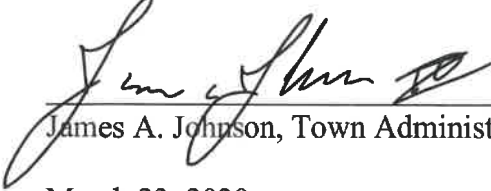




TOWN OF WALPOLE
COMMONWEALTH OF MASSACHUSETTS

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To: All Town Staff

From: 
James A. Johnson, Town Administrator

Date: March 23, 2020

Re: Coronavirus (COVID-19) update to All Town Employees

Today Governor Baker ordered that all non-essential businesses to close and issued a stay at home advisory. This emergency order requires all businesses and organizations that do not provide "COVID-19 Essential Services" to close their physical workplaces and facilities to workers, customers and the public as of Tuesday, March 24th at noon until Tuesday, April 7th at noon.

After reviewing the guidance sheet issued by the Massachusetts Emergency Management Agency it is clear that Walpole has already taken many steps to ensure that we comply with this order. A link to the guideline sheet, which specifies who are essential workers can be found here, <https://www.mass.gov/doc/covid-19-essential-services>.

Going forward the Police and Fire Departments will continue to operate in the same manner consistent with the directives in which Chief Carmichael and Chief Bailey have outlined to personnel in each of their respective departments.

The Department of Public Works will continue to operate on an abbreviated skeleton crew work schedule and mandating that only 1 person is assigned to each vehicle.

Town Hall Staff who are essential to the continued financial operations, school staff supporting the K-12 education functions, human resource functions, accounts payable, billing, information technology and elections are all considered essential personnel. Whenever possible I am directing department heads to have no more than one person in each office for now.

Library and Recreation employees who are not assisting with operations at the food pantry or ensuring that the digital and/or physical infrastructure of the operations are continuing shall adhere to the Governor's order.

If you are assigned to work less than your normal schedule it is important for everyone to understand the following three important points:

1. Unless you receive the approval of your Department Head you are required to remain in your home during the work day.
2. You must be available to report to work within sixty minutes during each work day when you are not scheduled to work. This will allow us to respond quickly to any unanticipated situation that arises.

3. Your work schedule may change at any time. This is obviously an unprecedented and difficult time. As we began last week we are doing the best we can to ensure the efficient operation of the Town while minimizing the risk of employees who do not need to physically report to work at this time.

I want to thank all of you for the hard work that you have done over the last few weeks. The working conditions that we have been dealing with are clearly not ideal but everyone has been extremely accommodating. If you are required to continue to work I am mandating that all Town employees that must work continue to be separated and continue to practice social distancing.

All employees are encouraged to continue to monitor Town of Walpole's Twitter feed (<https://twitter.com/TownofWalpole>), the Walpole Board of Health's Facebook page (<https://www.facebook.com/WalpoleHealthDepartment/>) and the Town website for the latest local information.