



**Town of Bristol**

Town Administrator

1 South Street

P.O. Box 249

Bristol, VT 05443

(802) 453-2410 x22

[townadmin@bristolvt.org](mailto:townadmin@bristolvt.org)

[www.bristolvt.org](http://www.bristolvt.org)

**MEMORANDUM**

TO: Town of Bristol Employees

FROM: Valerie Capels, Town Administrator

DATE: April 24, 2020

RE: COVID-19 Phased Restart Protective Measures

---

After more than a month of sheltering in place, social/physical distancing, and restricted work details, Governor Scott has begun to allow for a phased restart of certain activities.

Effective April 20, 2020, those who exclusively or largely work outdoors (such as civil engineering, site work, exterior construction, skilled trades, **public works**, energy and utility work, mining, forestry, environmental monitoring, landscaping, painting, tree work, parks maintenance, delivery work, etc.) were authorized to resume operations with no more than two (2) total workers per location/job. **This was increased today to no more than five (5) total workers per location/job.**

All employees must follow the following Vermont Department of Health and CDC guidelines:

- Do not come to work or a job site if you are sick or symptomatic (with fever, cough, and/or shortness of breath).
- Any worker(s) who have contact with a worker or any other person who is diagnosed with COVID-19 are required to quarantine for 14 days.
- All government operations must use remote work whenever possible.
- Signs must be posted at all entrances clearly indicating that no one may enter if they have symptoms of respiratory illness.
- All employees must observe strict social/physical distancing of six feet (6') while on the job and should refrain from touching their faces.
- Employees must wear non-medical cloth face coverings (bandana, scarf, or non-medical mask, etc.) over their nose and mouth when in the presence of others.

- Employees must have easy and frequent access to soap and water or hand sanitizer during duration of work, and handwashing or hand sanitization **is required** before entering and leaving job sites.
- All common spaces and equipment, including bathrooms, frequently touched surfaces and doors, tools and equipment, and vehicles must be cleaned and disinfected at the beginning, middle and end of each shift and prior to transfer from one person to another.
- No congregation of employees is allowed. All common areas, such as break rooms but excluding restrooms, are closed.
- When working inside, open doors and windows to promote air flow to the greatest extent possible and limit the number of people occupying a single indoor space.
- **All employees, including those already working (except healthcare workers, first responders, and others already trained in infection control, personal protection/universal precautions), must complete, and employers must document, a training on mandatory health and safety requirements as provided by VOSHA, or another training program that meets or exceeds the VOSHA-provided standard by May 4, 2020.**

At the Town Garage:

- To the extent feasible, prior to the commencement of each work shift, pre-screening or survey shall be required to verify each employee has no symptoms of respiratory illness (fever, cough, and/or shortness of breath), including temperature checks.
- Although the guideline is that no more than two people occupy one vehicle when conducting work, employees should travel to work sites in separate vehicles when possible.
- Vehicles must be cleaned daily using disinfectant (wipes or Lysol) on steering wheels, seat belts, door handles inside and out. Dispose of wipes in the trash, never flushed.
- Use cell phones and Town radios for communication to limit face to face contact.
- Only Eric will use the computer and phone in the office and check messages.
- Work details, to the extent possible, are not to be undertaken where there is direct interaction with the public.

The Selectboard understands that these have been trying times for everyone and that some employees' situations have been especially challenging. The Town will continue to support all employees, including those who are dealing with vulnerable households or who have other restrictions affecting their ability to return to work. Eric will coordinate with everyone and schedule activities accordingly. We are all in this together.