The requirements for COVID-19 testing continue to change. In addition, operational challenges have arisen which will take additional time to address. Due to these issues, the following sections of the Plan are hereby rescinded and amended; amendments are effective immediately and until further notice. The amended Plan in its entirety is attached.

Amendment: Title of plan amended to Plan for Expansion of Town of Cheshire Services

Rescinded:

- Returning employees must confirm that they have not experienced COVID-19 CDC defined symptoms, including cough, shortness of breath or any two of the following: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat and new loss of taste or smell; and may be asked to complete a questionnaire. Employees shall monitor their own symptoms, shall stay home if sick, shall inform their supervisor of symptoms or exposure, and shall follow state testing and contact tracing protocols. Thermometers are available as needed for temperature checks; full PPE will be worn by the person taking an employee’s temperature. The Town reserves the right to request testing or prohibit an employee from coming to work for 14 days if they have symptoms or a potential exposure to COVID-19. Leave time can be charged to available unused two-week COVID-19 leave first, then sick time. Time needed for testing and awaiting results does not constitute leave.

- Employees who travel out of state or attend a gathering of more than 5 persons not residing in their home must notify their supervisor immediately. The Town reserves the right to request that an employee get tested or refrain from coming to work for 14 days in the event of a situation where the employee could have had a potential exposure to COVID-19. Leave time will be charged to the two-week COVID-19 leave first, then sick time can be used. Time needed for testing and awaiting results does not constitute leave. This is critical to the health and safety of all our employees and the public with whom we interact.

Amendment:

- In order to protect the health and safety of fellow co-workers, employees are strongly urged to stay home and self-report any COVID-19 CDC defined symptoms, including cough, shortness of breath or any two of the following: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat and new loss of taste or smell to their supervisor. Employees shall monitor their own symptoms, shall continue to stay home if sick, and shall follow state testing and contact tracing protocols. Thermometers are available as needed for temperature checks; full PPE will be worn by the person taking an employee’s temperature. The Town reserves the right to prohibit an employee from coming to work for up to 14 days if they have symptoms or a direct exposure to COVID-19. Leave time can be charged to available unused two-week COVID-19 leave first, then sick time. Time needed for testing and awaiting results does not constitute leave.
• In order to protect the health and safety of fellow co-workers, employees are strongly urged to self-report to their supervisor any potential exposure, or circumstances that could have resulted in potential exposure based on current state and CDC guidelines. The employee will then be interviewed by phone by Human Resources Director Lou Zullo or his designee to determine the risk level of their potential exposure. Depending on the risk level determined, the interviewer will recommend that the employee can return to work immediately, or must remove themselves from work for 3 days, 5 days, or 14 days. Upon their return to work, whether immediate or after three or five day “quarantine,” the employee will have daily temperature checks and submit a brief daily health questionnaire up until the 14th day after potential exposure. Leave time will be charged to the two-week COVID-19 leave first, then sick time can be used. Employees are asked to please be diligent in avoiding exposure, and to limit the potential spread of the virus among fellow employees. This policy will be amended as access to widespread asymptomatic testing becomes available.

• In the event an employee is tested for COVID-19, they shall not come to work until the test results come back negative, or until they are deemed fully recovered according to the current parameters after a positive test. Leave time will be charged to the two-week COVID-19 leave first, then sick time can be used. Time needed for testing and awaiting results does not constitute leave.

Rescinded:

• A facility will not exceed 50% of capacity as determined by the fire code. Individual offices will be limited to one or two visitors depending on the size of the office and the entrance and exit configurations. The Town Hall lobby will be limited to five persons. Employees will be asked to help monitor and limit the number of people entering and exiting the building and shall also track the destination office of each visitor to ensure no single office exceeds the capacity limit or will be unable to maintain six feet of social distance. At Town Hall, all employees working in the building will be asked to monitor the main entrance in one hour rotating shifts.

Amendment:

• A facility will not exceed 50% of capacity as determined by the fire code. Individual offices will be limited to one or two visitors depending on the size of the office and the entrance and exit configurations. Town Hall visitors must call the department they wish to visit and wait outside for a staff member from that office to meet them at the main entrance door to assist them or let them enter the building if necessary. Ideally, the interaction will take place outside or in the lobby. If the interaction requires a visit to an office, the staff member will escort the visitor to the office, and will escort the visitor out when their business is completed. If the visitor needs the service of another Town Hall department, the staff member will confirm with that office that they can serve the visitor, and will then escort the visitor to that other office. Other facilities have similar processes which are provided in more detail under specific facilities plans.
Rescinded:

- Social and other gatherings are restricted to a maximum of 5 people. This includes interdepartmental and intradepartmental meetings which consist of visitors and guests.

Amendment:

- Social and other gatherings are restricted to the current limit allowed by the most recent Governor’s Executive Order (see https://portal.ct.gov/Coronavirus/Covid-19-Knowledge-Base/Latest-Guidance).

Collector of Revenue, rescinded:

- The office will allow no more than one visitor at a window and one waiting in the doorway at one time. Visitors shall enter through one door and exit through the other; this flow will be marked.

Amendment:

- The office will allow no more than one visitor at one time. Visitors shall enter through one door and exit through the other; this flow will be marked.

Artsplace, rescinded:

- For teen and adult students, Artsplace will offer virtual and on location art programs. On site programs will be limited to four participants and one teacher in the large upstairs room until further notice. Tables will be arranged for social distancing, the floor will be marked for both movement and person space, and face coverings will be required. Supplies in individual zip lock bags or boxes will be labeled for each adult student to use during a workshop or continuing class. Supplies will be stored safely and sanitized as required at programs end.

Amendment:

- For teen and adult students, Artsplace will offer virtual art programs until further notice.

Parks Facilities, rescinded:

- All facilities require face coverings inside a building and also when within six feet of another person outside. The public must practice social distancing, maintaining at least a six foot distance between all persons. The public is asked to keep facilities neat and clean; budget cuts have significantly reduced seasonal staff.

- Mixville Park will remain closed until further notice.

- Bartlem Park will remain open, with the exception of the playground. No gatherings of more than five people in an area will be allowed. Social distancing and face covering guidelines
must be followed. No organized sports are permitted. Non-compliance of social distancing and face covering guidelines will result in the closure of the park.

Amendment:

- All facilities require a face mask or other cloth face that covers the nose and mouth completely unless doing so is contrary to the visitor’s health or safety due to a medical condition inside a building and also when within six feet of another person outside. The public must practice social distancing, maintaining at least a six-foot distance between all persons. The public is asked to keep facilities neat and clean; budget cuts have significantly reduced seasonal staff.

- Mixville Park will open May 30, 2020 with a limited capacity for walking, hiking, and fishing only.

- Bartlem Park will remain open, with the exception of the playground. No gatherings of more than the current limit allowed by the most recent Governor’s Executive Order (see https://portal.ct.gov/Coronavirus/Covid-19-Knowledge-Base/Latest-Guidance) in an area will be allowed. Social distancing and face covering guidelines must be followed. No organized sports are permitted.

Police, rescinded:

- For those who come to the Police Department to make a request for a police report, or pick up a report, protective face coverings and social distancing is required

Amendment:

- For those who come to the Police Department to make a request for a police report, or pick up a report, social distancing and protective face coverings that cover the nose and mouth completely unless doing so is contrary to the visitor’s health or safety due to a medical condition are required.

Meetings, rescinded:

- Face coverings and social distancing will be required of all in-person meeting participants, and hand sanitizer will be provided. Microphones will be sanitized.

Amendment:

- Social distancing and face coverings that cover the nose and mouth completely unless doing so is contrary to the employee’s health or safety due to a medical condition will be required of all in-person meeting participants, and hand sanitizer will be provided. Microphones will be sanitized.