEMENT: Some offices may be rearranged to establish 6ft distance between employees or shifts staggered so employees can avoid contact. No employees are allowed to give themselves access to anyone else's office – NO EXCEPTIONS.

SHARED EQUIPMENT: Employees shall not share equipment to the extent possible. All shared equipment, i.e.; Copier, fax machine, postal machine, etc., will have plastic placed over contact surface to ensure it can properly be cleaned in between use. Employees are required to wipe down shared equipment after each use.

TOUCHLESS APPLIANCES: The town has installed touchless appliances wherever possible which include: paper towel, soap dispensers, hand sanitation dispensers.

7 - PERSONAL PROTECTION FOR EMPLOYEES

All employees are required to wear a face mask or other cloth face covering that completely covers the nose and mouth, unless doing so would be contrary to his/her health or safety due to medical conditions.

Employees may utilize their own face covering instead of the ones provided by the town if they choose.

Glove and eye protection are provided when using cleaning chemicals.

In the work place settings where employees are working alone in private offices and/or cubicles, employees may remove their masks. However, employees shall wear a mask or face covering from the time they enter the building and reach their work area, and at any time they are leaving their work area and moving around the common areas; (i.e.: hallways, stairwells, restrooms and breakrooms). For employees working in shared offices, they shall wear a face covering as above as well as when they are at their work places where employees do not regularly come within 6 feet of each other.

8 - PERSONAL PROTECTION FOR VISITORS

All visitors are required to bring and wear masks or cloth face coverings that completely cover the nose and mouth unless, doing so would be contrary to his/her health or safety due to a medical condition. If the visitor does not have a mask or face covering, they will not be allowed to enter the facility.

All visitors are required to sign in & sign out of the building and to be escorted. Please refer to Visitor Protocol in this document.

9 - CLEANING AND DISINFECTING

The Town of Harwinton will follow Federal Guidelines (CDC, EPA) on what specific products will be used and how. Our products will meet the EPA's criteria for use against SARS-COVID-19 and that are appropriate for the surfaces. Prior to wiping the surfaces allow the disinfectant to sit for the necessary time recommended by the manufacturer. Training is available to all staff on proper cleaning procedures to ensure safe and correct application of disinfectants.

Disinfectants are irritants and sanitizers should be used cautiously. Clean and disinfect frequently touched surfaces daily after each use. Common areas and high traffic areas with frequently touched surfaces will be disinfected on an ongoing basis and frequently depending on use. A log shall be posted on the back of each restroom and break room door to be completed each time a disinfection is complete and by whom.

10 – PROTOCOLS: ALL TOWN HALL DEPARTMENTS

10.a (Specific for high-traffic Departments)- Assessor, First Selectman Office, Land Use, Recreation, Recycling, Tax Department & Town Clerk

The following are specific protocols for these departments who deal with the public daily. They are meant to keep all employees as safe as possible while streamlining our services to increase efficiencies.

- Sneeze guards and half doors have been installed to maintain social distancing and proper protections for the Assessor, Tax Department & Town Clerk who have the highest volume and most contact with the public.
- Masks must be worn if more than one (1) employee is in an office at a time and 6 ft cannot be maintained.
- Gloves to be worn if handling cash or paperwork from the public.
- Encourage; no cash payments, use of our online payment system, use of bank checks, credit cards and personal checks. Encourage no one to visit these departments unless they actually need in person help.
- No public should be allowed in the office however if they must gain access it is to be only one (1) at a time and by appointment only.
- All public must have their own masks and gloves before they gain access.
- Employees are reminded to wipe their office space and public surfaces every four (4) hours. Please refer to **9 – Cleaning & Disinfecting** Protocols.

10.b - Public Works Department

Mandatory protocols must be followed to continue to work and be examples for our community. Below are listed requirements that must be followed and will be enforced.

- If more than one person is in a town vehicle, masks must always be worn.
- If you are out in the community and visiting local establishments, masks must always be worn.
- If you are working out in the community masks must be worn if you cannot guarantee 6ft distance.
- If in common areas of the Town buildings i.e. hallways, café., etc. masks must always be worn.
- If you do not have masks, please ask your Supervisor.
- If visiting residents to perform your job duties, masks must always be worn.
- Trucks must be wiped down before entering and when completed at the end of the day.
- All equipment must be wiped down and sterilized in between uses.
- No vendors or public are allowed in the Public Works Garage/Office area without a prior appointment.
- All vendors and visitors must wear masks before entering the town facility.
- Please follow **7 – Personal Protection for Employees** protocols. A daily log will be kept by your Supervisor.

These protocols are for your safety and to continue to lead by example as Town employees.

10.c - Building Department & Inspections, Zoning Enforcement Officer, Blight Enforcement Officer

We realize that the Building Department and Inspectors are required to go into buildings and homes to perform inspections in compliance with an applicant's permit. The State of Connecticut has not issued any guidance on how these inspections are to be performed. Therefore, we have created protocols that must be followed in order to resume inspections.

Inspection Protocols:

- Social Distancing must be maintained at all times.
- A mask or face covering will be worn when entering an occupied structure.
- Hand sanitizer must be kept in the vehicle and must be used before and after inspections.
- Gloves are recommended if the Inspector anticipates touching a common touched surface within the dwelling.
- Inspectors must screen clients for symptoms before entering the home.
- If a client is symptomatic the Inspector cannot enter the home or building.
- Building Inspectors must self-screen every day.
- If an Inspector becomes symptomatic, they must stay home and contact the First Selectman.
- No in-office permits are allowed to be pulled at this time. All permits must be remotely paid and submitted online.

10.d – Animal Control Officer

- Social Distancing must be maintained at all times.
- Hand sanitizer must be kept in the vehicle and must be used before & after working with the public & animals.
- A mask or face covering will be worn when interacting with the general public.
- Appointments only for pick-ups & drop-off with the ACO.
- All pick ups & drop offs to be done outside.

10.e - Treasurer Protocols

The following are protocols for your safety while working for and at the Town of Harwinton.

- When in the office with other employees a mask must be worn at all times if 6 ft. distancing cannot be maintained.
- Mask must be worn when leaving and entering the building or going to another establishment within the community.
- Gloves must be used when processing mail and/or handling cash, money or deposits.
- Office must be sanitized every four (4) hours and before you leave for the day.
- Office supply deliveries must be delivered to storage room and must use gloves and mask when putting supplies away.

11 – PROTOCOLS FOR THE RECREATION DEPARTMENT & FACILITIES

11.a - Guidance for Engaging in Outdoor Recreation

As the Town of Harwinton begins to reopen and the warmer weather makes us think of using outdoor recreational areas, the prevention of COVID19 remains of utmost importance. We recognize the benefits of outdoor recreational activities for the health and wellbeing of our residents. Therefore, below we have included the Department of Public Health control measures to help control the risk of person to person transmission of COVID19. It's important to know that the risk of person to person transmission from extended close contact with an infected individual remains high even in outdoor areas. Current infection control recommendations from the CDC and the DPH should be followed for both indoor and outdoor spaces where contact with individuals outside of your household can be reasonably expected.

Trails and Outdoor Recreational Spaces

The following are the steps:

- Practice proper social distancing and wear a face covering that completely covers the nose and mouth at all times when close contact with other individuals is unavoidable.
- Do not engage in outdoor recreational activities with individuals outside of your household if at all possible.
- Stay as close to home as possible. Do not travel long distances to parks or other recreation areas that may require additional stops along the way.
- Maintain at least 6 ft. away from other people at all times, if possible.
- Avoid recreational areas that are crowded.
- Continue to practice good personal hygiene while outdoors. Avoid touching surfaces in public. Avoid touching your face. Cough and sneeze into your elbow.

Outdoor Courts: Volley Ball, Pickle Ball & Basketball Protocol

- Basketball and Volley Ball is not allowed at this time.
- Pickleball: no more than four (4) people at the court at any given time.
- No more than two (2) people per court at any given time (singles play only, no doubles).
- Follow the above listed social distancing and hygiene protocols.

Other Organized Outdoor Programs: Not allowed until further notice.

Guidance on Public Restroom Maintenance at Parks and Recreation Areas:

- CDC guidance states that, if possible, all parks and recreational areas should open and maintain their public restrooms, including having functional toilets, regular cleaning of facilities and stocking public restrooms with soap and hands-free sanitizer. We have no public restrooms at the Park & Recreational areas.
- Visit the CDC website to learn more about specific guidance about maintaining public restrooms and recreational facilities <https://www.cdc.gov/>.
- The decision to open a public restroom at a park or recreational facility shall be made at the local level based on the ability to adequately follow the CDC guidelines with consideration of size, frequency of use and location of public restroom. This decision will be made at the discretion of the Emergency Team and the First Selectman.

DO

- Visit parks that are close to your home.
- Prepare before you visit.
- Stay at least 6 feet away from others (“social distancing”) and take other steps to prevent COVID-19.
- Play it safe around and in swimming pools. Keep space between yourself and others.
- Visit parks that are close to your home
- Traveling long distances to visit a park may contribute to the spread of COVID-19 as most travel requires you to stop along the way or be in close contact with others.
- Travel may also expose you to surfaces contaminated with the virus that causes COVID-19.
- Prepare before you visit.

DON'T

- Visit parks if you are sick or were recently exposed to COVID-19
- Visit crowded parks
- Use playgrounds including water playgrounds in state and national parks.
- Participate in organized activities or sports
- If you are sick with COVID-19, were recently exposed (within 14 days) to someone with COVID-19, or just don't feel well, do not visit public areas including parks or recreational facilities.
- Do not visit parks where you cannot stay at least 6 feet away from others at all times.

11.b - State or local parks – Lake Harwinton (private property), Bull Pond

State and local authorities will decide whether parks and other recreational facilities will open. Check with the park in advance to be sure you know which areas or services are open, such as bathroom facilities and concessions, and bring what you need with you. ***Lake Harwinton is privately owned, NOT for public use.**

11.c - National parks

The National Park Service will decide on a park-by-park basis whether a national park will be open. Please check with National park of interest website for specific details since, in many cases, visitor centers, concessions, and bathroom facilities might be closed.

11.d - Beaches or other swimming areas – Lake Harwinton (private property)

State and local authorities will decide whether natural bodies of water and beaches or swim areas will be open. Please check with individual beaches or swim areas for specific details. ***Lake Harwinton is privately owned, NOT for public use.**

DO

- Stay 6 feet away from others (“social distancing”) and take other steps to prevent COVID-19
- If a park, beach, or recreational facility is open for public use, visiting is okay as long as you practice social distancing and everyday steps such as washing hands often and covering coughs & sneezes.

Follow these actions when visiting a park, beach, or recreational facility:

- Stay at least six feet from others at all times. This might make some open areas, trails, and paths better to use. Do not go into a crowded area.
- Avoid gathering with others outside of your household.
- Wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing.
- There is no evidence that COVID-19 can be spread to humans through the water. Proper operation, maintenance, and disinfection (with chlorine or bromine) of pools should kill COVID-19.
- Swimming and other water-related activities are excellent ways to get the physical activity needed for a healthy life. If you are not sick or experiencing symptoms of COVID-19, it is safe to use swimming pools as long as steps are taken to reduce the spread of COVID-19

Swimming does carry some health risks. Visit [CDC’s Healthy Swimming website](#) for information to help you prevent illness and drowning, while having fun and enjoying the health benefits of swimming.

11.e - Playgrounds/Playscapes

- Use playgrounds at your own risk, including water playgrounds, located within local, state, or national parks. All local playgrounds are opened are posted and can be used at own risk.
- Using playgrounds might lead to the spread of COVID-19 because:
 - They are often crowded and could easily exceed recommended guidance for gatherings.
 - Playground surfaces and equipment are NOT cleaned or sanitized.
 - The virus can spread when young children touch contaminated equipment and then touch their hands to their eyes, nose, or mouth.

11.f - Athletic Fields

DON'T

- Participate in organized activities or sports. Athletic fields remain closed to organized activities until further notice.
- In general, most organized activities and sports such as basketball, baseball, soccer, and football that are held on park fields, open areas, and courts are not recommended. These activities and sports typically require coaches and athletes who are not from the same household or living unit to be in close proximity, which increases their potential for exposure to COVID-19.

11.g - Pavilions: All pavilions remain closed to groups until further notice. Reservations are not being accepted.

12 – PROTOCOLS FOR THE HARWINTON PUBLIC LIBRARY

Proposed Procedures for Reopening the Harwinton Public Library:

The Library building remains closed to the public. The Library will be staffed according to the following schedule:

Monday 9 – 4
Tuesday 9 – 4
Wednesday - TBD
Thursday 9-4
Friday 9-4

- Up to 4 employees may be scheduled in the Library at once. Staff will wear gloves and masks and follow all social distancing guidelines while working in the Library building.
- The Library will lend materials for curbside pickup. Pickups will be scheduled by the hour, with no more than 6 per hour in order to limit crowding.
- There will be loan limit of 10 items per patron or 20 items per household. Normal lending periods will be observed but no late fines will be charged.
- Borrowed items will be set out in paper bags to ensure privacy and labelled with the patron's name and scheduled hour of pickup.
- All pickups must be made while the library is staffed; no library materials will be left outside after closing.
- Print jobs may also be submitted via email for curbside pickup. Printing charges of under \$1.00 per job will be waived; payment for larger print jobs may be arranged with the Library Director.
- The Book Drop will remain open for all returns. Items in the Book Drop will be wiped down with disinfecting wipes and staged for 72 hours on cart in vestibule or Activity Room before being brought into main library to be checked in.
- All patron cards will be renewed through July 31st.
- Residents without library cards can obtain a temporary card with information supplied via phone or email; they will be asked to complete paperwork for a permanent card once the Library has reopened to the public.
- There will be no use of the Library's meeting rooms.

13 – PROTOCOLS FOR RECYCLING EVENTS

13.a - Bulky Waste/Electronics Safety Protocols.

1. All Residents and Town Employees will wear masks and gloves at all times.
2. The town of Harwinton will not be providing masks and gloves.
3. Residents will be removing items from vehicles, 1 vehicle at a time at each station.
4. After depositing all items, residents must exit.

Electronics Protocol

1. Take 2 employees will be masked and gloved. No residents should be getting out of their car at the electronics portion of the collection
2. All electronic items must be in the trunk of a car or in the back portion of a pickup truck. No Take 2 employees will take items from the cab of any vehicle.
3. All collected items will be sprayed with a bleach solution before being packed in a Take 2 vehicle.
4. Residents must remain in vehicles and be masked and gloved at the Take 2 Station

Bulky Waste & Waste Oil Protocol

1. All DPW workers will wear masks and work gloves with the blue Nitrile Gloves under the work gloves.
2. The dumpsters for bulky waste, scrap metal, and appliance will have cones delineating where the residents can pull in to dispose of their recyclable items. If they have trouble loading items into the dumpster, then the resident can leave the item and once they leave the area the DPW workers can load it into the dumpster.
3. Waste oil will be set up the same way. The resident will remove the oil from their vehicle, drop it off in the designated area, give the DPW worker their name (while maintaining 6 foot distance) and then leave. The DPW worker will then take and pour the oil into the proper storage unit.

Mattress Collection Protocol

1. Residents **MUST** be masked and gloved while depositing mattresses.
2. Resident will place mattress/box spring in the covered roll off themselves.
3. Only 1 person at a time can be unloading and placing mattresses in roll-off.
4. After Depositing mattresses residents must return to their cars and proceed out the gate.

13.b - Safety Protocol for Shred-It Event

1. All residents must always be masked and gloved while dropping off materials for shredding
2. One resident at a time will be allowed to remove material from their vehicle.
3. Material is to be deposited in the designated area. Then resident must return to vehicle.
4. Residents cannot stand in the area to witness shredding. If they insist on watching their items being shredded, they must do it from their vehicle from a designated parking area.

14 – PROTOCOLS FOR BCCF

Bronc Callahan Community Fund Bottle Redemption Center

We understand the need for the BCCF to open their bottle collection services. We have provided the below listed guidance for their facility to be opened as of June 15th, 2020 with the rest of the municipal buildings.

- Face masks and gloves must be worn when sorting cans and bottles while within the building.
- Anyone dropping off must wear a mask and gloves.
- One (1) car drop off at a time.
- No more than five (5) people in the building at one time.
- Must maintain the above listed social distancing and hygiene protocols.
- Any change in protocol must be signed off by the BCCF Board and the First Selectman's office.

15 – PROTOCOLS FOR THE FOOD PANTRY

COVID19 Food Pantry Pick-up Procedure:

- Approved volunteers only are allowed in the food pantry until further notice.
- All volunteers are to wear face masks and/or coverings and gloves while in the food pantry, handling grocery items and interacting with the public.
- Boxes of items for recipients are to be made prior to the scheduled pick up day.
- The food pantry is only open to recipients on the scheduled dates/times.
- New applicants are to fill out an application (can be obtained online at https://www.harwinton.us/sites/harwintonct/files/uploads/food_pantry_application_2019.pdf). Once application is approved a monthly schedule will be provided to the family.
- Food pantry recipients are to drive into the parking lot and remain in their vehicle as a volunteer will bring a box to them.
- Recipients are to stay in their vehicles and proceed out of the parking lot once box has been received.

16 – PROTOCOLS FOR WINTERGREEN HOUSING/SKINNER HOUSE

As Connecticut and Massachusetts move forward with reopening businesses, we have been receiving questions about resuming activities at our communities. Please note that the Governor of Connecticut is still recommending that individuals 65 years of age and older stay home. EHM has determined that, based on the elderly population we serve, it is appropriate to defer to the guidelines issued for nursing homes and assisted living units as appropriate.

- The activity would need to be limited to 50 or less people total (including staff, entertainers, etc.)
- Attendees would need to wear masks unless they have a medical condition which prohibits it
- Attendees would need to maintain a 6' social distance from others at all times
- Any items used (bingo cards, etc.) would need to be disposable, not reusable
- Any items needed for the activity (bingo markers, etc.) would need to be provided by the resident individually, and not shared
- Any tables and chairs used would need to be sanitized after use
 - Please remember to follow CDC guidelines; you can find them here: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- Any food / drink items must be bring-your-own – no refreshments should be served at events at present

17 - PROTOCOLS FOR HARWINTON EMS

All Harwinton Ambulance Members – 166 Burlington Road, Harwinton, CT, 06791

All Vintech Employees

From: Kevin Ferrarotti, Chief

Cc: HAA Chief Officers

Mike Criss, Harwinton First Selectman

Mark Davison, Lieutenant, Troop L

Bill Buys, HFD Chief

Scott Kellogg, HWSFD Chief

Re: COVID updated policies for Harwinton Ambulance

June 4, 2020

As the COVID response for Harwinton Ambulance evolves, please put the following measures in place for the foreseeable future to protect ourselves and our patients:

Facilities / HQ:

- Only members with official business, and guests or vendors approved by a chief officer are allowed in the building.
- Classes / programs shall be limited in size and will follow the recommended guidelines of the state of Connecticut for the appropriate number of individuals allowed at that time.
- While at HQ, guests or members should have a face covering of some type on as well as maintaining appropriate “social distancing” from others when appropriate.
- No members or guests should enter the building if they are experiencing any of the following symptoms: fever, uncontrolled cough / flu-like symptoms, diarrhea, loss of taste / smell.
- It is the expectation of the on-duty crew to wipe down all door handles, counters, bathrooms, and mop the floor at the beginning of your shift. This is in addition to daily decon of the ambulance.

Administrative

- No one is allowed to take supplies / hand out supplies without a sign off from Car 1- 4. The only exception is to replenish the ambulance after a call. For all supplies used for the foreseeable future, please follow up immediately with an email to Kyle Kutrich. ○ Pre-packaged PPE will be distributed to active HAA first responders.
- Prior to the start of the shift: If you have a fever, severe cough, etc., please do not “tough it out”. Contact your officer and Captain Kellogg via text or phone (if you don’t get a response) to call out.

Administrative (cont’d)

- **If you are around any point of the day / night**, and are willing to be on an “on call” list of people to call and help out as needed – please advise Cpt. Kellogg and your officer.

Before call (start of shift)

- Wipe down ambulance – radios, iPads, front of vehicle, stretcher, rear of vehicle, stethoscopes, etc. with appropriate disinfectant. Mop base of driver and passenger floor and patient compartment with 1:5 bleach to water solution.

- **Employees / Members are to have backup clothing available at all times – staff should not, for your health and the health of those around you, be wearing the same clothes on a call to home, or sitting waiting for a call.** Showers are available and should be used appropriately after a call with a suspected or known COVID patient.

Response to a call

- Only the on-duty crew for any suspected COVID / sick parties should respond.

- If the call is a “delta” or “echo” level – only certified personnel with limited number accessing patient, and with proper PPE can first respond.

- For all medical calls – responding personnel: ○ At the minimum, wear a simple face mask.

○ **Limit the number of individuals at the patient side** ▪ First responders – maximum of one (1) person and only if that individual has appropriate PPE and supplies.

○ Upon arrival, do not enter the home (when at all possible) without asking someone at home if the patient or anyone in the home is coughing or has a fever.

○ **IF THE ANSWER IS YES to the above, the crew will enter with appropriate PPE:** ▪ Active coughing, symptoms, or known COVID +: • Any crew member in close contact to patient (during care)
• All other crew members: simple face mask, gloves

▪ Immediately, assess ABCs and determine if O2 mask is needed, if not, apply simple face mask to patient.

○ If the answer is NO to the above, treat as normal and be mindful of patient / family condition.

- Please limit the number of providers that make contact with the patient. If it is possible and safe for the situation, the highest level of provider can make contact with the patient to determine the best way to manage care. Keep in mind the other providers should be close by, maintaining a distance of at least six feet, waiting for instructions and ready to assist immediately if necessary.

- If you need lift assistance, assure you are managing the scene by limiting to the most amount of responders needed in the home – and advise while requesting if proper PPE will be needed.

Patient compartment

- Please run the HVAC system in the rear of the ambulance at all times so that there is a constant flow of air.

- **Make sure the “internal circulation” of the HVAC system is turned off**

Upon arrival

- Follow the direction of security if applicable on arrival as you may be directed to different locations in the ED parking lot.

- If the patient is stable, driver to get out, walk to triage / charge nurse and ask for next steps prior to patient coming in.

Following call

- Full decon of the ambulance again – wiping down all surfaces, etc. **PRIOR TO LEAVING CHH WHEN AT ALL POSSIBLE.**
- **DO NOT USE THE “RED TOP” DISINFECTANT WIPES AT THE HOSPITAL.**
- If the patient is highly suspected (fever, coughing, SOB) – you are to immediately advise a chief officer (Car 1-3) for next steps.

18 - PROTOCOLS FOR HVFD

Harwinton Volunteer Fire Department - 166 Burlington Road Emergency Directive **#1 – COVID -19**

As information continues to be disseminated on the COVID19 coronavirus from federal, regional and local public health officials, the following emergency directive shall be in place effective immediately and until further notice in order to accomplish 2 objectives:

Objective #1 – Reduce likelihood of mass exposure to HVFD members

- All department-wide training, meetings and drills are cancelled until further notice.
- During calls, do not congregate in the meeting room waiting for apparatus to return. Wait in the bay area maintaining social distancing or outside in the fresh air environment (if the weather permits) for apparatus to return or for you to be released.
- If you are exhibiting signs or symptoms of flu or corona virus, do not come to the firehouse for any reason. Please notify the deputy chief or chief via telephone and remain out of service for the recommended 15 days.
- We ask that members only enter the Fire House for emergency response from this point forward. Officers and administrative may enter to keep the day to day operations of the department going.
- If a member needs to gain access to the firehouse, we ask that you please contact the Chief or Deputy Chief.
- Any vendors that need access to the firehouse will need the approval of the chief before being permitted to enter the building.
- Firehouse doors are to remain closed and locked at all times.
- All members are encouraged to follow proper hygiene practices such as frequent hand washing, covering coughs, etc.
- A deep cleaning and disinfecting of the firehouse and all equipment shall occur at least weekly (schedule to be provided separately).

Objective #2 – Reduce the likelihood of a member being exposed during an emergency incident.

- Limit the number of responders inside residences and facilities at all times.
- You must use proper PPE when at the incident where the patient or resident has the following symptoms: fever of 100.0F or higher, cough, respiratory complications, chest pain, shortness of breath, nausea and vomiting. Questions should be asked upon arrival of first unit or officer.
- Any member entering a residence or facility during an emergency call shall wear proper PPE. First responders with appropriate PPE are considered low risk to exposure by the CDC and can continue to work after the incident. First responders without proper PPE are considered by the CDC to be at high risk and will need to self-isolate for 14 days after treating that patient. We are working to establish a supply of N-95 masks and have fit testing done as soon as possible.

- EMS assist calls without symptoms of virus – N95 mask, medical gloves, goggles or disposable face shield and surgical gowns or structural PPE. SCBA can also be used for extreme cases, or at the direction of OIC. Tyvek suits, medical gloves with SCBA can be used also.
- Fire calls without symptoms – standard structural PPE with fire gloves.
- Fire calls in residences with symptoms – Standard Structural PPE and N-95 mask or SCBA.
- **Following the incident:**
 - Reusable equipment shall be properly cleaned and disinfected. Details to be determined by the OIC based on individual situations.
 - Members should decontaminate any equipment and apparatus using a bleach & water solution and paper towels.
 - Members should wash their hands.
 - For significant incidents, members should wash at the firehouse, change clothes and wash dirty laundry at the firehouse.

19 - PROTOCOLS FOR HWVFD

HARWINTON WESTSIDE FIRE DEPARTMENT

199 Scoville Hill Road – Harwinton, CT 06791

Department Policy

Title: **Covid-19 Policy** Date: 6/1/2020

of Pages: 3 Revision: 0

Purpose: This policy shall be in effect immediately and replace Covid 19 Emergency Directive #1 (3/15/20), Covid 19 Emergency Directive #2 (3/24/20), and Covid 19 Emergency Directive #3 (3/29/20). The purpose of this policy is to establish and communicate guidelines for department operations during the Covid-19 pandemic. Details of this policy shall supersede any existing HWSFD policy or procedure that is currently in place. This policy will remain in effect until replaced or revoked by the Fire Chief.

Scope: This policy shall be adhered to by all members of the HWSFD.

Policy:

General:

- All members shall practice good social distancing techniques including wearing of surgical masks and staying a minimum of six (6) feet apart whenever possible.
- Only members that are required to be at firehouse for official fire department duties are allowed in the building.
- No guests, visitors, or vendors are permitted in the firehouse without the approval of the fire chief.
- Firehouse doors are to remain closed at all times except when trucks are leaving or returning to the firehouse.
- All members shall follow proper hygiene guidelines including frequent hand washing, etc.
- All members entering the firehouse are required to use their key fobs so that a record of being at the firehouse is recorded for tracing purposes.
- The firehouse, all apparatus, and equipment will be cleaned and sanitized after each use or at least weekly.

Members Experiencing Signs & Symptoms of Covid:

- If you are experiencing any of the signs or symptoms of Covid-19, or any other illness:
 - o DO NOT come to the firehouse or participate in any HWSFD activity for any reason.
 - o Notify the safety officer immediately for directions.
 - o Covid-19 Testing is available for members experiencing symptoms of Covid-19 and are arranged by the safety officer.

PPE:

- All members will be issued PPE kits that contain:
 - o 1 Tyvek Suit in the members size
 - o 2 N-95 masks
 - o 2 Surgical masks
 - o 4 pair of gloves in the members size

- o 1 face shield
- o 1 pair of safety goggles
- o 1 small bottle of hand sanitizer
- o 1 garbage bag to dispose of used PPE
- Members should have their PPE kit with them for all emergency incidents and are responsible for restocking their kits following an incident.

Emergency Responses:

- Unless an SCBA is being utilized, all members shall wear surgical masks for all emergency responses including when riding in department apparatus.
- Upon returning to the station, members shall refrain from congregating in apparatus bays or in the meeting room. At no time should the number of members in the apparatus bays exceed eight (8) or the meeting room exceed thirteen (13) members. Members must use good social distancing techniques and wear a surgical mask when in the firehouse.
- Only interior
- EMS first responding is limited to Delta and Echo calls and only when the responder will be a true “first” responder.
- Only EMS certified members are allowed to respond to EMS calls.
- The number of members entering a building or residence should be limited to only those members required to complete the tasks associated with the emergency.
- The officer in charge shall determine the proper PPE to be worn by members during emergency responses based on the situation and the COVID screening done by the dispatch center.
- N-95 masks, Tyvek suits or structural firefighter clothing, face shields, and gloves shall be worn for any contact with a confirmed or expected COVID positive patient.
- SCBA masks are issued to all interior firefighters. Only the mask issued to the member shall be worn by the member.
- SCBA masks will be cleaned using MSA’s cleaning solution following each use.
- Following each emergency incident:
 - o Reusable equipment shall be properly cleaned and disinfected utilizing proper PPE.
 - o Members will wash their hands following removal of gloves and cleaning activities
 - o For significant incidents, members will shower at the firehouse, change clothes, and wash dirty laundry at the firehouse to avoid taking any contaminants home.

Exposure to COVID patients:

- Any member exposed to a COVID patient (including family members, etc) shall notify the safety officer for proper exposure documentation.
- If proper PPE was worn during the exposure the chance of infection is small and the member should monitor for symptoms over the next 5 days. This includes:
 - o Taking temperature twice per day and documenting. Fever of more than 100 degrees F shall be reported to the safety officer immediately.
 - o No isolation is required if the proper PPE was worn during the exposure
- If proper PPE was NOT worn during the exposure:
 - o Immediately notify the safety officer
 - o You will be sent for a COVID-19 rapid test within 24 hours

- o Isolation of 5 days is required. During that time monitor for symptoms of Covid including taking of temperature twice daily.
- o After 5 days, you will be sent for a second COVID-19 rapid test.
- o If both tests are negative, you can return to duty.

Training & Drills:

- Training and drills shall be scheduled by the training officer.
- Practical training shall be limited to groups of no more than 5 members.
- Classroom training shall be limited to groups of no more than 13 members. Participants shall sit a minimum of 6 feet apart during classroom training.
- Only interior and exterior firefighters shall participate in training activities.
- Surgical masks must be worn by any members in a department apparatus or in the firehouse.

Meetings:

- Administrative meetings will continue to be held remotely using the google meets Platform.
- Officer and other committee meetings can be held in the meeting room at the firehouse providing the maximum number of members in the room does not exceed thirteen (13) and that good social distancing techniques are followed. It is recommended that these meetings take place using google meets where possible.

Other:

- All costs and time spent by members shall be submitted to the safety officer at least monthly.
- Participation in celebration “parades” shall be at the discretion of the fire chief. Any authorized participation shall be limited to a driver only in the vehicle. Use of Engine 12 or Rescue 7 shall be limited to close proximity to the firehouse so that any delays to emergency responses are limited.

20 - PROTOCOLS FOR HOUSES OF WORSHIP

20.a - Houses of Worship| Introduction

On May 29, 2020, Governor Lamont issued Executive Order No. 7TT which provides in Section 2.c.: "Effective immediately, the 49-person limit on religious, spiritual and worship gatherings is raised for indoor gatherings to 25% of capacity of the indoor space or a maximum of 100 people, whichever is smaller, and to 150 people for outdoor gatherings, provided in each case that appropriate safety and social distancing measures shall be employed. For any such gathering where participants remain in vehicles with windows closed and at least six (6) feet of space between vehicles, there shall be no numerical attendance limit, provided all other laws are complied with."

These guidelines are intended to assist communities of faith who choose to gather in-person within the limitations set by the Executive Order, and to implement practices that best protect the health and safety of their congregants and the public. They were created through a collaborative effort between the clergy and health experts. Finally, these guidelines do not relieve one of any obligations to follow other orders, rules, laws and regulations.

Houses of Worship play a vital role in the fight against Covid-19. The public health expertise reflected in this set of guidelines will help them continue to serve their members while preserving the health of all.

Definitions

The following definitions are used in these guidelines:

At-risk population: The term refers to those with pre-existing or underlying conditions and persons age 65 or older, who are especially susceptible to Covid-19. Refer to CDC guidance here:

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>

Family members: These are people who live in the same household as defined by the Governor's Office. The term does not refer to those with blood relations but who do not live together.

20.b - Houses of Worship | Reopening processes

•**Plan for reopening:** Share these guidelines with all members of the clergy, volunteers, employees, and members of the House of Worship, and inform them of any additional specific measures being taken in response to Covid-19.

•**Program administrator:** Appoint a program administrator who is accountable for implementing these guidelines. The program administrator should be a member of the clergy or an employee, and should not be a volunteer.

•**Cleaning Plan:** Develop cleaning checklists that incorporate these guidelines. Ensure it is clear which employees and volunteers are responsible for implementing the plans.

•**Training:** Institute a training program and ensure employee's/volunteer's participation in the program. Training should include:

–Guidelines contained in this document

–Protocols on how to clean and use cleaning products (incl. disinfectants) safely

–Additional guidance can be found here:

(https://osha.washington.edu/sites/default/files/documents/FactSheet_Cleaning_Final_UWDEOHS_0.pdf).

Note: If any on site duties are subcontracted, it is the responsibility of the House of Worship to ensure subcontractors have been appropriately trained.

•**Personal protection:** Estimate required personal protection and begin procuring.

•**Thorough cleaning:** If the House of Worship is not open yet, it is recommended to complete a thorough cleaning of facility prior to reopening, including but not limited to:

–Bathrooms

–Seating areas

•**Capacity tracking:** The House of Worship should enforce the capacity limits set by Executive Order No. 7TT.

20.c - Houses of Worship| Safe services

Alternative to in-person services

Practices in the section "alternatives to in-person services" are best practices of how Houses of Worship can continue to engage with their members while preserving the health of all.

Online services: consider streaming services online or pre-recording services, regardless of whether in-person services have resumed. Members at higher risk for Covid-19 are by far safer at home. Numerous resources exist on how to better serve members online by streaming sermons or pre-recording sermons.

Drive-in/parking lot service: consider giving services and offering services in the parking lot outside of the House of Worship with attendees staying inside their cars.

–Many houses of worship have used radio transmitters for drive-in service.

–Car windows should remain closed.

–A distance of 6 ft. should be maintained between cars. Alternatively, keep every other parking spot between cars empty.

•**Staying connected:** consider organizing group classes or holy text study groups virtually to offer members a way to stay connected while staying safe at home.

•**Pre-registration:** consider a web page for attendees to preregister for services. This allows the House of Worship to more effectively manage the capacity constraint.

•**Collecting contributions:** consider providing members with the option to contribute digitally.

In-person services

Public health experts do not recommend in-person services in this phase of the reopening. Should a House of Worship choose to offer in-person services, public health experts have suggested measures in the section "in-person services." While these suggestions are not rules, before rejecting them, faith leaders should pause and seriously consider the health consequences for at-risk devotees and for the broader community where the House of Worship is based.

•**At risk population:** It is strongly recommended that you dissuade this group from in-person services.

•**Attendee health check:** It is strongly recommended that attendees report their temperatures taken on the same day and be asked about signs of illness before being admitted for in person service.

•Do not admit attendees with temperatures above 100.5 Fahrenheit or exhibit any symptoms for Covid-19 listed by the CDC.

Houses of Worship| Safe services

In-person services –continued

•**In-person services:** It is strongly recommended that you refrain from providing in-person services if your House of Worship is located in a heavily affected area. A map of confirmed cases by areas can be accessed here: <https://portal.ct.gov/coronavirus>

•**Encourage use of alternative services:** If both the aforementioned alternatives to in-person services and in-person services are offered, it is strongly recommended that houses of worship encourage members, especially at-risk population, to use the alternatives to in-person services.
–It is strongly recommended that, in addition to signage requirement detailed below, that a member of the clergy, a greeter, an usher or a volunteer verbally deliver a public health word of caution to all members belonging to the at-risk population attending the in-person service.

–It is strongly recommended that this word of caution feature prominently in any announcement of the church's reopen process and in any scheduling of in-person service.

–A greeter could be tasked with screening attendees to in-person services for the sole purpose of verbally delivering the word of caution.

•**At risk population only services:** if a House of Worship chooses to hold in-person services and allow at-risk population to attend, it is strongly recommended that houses of worship hold at least one service reserved for at risk population.

–Consider making this the first service after periodic thorough cleaning and disinfection of facilities have been performed.

–Take additional measures to ensure the use of face coverings and physical distancing.

–Take additional measures to ensure attendees do not congregate inside or in the parking lot.

•**Greeters:** it is strongly recommended that a greeter be posted at the entrance to enforce maximum capacity and to discourage the attendance of in-person service by at-risk population.

•**Ushers:** it is recommended that an usher guide attendee to their seats to enforce the 6 ft. distance between families and attendees, unless seats are clearly marked as use/non-use.

•**Nurseries:** It is recommended that Houses of Worship not offer nursery or children's House of Worship ministries.

–If the House of Worship decides to keep nurseries open, follow CDC guidelines on childcare:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>

•**Singing during in-person services:** It is strongly recommended that Houses of Worship consider alternatives to singing. Singing during services creates a higher risk of spreading infectious particles.

•**Platform participation:** It is recommended that platform participation from the audience be suspended.

Houses of Worship| Safe services - In-person services –continued

- Religious rituals:** all guidelines hereafter apply to all religious rituals.

- E.g., the rule on maintaining 6 ft. distance outside of family members applies to rituals that might require attendees to hold hands. Non-family members may not hold hands.

- People performing rituals are exempt from social distancing rule and the requirement to wear PPE when they perform one-on-one religious rituals, provided that the member of the clergy and the person receiving the ritual are socially distancing from everyone else. For example, a member of the clergy might baptize a person provided that everyone else is 6 ft. away.

- Social distancing:** all people except members of the same family may remain 6 ft. apart at all times.

- Choir:** Suspend all activities related to the choir.

- Singing during services:** if a House of Worship chooses to sing during service,

- Everyone should continue to wear face coverings and maintain 6 ft. distance.

- No common item such as microphone or prayer book may be shared during singing.

- Platform participation:** If a House of Worship chooses to continue the practice of platform participation, the rule against sharing objects and the 6 ft. rule apply.

- Youth services:** Suspend all in-person youth services including but not limited to Sunday schools.

- Other groups/class:** Suspend all in-person meeting of groups/classes.

- Discourage gathering:** discourage social gathering inside or on the grounds (e.g., parking lot):

- By eliminating meet and greet time before and after services,

- By urging attendees to exit promptly after services,

- And by eliminating other occasions and closing off areas for social gathering.

- Offerings/contributions:** the rule against sharing items applies to offering plates.

- Instead, consider encouraging the use of giving offerings/contributions electronically.

- Consider collecting in-person offerings/contributions without contact. For example, envelopes may be distributed by ushers wearing gloves at the entrance. Attendees can then deposit the envelopes in stationary receptacles as they exit.

- One-way traffic:** stagger entry and exits between services to eliminate crowding. At the end of service, dismiss attendees by sections or rows to eliminate crowding near exits.

- Communion:** Should be performed as follows:

- All Communion lines should be single file, with people wearing masks, approaching row by row and keeping 6 ft. apart, except for family members. Neither the priest nor the communicants should wear gloves during the distribution of Holy Communion.

- The priest should hold the consecrated host over the communicants' outstretched hands and drop the host into their hands without touching their hands. There will be no distribution of the Precious Blood.

- Communicants will receive the consecrated host in their hand, step to at least 6 ft. away, lower their mask, consume the host, replace their mask, and return to their pew.

20.d - Houses of Worship| Physical space setup

- Seating arrangement:** Rearrange space to maintain at least 6 ft. of distance between attendees.
 - Alternate rows between attendees (every other row should be kept empty).
 - Two or more members of the same household may be seated adjacent to each other with 6 ft. distance maintained on either side from the next attendee.
 - The capacity constraint should be further reduced by the limitation imposed by the seating arrangement, if applicable.
- Reserved seating:** Designate an area inside the facility reserved for the at-risk population, if they are allowed to attend in-person service that is not reserved for at-risk population or if there is no at-risk population only in-person service.
- Social distancing markers:** Install visual social distancing markers to enforce seating arrangement and, by marking seats as use or non-use.
 - Alternatively, engage ushers to guide attendees to seats and enforce seating arrangement.
- Common items:** Discontinue the sharing of common items (e.g., microphones, books, hymnals, scriptural texts) between attendees; keep items in storage for at least 48 hours between use.
- Consider assigning religious books to a family or individual that they can bring to each service, or use a projector for the display of sacred texts, scriptures, and songs.
- Common space:** Close off common areas except to the extent needed to provide service. Such common areas may include foyers, lobbies, vending areas, community and multi-purpose rooms, and event spaces. If they are needed to provide service, then the House of Worship should ensure no social gathering take place in such areas.
- Signage:** Post conspicuous signage that reinforces new policies, including at minimum:
 - Strong discouragement of at-risk population to attend in-person,
 - Instruction to maintain 6 ft. distance at all times except between family members,
 - Instruction to keep face covering on at all times,
 - The need for all to stay home if sick/experiencing symptoms.
- Ventilation:** Increase ventilation rates and increase the percentage of outdoor air that circulates into the system where possible.
- Food and drink services:** Discontinue all food & drink services for attendees, volunteers & employees.
 - Houses of Worship may continue to distribute food and drinks as long as they are distributed in pre-packaged containers and are not consumed on premise. For example, a House of Worship may continue to distribute food and drinks to low-income residents.

20.e - Houses of Worship| Cleaning and Disinfecting

•**Hand sanitizer:** Hand sanitizer should be made available at entrance points.

•**Handwashing:** Ensure members of the clergy, employees and volunteers wash their hands routinely using soap and water for at least 20 seconds.

•**Bathrooms:** Clean and disinfect frequently, implement use of cleaning log for tracking. Clean multiple times a day and once between each in-person service.

•**Cleaning and disinfecting:** Clean and disinfect the following before each service. If the House of Worship is open but not offering services, then clean frequently:

○ Door knobs

○ All seating areas

–Follow federal guidelines (CDC, EPA) on what specific products should be used and how (<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>).

–Use products that meet EPA’s criteria for use against SARS-CoV-2 and that are appropriate for the surface. Prior to wiping the surface, allow the disinfectant to sit for the necessary contact time recommended by the manufacturer. Train staff on proper cleaning procedures to ensure safe and correct application of disinfectants.

–Disinfectants are irritants and sanitizers and should be used cautiously.

•**Kitchen:** If the House of Worship chooses to continue to offer limited food and drink services as outlined above, sanitize kitchen and kitchen equipment on an ongoing basis (at least daily) and more frequently if used more often.

20.f - Houses of Worship| Health Guidance for Clergy, Employees and Volunteers

•**Daily health check:** Ask clergy, employees and volunteers on-premise to confirm they have not experienced Covid-19 CDC-defined symptoms and to monitor their own symptoms, including cough, shortness of breath, or any two of the following symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Members of clergy, employees and volunteers should stay home if sick. If members of clergy live on premise, they should be quarantined from any public facing areas.

•**In the event of a positive Covid-19 case:** members of the clergy, employees, and volunteers should inform their head of the House of Worship and follow state testing and contact tracing protocols.

20.g - Houses of Worship| Personal Protection

•Personal protection for members of the clergy and employees:

–All members of the clergy and employees are required to wear a mask or other cloth face covering that completely covers the nose and mouth, unless doing so would be contrary to his or her health or safety due to medical conditions.

–Members of the clergy are exempt from this rule when they are addressing attendees and are at least 12 ft. away from the nearest person (e.g., when giving sermon).

•Houses of Worship are responsible for providing personal protection to their employees.

–If Houses of Worship do not have adequate personal protection, they cannot open.

•Personal protection for attendees and volunteers: Attendees and volunteers are required to bring & wear masks or cloth face covering that completely covers the nose and mouth unless doing so would be contrary to his or her health or safety due to a medical condition.

–Attendees and volunteers should keep the masks or cloth face covering on at all times when they are inside the House of Worship.

–Gloves and eye protection for members of the clergy, employees and volunteers.

–Gloves and eye protection are required when using cleaning chemicals.

–If the House of Worship chooses to keep the kitchen open to provide limited food and drink services as outlined above, then those in the kitchen should follow FDA guidelines on usage of gloves.

–Gloves are required when volunteers are interacting with attendees such as when they hand out envelopes for donation.

21 - PROTOCOLS FOR RESTAURANTS AND BARS

21.a – Interim Guidance for Restaurants and Bars

This guidance provides considerations for businesses in the food service industry (e.g., restaurants and bars) on ways to maintain healthy business operations and a safe and healthy work environment for employees, while reducing the risk of COVID-19 spread for both employees and customers. Employers should follow applicable Occupational Safety & Health Administration OSHA and CDC Guidance for Businesses to plan and respond to COVID-19. All decisions about implementing these recommendations should be made in collaboration with local health officials and other state and local authorities who can help assess the current level of mitigation needed based on levels of COVID-19 community transmission and the capacities of the local public health and healthcare systems. CDC is releasing this interim guidance, laid out in a series of three steps, to inform a gradual scale up of activities towards pre-COVID-19 operating practices. The scope and nature of community mitigation suggested decreases from Step 1 to Step 3. Some amount of community mitigation is necessary across all steps until a vaccine or therapeutic drug becomes widely available.

21.b – Scaling Up Operations

- In all Steps:
 - Establish and maintain communication with local and state authorities to determine current mitigation levels in your community.
 - Consider assigning workers at high risk for illness duties that minimize their contact with customers and other employees (e.g., managing inventory rather than working as a cashier, managing administrative needs through telework).
 - Provide employees from higher transmission areas (earlier Step areas) telework and other options as feasible to eliminate travel to workplaces in lower transmission (later Step) areas and vice versa.
- Step 1: Bars remain closed and restaurant service should remain limited to drive-through, curbside take out, or delivery with strict social distancing.
- Step 2: Bars may open with limited capacity; restaurants may open dining rooms with limited seating capacity that allows for social distancing.
- Step 3: Bars may open with increased standing room occupancy that allows for social distancing; restaurants may operate while maintaining social distancing.

21.c – Safety Actions

Promote Healthy Hygiene Practices (Steps 1-3)

- Enforce hand washing, covering coughs and sneezes, and use of a Cloth face covering by employees when near other employees and customers.
- Ensure adequate supplies to support healthy hygiene practices for both employees and customers including soap, hand sanitizer with at least 60 percent alcohol (on every table, if supplies allow), paper towels, and tissues.
- Post signs on how to stop the spread of COVID-19 properly wash and properly wear a face-covering.

Intensify cleaning, disinfection, and ventilation (Steps 1-3)

- Clean and disinfect frequently touched surfaces (for example, door handles, workstations, cash registers) at least daily and shared objects (for example, payment terminals, tables, countertops/bars, receipt trays, condiment holders) between use. Use products that meet the EDA criteria for COVID-19 and that are appropriate for the surface. Prior to wiping the surface, allow the disinfectant to sit for the necessary contact time recommended by the manufacturer. Train staff on proper cleaning procedures to ensure safe and correct application of disinfectants.
- Make available individual disinfectant wipes in bathrooms.
- Wash, rinse, and sanitize food contact surfaces, food preparation surfaces, and beverage equipment after use.
- Avoid using or sharing items such as menus, condiments, and any other food. Instead, use disposable or digital menus, single serving condiments, and no-touch trash cans and doors.
- Use touchless payment options as much as possible, when available. Ask customers and employees to exchange cash or card payments by placing on a receipt tray or on the counter rather than by hand. Clean and disinfect any pens, counters, or hard surfaces between use or customer.
- Use disposable food service items (utensils, dishes). If disposable items are not feasible, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Employees should wash their hands after removing their gloves or after directly handling used food service items.
- Use gloves when removing garbage bags or handling and disposing of trash and wash hands afterwards.
- Avoid using food and beverage containers or utensils brought in by customers.
- Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible such as by opening windows and doors. Do not open windows and doors if doing so poses a safety risk to employees, children, or customers.
- Take steps to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires Disease and other diseases associated with water.

Promote social distancing

Step 1

- Limit service to drive-through, delivery, or curbside pick-up options only.
- Provide physical guides, such as tape on floors or sidewalks to ensure that customers remain at least 6 feet apart in lines or ask customers to wait in their cars or away from the establishment while waiting to pick up food. Post signs to inform customers of food pickup protocols.
- Consider installing physical barriers, such as sneeze guards and partitions at cash registers, or other food pickup areas where maintaining physical distance of 6 feet is difficult.
- Restrict the number of employees in shared spaces, including kitchens, break rooms, and offices to maintain at least a six-foot distance between people.
- Rotate or stagger shifts to limit the number of employees in the workplace at the same time.

Step 2

- Provide drive-through, delivery, or curbside pick-up options and prioritize outdoor seating as much as possible.
- Reduce occupancy and limit the size of parties dining in together to sizes that ensure that all customer parties remain at least 6 feet apart (e.g., all tables and bar stools 6 feet apart, marking tables/stools that are not for use) in order to protect staff and other guests.
- Provide physical guides, such as tape on floors or sidewalks and signage on walls to ensure that customers remain at least 6 feet apart in lines or waiting for seating.
- Ask customers to wait in their cars or away from the establishment while waiting to be seated. If possible, use phone app technology to alert patrons when their table is ready to avoid touching and use of “buzzers.”
- Consider options for dine-in customers to order ahead of time to limit the amount of time spent in the establishment.
- Avoid offering any self-serve food or drink options, such as buffets, salad bars, and drink stations.
- Install physical barriers, such as sneeze guards and partitions at cash registers, bars, host stands, and other areas where maintaining physical distance of 6 feet is difficult.
- Limit the number of employees in shared spaces, including kitchens, break rooms, and offices to maintain at least a six-foot distance between people.

Step 3

- Provide drive-through, delivery, or curbside pick-up options and prioritize outdoor seating as much as possible.
- Consider reducing occupancy and limiting the size of parties dining in together to sizes that ensure that all customer parties remain at least 6 feet apart (e.g., all tables and bar stools 6 feet apart, marking tables/stools that are not for use) in order to protect staff and other guests.
- Provide physical guides, such as tape on floors or sidewalks and signage on walls, to ensure that customers remain at least 6 feet apart in lines or waiting for seating.
- If possible, use phone app technology to alert patrons when their table is ready to avoid touching and use of “buzzers.”
- Consider options for dine-in customers to order ahead of time to limit the amount of time spent in the establishment.
- Avoid offering any self-serve food or drink options, such as buffets, salad bars, and drink stations.
- Install physical barriers, such as sneeze guards and partitions at cash registers, bars, host stands, and other areas where maintaining physical distance of 6 feet is difficult.

Train all staff (Steps 1-3)

- Train all employees in the above safety actions while maintaining social distancing and use of face coverings during training.

21.d – Monitoring and Preparing

Checking for Signs & Symptoms (Steps 1-3)

- Consider conducting daily health checks (e.g., temperature and symptom screening) of employees.
- If implementing health checks, conduct them safely and respectfully, and in accordance with any applicable privacy laws and regulations. Confidentiality should be respected. Employers may use examples of screening methods in CDC's General Business CDC as a guide.
- Encourage staff who are sick to stay at home.

Plan for when an employee becomes sick (Steps 1-3)

- Employees with symptoms of COVID-19 (fever, cough, or shortness of breath) at work should immediately be sent to their home.
- Inform those who have had close contact to a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and to follow CDC Guidance if symptoms develop. If a person does not have symptoms follow appropriate CDC guidance for home isolation.
- Establish procedures for safely transporting anyone sick to their home or to a healthcare facility.
- Notify local health officials, staff, and customers (if possible) immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act and other applicable federal and state privacy laws.
- Close off areas used by a sick person and do not use them until after cleaning and disinfection. Wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as possible. Ensure safe and correct application of disinfectants and keep disinfectant products away from children.
- Advise sick staff members not to return until they have met CDC's criteria to discontinue home isolation.

Maintain healthy operations (Steps 1-3)

- Implement flexible sick leave and other flexible policies and practices, such as telework, if feasible.
- Monitor absenteeism of employees and create a roster of trained back-up staff.
- Designate a staff person to be responsible for responding to COVID-19 concerns. Employees should know who this person is and how to contact them.
- Create and test communication systems for employees for self-reporting and notification of exposures and closures.
- Support coping and resilience among employees.

21.e – Closing

Steps 1-3

- Check state and health department notices about transmission in the area daily and adjust operations accordingly.
- Be prepared to consider closing for a few days if there is a case of COVID-19 in the establishment and for longer if cases increase in the local area.

Page last reviewed: May 28, 2020

Content source: **National Center for Immunization and Respiratory Diseases (NCIRD), Division of Viral Diseases**

22 - REOPENING GENERAL BUSINESSES

Harwinton businesses will be allowed to reopen in planned phases in accordance with the State of Connecticut's 'Reopen Connecticut' sector rules. You must first self-certify that you are following strict safety guidelines that you are keeping your employees and customers safe. Guidelines are available on the State of Connecticut DECD website:

https://business.ct.gov/-/media/DECD/Covid_Business_Recovery/general-reopen-051920.pdf

<https://business.ct.gov/Portal/DECD/Content/Coronavirus-Business-Recovery/Sector-Rules-and-Certification-for-Reopen>

Those businesses that are not able to meet the state guidelines should delay their openings until they are able to.

HELPFUL INFORMATION

How to Protect Yourself & Others

Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing serious complications from COVID-19 illness.

Know how it spreads

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - Between people who are in close contact with one another (within about 6 feet).
 - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone Should

Wash your hands often

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact

- **Avoid close contact with people who are sick, even inside your home.** If possible, maintain 6 feet between the person who is sick and other household members.
- **Put distance between yourself and other people outside of your home.**
 - Remember that some people without symptoms may be able to spread virus.
 - Stay at least 6 ft. from other people
 - Do not gather in groups.
 - Stay out of crowded places and avoid mass gatherings.
 - Keeping distance from others is especially important for people who are at higher risk of getting very sick.

Cover your mouth and nose with a cloth face cover when around others

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover when they have to go out in public, for example to the grocery store or to pick up other necessities.
 - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes

- **If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect

- **Clean AND disinfect frequently touched services daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them.** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** Most common EPA-registered household disinfectant will work.

Monitor Your Health

- **Be alert for symptoms.** Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.
 - Especially important if you are running essential errands, going into the office or workplace, and in settings where it may be difficult to keep a physical distance of 6 feet.
- **Take your temperature** if symptoms develop.
 - Don't take your temperature within 30 minutes of exercising or after taking **medications that could lower your temperature, like acetaminophen.**
- **Follow CDC guidance** if symptoms develop.

When to wear gloves

For the general public, CDC recommends wearing gloves when you are cleaning or caring for someone who is sick.

In most other situations, like running errands, wearing gloves is not necessary. Instead, practice everyday preventive actions like keeping social distance (at least 6 feet) from others, washing your hands with soap and water for 20 seconds (or using a hand sanitizer with at least 60% alcohol), and wearing a cloth face covering when you have to go out in public.

When cleaning

When you are routinely cleaning and disinfecting your home.

- Follow precautions listed on the disinfectant product label, which may include-
 - wearing gloves (reusable or disposable) and
 - having good ventilation by turning on a fan or opening a window to get fresh air into the room you're cleaning.
- Wash your hands after you have removed the gloves.

When caring for someone who is sick

If you are providing care to someone who is sick at home or in another non-healthcare setting.

- Use disposable gloves when cleaning and disinfecting the area around the person who is sick or other surfaces that may be frequently touched in the home.
- Use disposable gloves when touching or having contact with blood, stool, or body fluids, such as saliva, mucus, vomit, and urine.
- After using disposable gloves, throw them out in a lined trash can. Do not disinfect or reuse the gloves.
- Wash your hands after you have removed the gloves.

When gloves aren't needed

Wearing gloves outside of these instances (for example, when using a shopping cart or using an ATM) will not necessarily protect you from getting COVID-19 and may still lead to the spread of germs. The best way to protect yourself from germs when running errands and after going out is to regularly wash your hands with soap and water for 20 seconds or use hand sanitizer with at least 60% alcohol.

Other ways to protect yourself

COVID-19 is a respiratory virus and is mainly spread through droplets created when a person who is infected coughs, sneezes, or talks. You can protect yourself by keeping social distance (at least 6 feet) from others and washing your hands with soap and water for 20 seconds (or using a hand sanitizer with at least 60% alcohol) at key times, and practicing everyday preventive actions.

Gloves in the workplace

Guidelines and recommendations for glove use in healthcare and work settings will differ from recommendations for the general public.

Page last reviewed: May 9, 2020

Content source: **National Center for Immunization and Respiratory Diseases (NCIRD), Division of Viral Diseases**

Use of Cloth Face Coverings to Help Slow the Spread of COVID-19



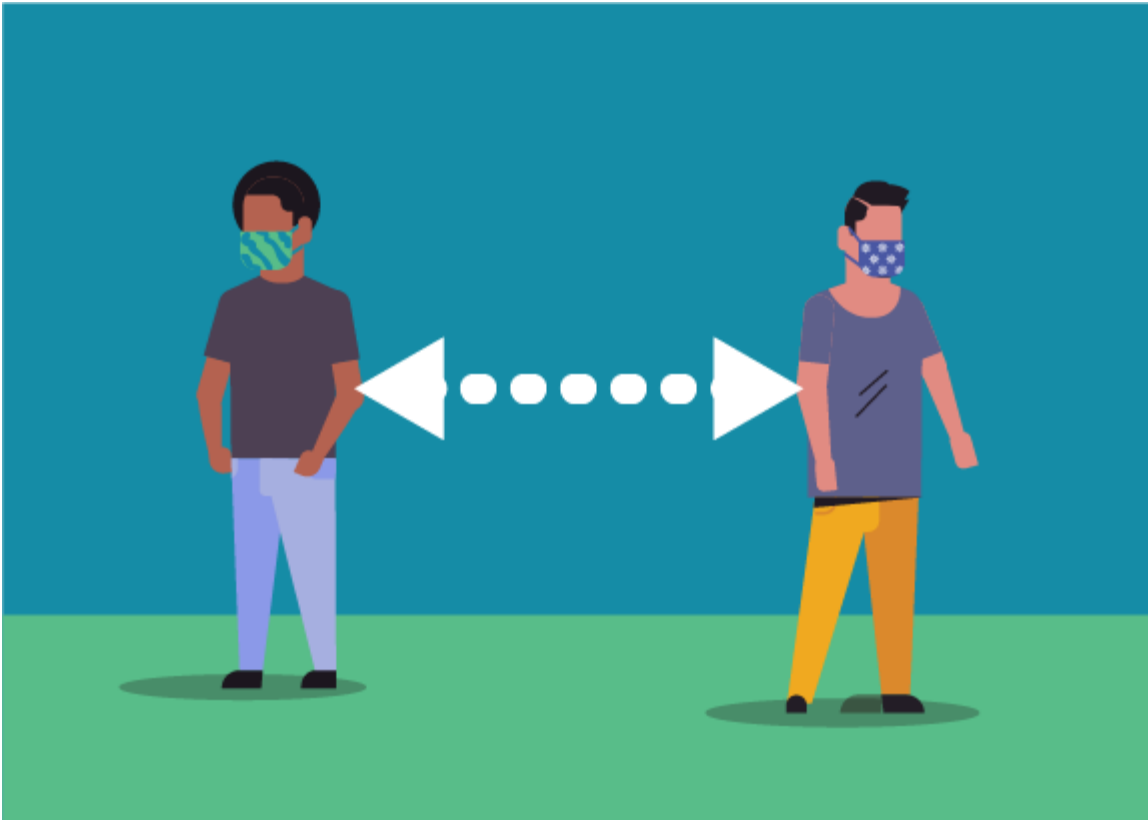
Your cloth face covering may protect them. Their cloth face covering may protect you.

Social Distancing

Keep Your Distance to Slow the Spread

Limiting face-to-face contact with others is the best way to reduce the spread of coronavirus disease 2019 (COVID-19).

What is social distancing?



Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home. To practice social or physical distancing:

- Stay at least 6 feet (about 2 arms’ length) from other people
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings

Keeping space between you and others is one of the best tools we have to avoid being exposed to this virus and slowing its spread locally and across the country and world.

Limit close contact with others outside your household in indoor and outdoor spaces. Since people can spread the virus before they know they are sick, it is important to stay away from others when

possible, even if you—or they—have no symptoms. Social distancing is especially important for people who are at higher risk for severe illness from COVID-19.

Many people have personal circumstances or situations that present challenges with practicing social distancing to prevent the spread of COVID-19. Please see the following guidance for additional recommendations and considerations for:

- Living in shared housing
- People with disabilities
- People experiencing homelessness

If you have been exposed or are sick

- Separate from others to limit the exposure and spread of COVID-19
- Take care of yourself while you are sick

Why practice social distancing?

COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period. Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19.

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes. However, this is not thought to be the main way the virus spreads. COVID-19 can live for hours or days on a surface, depending on factors such as sunlight, humidity, and the type of surface. Social distancing helps limit opportunities to come in contact with contaminated surfaces and infected people outside the home.

Although the risk of severe illness may be different for everyone, anyone can get and spread COVID-19. Everyone has a role to play in slowing the spread and protecting themselves, their family, and their community.

Tips for social distancing

- Follow guidance from authorities where you live.
- If you need to shop for food or medicine at the grocery store or pharmacy, stay at least 6 feet away from others. Also consider other options:
 - Use mail-order for medications, if possible.
 - Consider a grocery delivery service.
- Cover your mouth and nose with a cloth face covering when around others, including when you have to go out in public, for example to the grocery store.
 - Cloth face coverings should NOT be placed on children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.
 - Keep at least 6 feet between yourself and others, even when you wear a face covering.
- Avoid gatherings of any size outside your household, such as a friend's house, parks, restaurants, shops, or any other place. This advice applies to people of any age, including teens and younger adults. Children should not have in-person playdates while school is out.
- Work from home when possible.
- Limit using any kind of public transportation, ridesharing, or taxis, if possible if you must use public transportation,
- If you are a student or parent, talk to your school about options for digital/distance learning.

Stay connected while staying away. It is very important to stay in touch with friends and family that don't live in your home. Call, video chat, or stay connected using social media. Everyone reacts differently to stressful situations and having to socially distance yourself from someone you love can be difficult.

Need help? Know someone who does?

If you, or someone you care about, are feeling overwhelmed with emotions like sadness, depression, or anxiety, or feel like you want to harm yourself or others

- Call 911
- Call the Disaster Distress Helpline 1-800-985-5990, or text TalkWithUs to 66746
- Call the National Domestic Violence Helpline 1-800-799-7233 and TTY 1-800-787-3224

EMPLOYEE SIGN-IN LOG

[illegible]

VISITOR SIGN-IN LOG

[illegible]

DEPARTMENT CLEANING & DISINFECTING LOG

[illegible]

COPY ROOM CLEANING & DISINFECTING LOG

DEPARTMENT	NAME	AREA CLEAN	DATE	TIME

THANK YOU FOR YOUR COOPERATION
TO HELP KEEP THE TOWN OF HARWINTON SAFE
DURING THE COVID-19 TRANSITIONAL PHASES.