

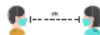
Welcome



Please know that we take our responsibility to keep Massachusetts safe very seriously. Be assured we have taken the following steps to comply with state mandatory safety standards for workplaces:



Workers are wearing face coverings and we've put social distancing measures in place



We provide hand washing capabilities and we are regularly sanitizing high-touch areas



Our staff has received training regarding social distancing and hygiene protocols



We have established thorough cleaning and disinfecting protocols



We ask you to do your part as well by wearing your face mask and maintaining social distance. Thanks—and we hope to see you again soon.

Jeffrey M. Hull
Signature

TEMPLATE (I/II) COVID-19 Control plan



All businesses in the state of MA must develop a written control plan outlining how its workplace will comply with the mandatory safety standards for operation in the COVID-19 reopening period. This template may be filled out to meet that requirement. Control plans **do not** need to be submitted for approval but must be kept on premise and made available in the case of an inspection or outbreak.

All individually listed businesses must complete a control plan, even if the business is part of a larger corporation or entity.

BUSINESS INFORMATION | please provide the following information

Business name: Town of Wilmington ☐ Check if part of a larger corporation
Address: 121 Glen Road, Wilmington, MA 01887
Contact information (Owner/Manager): Jeffrey M. Hull, Town Manager
Contact information (HR representative), if applicable: Kerry Colburn-Dion, Human Resources Director
Number of workers on-site: 873 in various Town and School Buildings

SOCIAL DISTANCING | check the boxes to certify that you have:

- ☒ Ensured that all persons, including employees, customers, and vendors remain at least six feet apart to the greatest extent possible, both inside and outside workplaces
- ☒ Established protocols to ensure that employees can practice adequate social distancing
- ☒ Posted signage for safe social distancing
- ☒ Required face coverings or masks for all employees
- ☐ Implemented additional procedures. Please describe them here: _____

HYGIENE PROTOCOLS | check the boxes to certify that you have:

- ☒ Provided hand washing capabilities throughout the workplace
- ☒ Ensured frequent hand washing by employees and provided adequate supplies to do so
- ☒ Provided regular sanitization of high touch areas, such as workstations, equipment, screens, doorknobs, restrooms throughout work site
- ☐ Implemented additional procedures. Please describe them here: _____

TEMPLATE (II/II) COVID-19 Control plan



All businesses in the state of MA must develop a written control plan outlining how its workplace will comply with the mandatory safety standards for operation in the COVID-19 reopening period. This template may be filled out to meet that requirement. Control plans **do not** need to be submitted for approval but must be kept on premise and made available in the case of an inspection or outbreak.

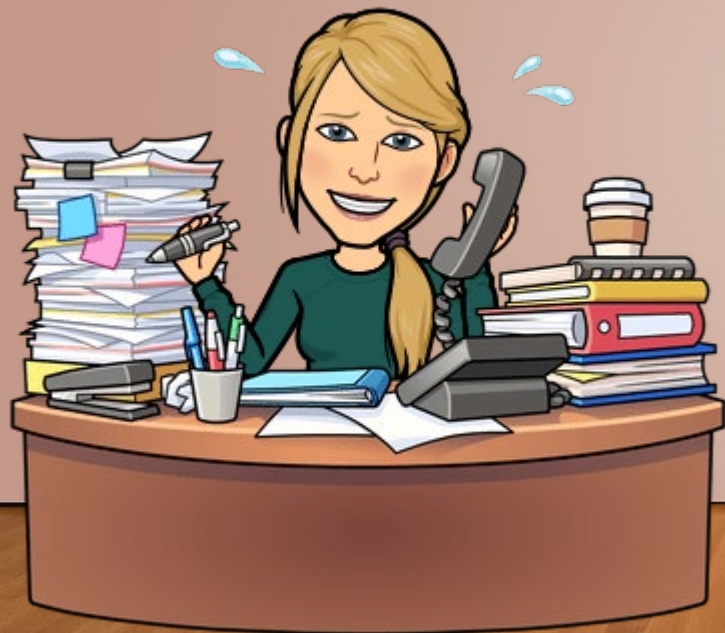
All individually listed businesses must complete a control plan, even if the business is part of a larger corporation or entity.

STAFFING & OPERATIONS | check the boxes to certify that you have:

- ☒ Provided training for employees regarding the social distancing and hygiene protocols
- ☒ Ensured employees who are displaying COVID-19-like symptoms do not report to work
- ☒ Established a plan for employees getting ill from COVID-19 at work, and a return-to-work plan
- ☐ Implemented additional procedures. Please describe them here: _____

CLEANING & DISINFECTING | check the boxes to certify that you have:

- ☒ Established and maintained cleaning protocols specific to the business
- ☒ Ensured that when an active employee is diagnosed with COVID-19, cleaning and disinfecting is performed
- ☒ Prepared to disinfect all common surfaces at intervals appropriate to said workplace
- ☐ Implemented additional procedures. Please describe them here: _____



YOU ARE



ESSENTIAL

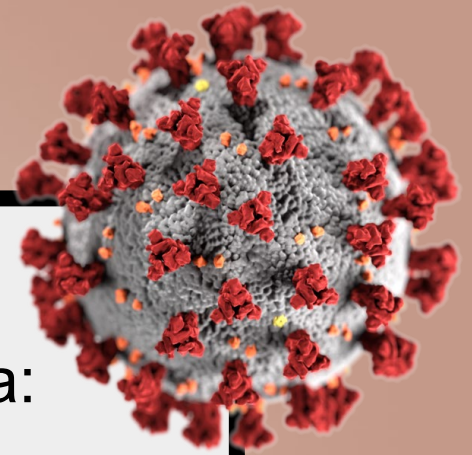
CORONAVIRUS HEALTH AND SAFETY GUIDE

STOP THE SPREAD

Follow these simple steps to prevent the spread of the virus and to protect you, your family, colleagues and anyone nearby!



What is Coronavirus (COVID-19)?



Coronavirus is a contagious viral strain that can be passed from one person to another, via:

- Direct contact (within 2m/6ft)
- Respiratory droplets - sneezing, coughing, talking
- Touching a surface infected with the virus



HANDS

Wash your hands for at least 60 seconds with soap. If no soap is available use a hand sanitizer with at least 60% alcohol.



DON'T TOUCH



FACE

Avoid touching your eyes, nose, and mouth as they're the most common entry points of the virus.

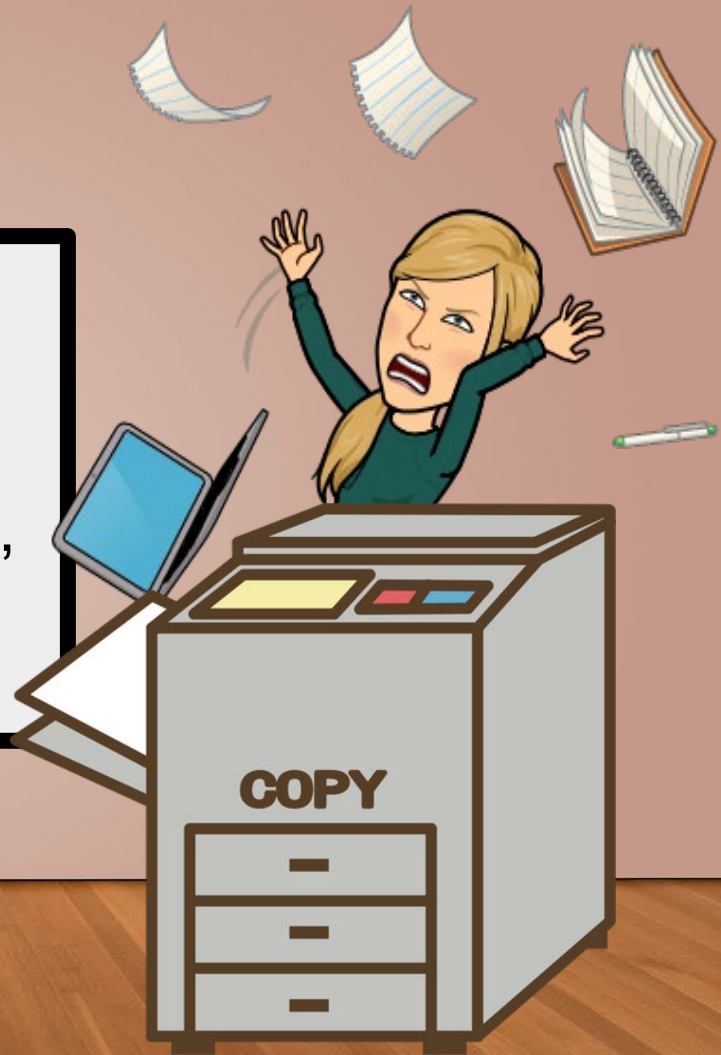
DISINFECT

Clean your work surfaces (desk, conference table, lunch area) using spray or disinfectant wipes.



AVOID CONTACT

Wash hands after contact with frequently touched objects, such as doorknobs, light switches, computers, copiers etc



SOCIAL DISTANCE

Remain at least six feet apart to the greatest extent possible, both inside and outside workplace.



KEEP YOUR
DISTANCE

MASK

Employees must wear a face covering while indoors at the workplace





stay 
healthy
helpful
& calm

SELF CARE

You've got a better shot at fighting the virus if you have a healthy immune system: sleep, eat nutritious food, exercise and reduce stress.



STAY HOME IF FEELING ILL

Symptoms range from those of the flu to a mild cold, including:

- Fever
- Cough
- Shortness of breath
- Breathing difficulties



AWARENESS IS THE KEY TO PREVENTION

If you experience any of the symptoms, Do Not Panic!
Call your local emergency health service

Massachusetts Department of Public Health

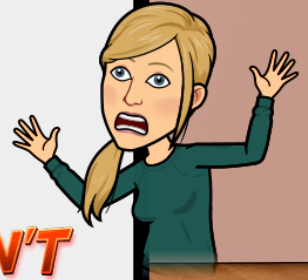
<https://www.mass.gov/orgs/departments-of-public-health>

Phone (617) 624-6000

Town of Wilmington Health Department

<https://www.wilmingtonma.gov/health-department>

Phone(978) 658- 4298



**DON'T
PANIC**

We will get through this,
Together!

Many Thanks!



For more information or questions on how the Town of Wilmington is implementing the state's health and safety guidelines in the workplace, please contact:

Assistant Town Manager/HR Director Kerry Colburn-Dion
kcolburn-dion@wilmingtonma.gov

Board of Health Director Shelly Newhouse
boh@wilmingtonma.gov