

# Addison County Regional Planning Commission

14 Seminary Street Middlebury, VT 05753 • www.acrpc.org • Phone: 802.388.3141

## ACRPC Novel Coronavirus (COVID 19) Policy

April 14, 2021

### Overview

All organizations need to consider how best to decrease the spread of acute respiratory illness and lower the impact of COVID-19 in their workplace to slow the outbreak in the US. The health, well-being and safety of our employees and community is a top priority for ACRPC, which will continue to monitor coronavirus (COVID-19) developments and public health recommendations.

The Vermont Department of Health website has the most current information for Vermonters and is updated frequently: <https://www.healthvermont.gov/response/infectious-disease/2019-novel-coronavirus>

### ACRPC has identified the following objectives for this policy:

- (a) reducing transmission among Staff, Visitors, and Commission members
- (b) protecting people who are at higher risk for adverse health complications,
- (c) maintaining RPC operations, and
- (d) minimizing adverse effects on other entities.

To achieve these objectives, the Executive Director is recommending the following policies and practices:

### ACRPC Office Facility (14 Seminary St, Middlebury)

ACRPC's offices are currently closed to the public as per the Governor's Addendum 6 to Executive Order 01-20 dated March 24<sup>th</sup>. **Currently, there are at least two staff members in the office each day and additional staff may be present as needed. After July 1, 2021, ACRPC staff will be in the office 3 days per week. From April 12, 2021 through July 1, 2021, individual visitors to the office will be limited and meetings will be held outside weather permitting. The ACRPC will reevaluate individual visits on July 6, 2021.**

Addison	Bridport	Bristol	Cornwall	Ferrisburgh	Goshen	Leicester
Lincoln	Middlebury	Monkton	New Haven	Orwell	Panton	Ripton
Salisbury	Shoreham	Starksboro	Vergennes	Waltham	Weybridge	Whiting



# Addison County Regional Planning Commission

14 Seminary Street Middlebury, VT 05753 • www.acrpc.org • Phone: 802.388.3141

Should any person need to access the office to maintain its operation, ACRPC will provide and maintain **hand sanitizer dispensers** by the entrance and outside bathrooms, and **hand-washing sinks and soap dispensers** in the bathroom and conference room-kitchen. ACRPC will post **informational posters** reminding staff and visitors to wash their hands frequently and meet other best practices as recommended by the CDC and Vermont Department of Health.

All persons that visit the ACRPC office shall practice “**Social Distancing**” to reduce potential spread. The goal should be for there to be at least 6 feet of distance between people at all times. Visitors to the office building, by appointment only, will be asked to wait in the lobby until a staff member comes to meet them.

In addition to the recommendations for the facility noted above, specific recommendations for ACRPC’s staff, visitors and commissioners are found in the following sections.

## ACRPC Commission

The Addison County Regional Planning Commission meets as a full commission each month, along with periodic subcommittee meetings. **Full Commission meetings and ACRPC Committee meetings will stay remote until September. However, Committee Chairs and ACRPC staff may re-evaluate their policy after July 1st. The first Full Commission meeting in September 2021 will be at a restaurant and a celebration of getting back together. During the summer of 2021 the main ACRPC conference room will be updated so that beginning in October, the ACRPC can offer a hybrid meeting model.**

The ACRPC office is closed as per the Governor’s Emergency Order. Full Commission and Subcommittee meetings will be held via teleconferencing services, or not at all. Committee chairs shall consult with the staff member for the committee to schedule the teleconference. ACRPC staff will make all efforts to comply with the Vermont Open meeting law, as amended to respond to the Covid -19 emergency. Staff measures to comply with the open meeting law, as amended, are outlined in the section of this memo governing local meeting attendance.

Addison	Bridport	Bristol	Cornwall	Ferrisburgh	Goshen	Leicester
Lincoln	Middlebury	Monkton	New Haven	Orwell	Panton	Ripton
Salisbury	Shoreham	Starksboro	Vergennes	Waltham	Weybridge	Whiting



# Addison County Regional Planning Commission

14 Seminary Street Middlebury, VT 05753 • [www.acrpc.org](http://www.acrpc.org) • Phone: 802.388.3141

In the event ACRPC cancels meetings, an email will be sent to the full commission and/or appropriate subcommittees and a notice will be posted digitally on the ACRPC website and physically sent to those members without computers.

## ACRPC Staff

Employees shall follow the following strategies recommended by the CDC, as updated: <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-business-response.html>

- Sick employees (Fever, Persistent Cough, Difficulty Breathing) shall stay home
- Employees with symptoms emerging during work hours should separate themselves from others and leave the office as soon as possible
- Practice respiratory etiquette and hand hygiene
- Perform routine environmental cleaning
- Take precautionary steps before traveling
- Additional measures (notifications of exposure)

ACRPC will make it easier for staff to stay home by offering flexible leave and telework policies. **Currently, there are at least two ACRPC staff members in the office each day and additional staff may be present as needed. After July 1, 2021, ACRPC staff will be in the office 3 days per week.**

### ***Local Meeting attendance***

ACRPC shall continue to conduct its meetings as it determines feasible. All meetings shall be conducted to comply with the Vermont Open Meeting Law, as amended by H:861 in response to the Covid-19 emergency. All in person meeting attendance has been cancelled. Staff shall conduct or attend all meetings via the office Zoom system or other similar tool. Staff need not be in the office or designate a physical location for the meeting.

ACRPC staff shall ensure that people without computers have the ability to access meetings via telephone. ACRPC staff shall publish all meeting agendas, including the information necessary to access the meeting on its website prior to the meeting. ACRPC staff shall also endeavor to send meeting invitations via regular mail, including telephone call in information to all those that request notice in that form. ACRPC shall endeavor to record the meeting and

Addison	Bridport	Bristol	Cornwall	Ferrisburgh	Goshen	Leicester
Lincoln	Middlebury	Monkton	New Haven	Orwell	Panton	Ripton
Salisbury	Shoreham	Starksboro	Vergennes	Waltham	Weybridge	Whiting



# Addison County Regional Planning Commission

14 Seminary Street Middlebury, VT 05753 • www.acrpc.org • Phone: 802.388.3141

make that recording available to the public via its website and shall post all meeting minutes within ten days of the meeting.

In the event ACRPC cancels meetings, an email will be sent to the full commission and/or appropriate subcommittees and a notice will be posted digitally on the ACRPC website and physically sent to those members without computers.

## **Staff Illness**

If a Staff member comes down sick with symptoms consistent with COVID-19 (including subjective or measured fever, cough, or difficulty breathing) the staff member should call their health care provider right away. Blue Cross Blue Shield will cover COVID-19 testing performed by the Centers for Disease Control (CDC), the Vermont Department of Health (VDH), or a laboratory approved by CDC or VDH, with no co-payment, coinsurance, or deductible requirements (in effect until May 5, 2020).

## **Family Illness or Childcare Cancellation**

If dependent family members come down with symptoms consistent with COVID-19, or if childcare for dependent family members is dismissed or cancelled due to an outbreak, employees shall stay home to care for children or other family members. If children are sick or show symptoms, they shall not be brought to the office.

## **Office Closure**

The ACRPC office is closed as per the State of Vermont Department of Health recommendation and the Governor's Order. Staff will coordinate a schedule to provide a single person to check in at the office each day to collect the mail and respond to telephone messages. Otherwise, staff will work remotely as much as feasible and charge time as they normally would. Staff will establish methods for accessing computers and files remotely, including log-in to remote desktop, Dropbox, etc. Staff will provide log-in and password for individual computers in case the person at the office needs to access and send or print files.

Addison	Bridport	Bristol	Cornwall	Ferrisburgh	Goshen	Leicester
Lincoln	Middlebury	Monkton	New Haven	Orwell	Panton	Ripton
Salisbury	Shoreham	Starksboro	Vergennes	Waltham	Weybridge	Whiting



# Addison County Regional Planning Commission

14 Seminary Street Middlebury, VT 05753 • www.acrpc.org • Phone: 802.388.3141

## ACRPC Visitors

The ACRPC office at 14 Seminary Street, Middlebury, VT is closed to visitors except by scheduled meetings or appointments. **From April 12, 2021 through July 1, 2021, individual visitors to the office will be limited and meetings will be held outside weather permitting. The ACRPC will reevaluate individual visits on July 6, 2021.**

Meeting announcements, invitations, and reminders shall provide the video and teleconference options as per the Vermont open meeting requirements as amended and outlined in the section of this memo governing staff responsibilities for local meeting attendance.

RPC staff will work with organizations that normally meet at the 14 Seminary Street office to provide a call-in or video-meeting option if possible. The ACRPC office is closed to outside meetings.

Addison	Bridport	Bristol	Cornwall	Ferrisburgh	Goshen	Leicester
Lincoln	Middlebury	Monkton	New Haven	Orwell	Panton	Ripton
Salisbury	Shoreham	Starksboro	Vergennes	Waltham	Weybridge	Whiting



# Addison County Regional Planning Commission

14 Seminary Street Middlebury, VT 05753 • [www.acrpc.org](http://www.acrpc.org) • Phone: 802.388.3141

## **Annex 1. CDC Recommended strategies for employers to use**

<https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-business-response.html>

### **Actively encourage sick employees to stay home:**

- Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.
- Ensure that your sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies.
- Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
- Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.
- Employers should maintain flexible policies that permit employees to stay home to care for a sick family member. Employers should be aware that more employees may need to stay at home to care for sick children or other sick family members than is usual.

### **Separate sick employees:**

- CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately.

Addison    Bridport    Bristol    Cornwall    Ferrisburgh    Goshen    Leicester  
Lincoln    Middlebury    Monkton    New Haven    Orwell    Panton    Ripton  
Salisbury    Shoreham    Starksboro    Vergennes    Waltham    Weybridge    Whiting



# Addison County Regional Planning Commission

14 Seminary Street Middlebury, VT 05753 • [www.acrpc.org](http://www.acrpc.org) • Phone: 802.388.3141

Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).

## **Emphasize staying home when sick, respiratory etiquette and hand hygiene by all employees:**

- Place posters that encourage [staying home when sick](#), [cough and sneeze etiquette](#), and [hand hygiene](#) at the entrance to your workplace and in other workplace areas where they are likely to be seen.
- Provide tissues and no-touch disposal receptacles for use by employees.
- Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
- Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.
- Visit the [coughing and sneezing etiquette](#) and [clean hands webpage](#) for more information.

## **Perform routine environmental cleaning:**

- Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
- No additional disinfection beyond routine cleaning is recommended at this time.
- Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.

## **Advise employees before traveling to take certain steps:**

- Check the [CDC's Traveler's Health Notices](#) for the latest guidance and recommendations for each country to which you will travel. Specific travel information for travelers going to and returning from China, and information for aircrew, can be found at on the [CDC website](#).

Addison    Bridport    Bristol    Cornwall    Ferrisburgh    Goshen    Leicester  
Lincoln    Middlebury    Monkton    New Haven    Orwell    Panton    Ripton  
Salisbury    Shoreham    Starksboro    Vergennes    Waltham    Weybridge    Whiting



# Addison County Regional Planning Commission

14 Seminary Street Middlebury, VT 05753 • www.acrpc.org • Phone: 802.388.3141

- Advise employees to check themselves for symptoms of [acute respiratory illness](#) before starting travel and notify their supervisor and stay home if they are sick.
- Ensure employees who become sick while traveling or on temporary assignment understand that they should notify their supervisor and should promptly call a healthcare provider for advice if needed.
- If outside the United States, sick employees should follow your company's policy for obtaining medical care or contact a healthcare provider or overseas medical assistance company to assist them with finding an appropriate healthcare provider in that country. A U.S. consular officer can help locate healthcare services. However, U.S. embassies, consulates, and military facilities do not have the legal authority, capability, and resources to evacuate or give medicines, vaccines, or medical care to private U.S. citizens overseas.

## **Additional Measures in Response to Currently Occurring Sporadic Importations of the COVID-19:**

- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.
- If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.

Addison	Bridport	Bristol	Cornwall	Ferrisburgh	Goshen	Leicester
Lincoln	Middlebury	Monkton	New Haven	Orwell	Panton	Ripton
Salisbury	Shoreham	Starksboro	Vergennes	Waltham	Weybridge	Whiting





# Addison County Regional Planning Commission

---

14 Seminary Street Middlebury, VT 05753 • [www.acrpc.org](http://www.acrpc.org) • Phone: 802.388.3141

Addison	Bridport	Bristol	Cornwall	Ferrisburgh	Goshen	Leicester
Lincoln	Middlebury	Monkton	New Haven	Orwell	Panton	Ripton
Salisbury	Shoreham	Starksboro	Vergennes	Waltham	Weybridge	Whiting



*Addison County*  
**Regional Planning Commission**