

To: All Employees

From: Brian Tocheri, CAO/Clerk

Subject: Town of Hanover Entry Safety Protocols Operational Policy

During the COVID-19 pandemic, it is more important than ever that we all take responsibility to protect ourselves and those around us. The health and safety of our workforce is our top priority and as we prepare for additional members of our workforce to return to work, we wanted to notify you of new requirements when entering Town of Hanover locations.

Everyone entering a Town of Hanover location will be required to complete a three-step process.

1. Complete the required daily health and wellbeing self-assessment check prior to leaving home for your shift. Based on your response, you will know if you should contact your supervisor prior to leaving for your shift. The form is only a guide to help you ask yourself specific questions regarding your overall health. The form is not required to be physically completed.
2. Complete the required self-assessment screening upon arrival at work. Performing a temperature scan allows for rapid identification of people who have an elevated body temperature (fever). Although not everyone with a fever is infected with COVID-19, a fever is frequently one of the symptoms of being infected. Identifying anyone who has a fever and advising them to seek medical care reduces the risk of others being exposed to health risks.
3. Obtain and wear a provided face mask when you can't maintain a 6 foot distance from others. Face mask use reduces risk of giving the virus to someone else. Contractors will be expected to bring and wear their own face mask.

These operational policy actions will remain in effect until further notice. If there are additional requirements specific to a location, notification will be provided. If employees have any concerns or questions about their ability to comply with this operational policy, they should contact their supervisor.

If you are experiencing any symptoms of COVID-19, please do not come to work. Follow the appropriate call-in procedure and seek medical advice from your personal health care provider.

As an organization we will continue to work through this crisis together, utilizing guidelines from global and regional health organizations, and your cooperation and diligence.

Putting people first, we will get through this together.