

Wolcott COVID 19 Emergency Operations Directive
November 18, 2020

In an effort to comply with Governor Scott's addendum 8 executive order of November 13th, 2020 the Town of Wolcott Selectboard has adopted the following Emergency COVID - 19. All provisions herein will remain in effect until rescinded.

General:

Face masks are required at all times by Town employees when on Town Property or in the course of their job duties. Social distancing of 6 feet or more must be maintained at all times. Hand sanitizer must be used by all employees throughout the work day. Employee are asked to comply with the Governor's order to suspend multiple household social gatherings.

Town Office:

The Wolcott Town office is closed to public access. The office door is to remain locked with no entry exceptions from the public or unauthorized employees*.

Town Clerk's Office:

The Town Clerk's office will have staggered scheduling at the Town Clerk's discretion. Scheduling may include home based remote working hours. Town Clerk Office Operation hours are 8AM-4PM Monday thru Friday. During operational hours the public may communicate by phone, mail, electronic access or mail slot access.

Lister/Zoning Office:

Staggered Scheduling will be at the Lead Lister's discretion. Scheduling may include home based remote working hours. Lister Office Operational hours will be 10AM-4PM Tuesday and Thursday. Zoning Office Operational hours will be 9AM-4PM Wednesdays. During operational hours the public may communicate by phone, mail, electronic access or mail slot access.

Highway Department:

The highway department will remain closed to public access. Staggered scheduling will be at the Foreman's discretion. There may be more than one employee scheduled when workers are 'on the road' independently. Face masks are required at all times.

Transfer Station:

The Transfer Station employees are to wear face masks at all times. The Transfer Station Attendants are required to wear protective gloves and to maintain a minimum of six feet distance from customers. Gloves, Hand Sanitizer and wipe down solution will be provided. Attendant will only allow three vehicles at the roll offs at a time

Town Properties

Consistent with schools that will remain open adhering to COVID restrictions the Wolcott Ballet may also remain open at the discretion and at the responsibility of the Wolcott Ballet Board. AA meetings will be at the discretion of the group leader. COVID guidelines are to be strictly enforced. The Town Hall will otherwise be closed to the public

Gathering places such as ball fields, town gazebo, and playgrounds will remain closed while this directive is in effect.

Sick Pay:

All full time employees including probationary employees will have 5 days of sick pay as of November 17 regardless of days used year to date. In the case that an employee is directed by a physician to self-quarantine or is affected by the virus directly or indirectly the Town will follow Federal and State guidelines.

Committees and Commissions:

All Committees and Commissions meetings are to be held via remote access. There will be no in person access to the Town Office for Committees and Commissions while this directive is in force.

Select Board Meetings

Select Board meetings will continue to be scheduled on the 1st and 3rd Wednesday of each month at 6:00PM via Conference call with public access. Emergency Open Meeting Law guidance from the State does not require that a physical space be provided for the public to attend meetings. The Select Board members are to call in from independent remote locations and are not to gather at any single remote location for the call.

Town Office Wi-Fi Access:

Wi-Fi open access will be made available to the public at the Town Office and Town Hall parking lots. Public will not be allowed access to Town Office for Wi-Fi connectivity. It is recommended that users remain in their cars to access Town Wi-Fi.

Grant Records:

The Town will record any and all expenses or purchases that are a direct result of the COVID-19 outbreak as a separate expense line item.

Community Library:

Closed until further notice. Curbside pick-up may be available at the discretion of the Library Board of Trustees.

Janitorial Services:

Janitorial services will remain in effect with work performed independently while others vacate the work space.

Employee Safety:

Employee Safety is the highest priority. If any employee feels uncomfortable with their surroundings or work environment during this emergency the employee may opt to work remotely when practical.

- Authorized Employees who may Access the Town Office
 - Town Clerk – (Staggered Hours)
 - Assistant Town Clerk – (Staggered Hours)
 - Lead Lister - - (Staggered Hours)
 - Assistant Lister – (Staggered Hours)
 - Zoning Administrator
 - Select board Chair – Payroll/Payables Signature
 - FEMA Consultant – Remote Work (access allowed as needed)
 - Town Administrator – Remote Work (access allowed as needed)
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Signature _____

I hereby acknowledge that I have read and understand this directive.

Print Name. _____ . Date: __/__/__