

**Wentworth Select Board
Meeting Minutes
July 14, 2020**

Those present: Arnold Scheller, Omer Ahern, Jordan King, Chief Ames, Paul Manson, Andrew Lasser, and Linda Franz.

Called to Order: Arnold Scheller, Chairperson, called the meeting to order at 5:02pm.

Select Board signed the following documents:

Vendor and payroll checks.

Non-contemporaneously signed minutes for June 30, 2020 earlier in the week

Request for abatement-Millican

Intent to Cut-Fletcher, Bettez

Timber Yield-Dinner, Morrison

Inventory form request for 2021

Payment in lieu of taxes (PILT)

Humane Society Agreement

A.Scheller reported that some trees and bushes on the Town Common needed trimming.

O.Ahern made a motion to hire contractor to trim trees for an approximate price of \$400 to be charged against the parks and recreation budget. Seconded by J.King. All three voted in the affirmative, and motion carried.

Suggested that the Town keep an eye on a dead tree that should be taken down before it causes any damage to Town property. Road Agent will include this in his evaluation of cutting brush, etc.

A.Scheller also addressed missing the deadline for RFP's for broadband internet expansion. There was only a two-week notice that the Select Board finds unfair. He will make a call to Executive Council, Mike Cryans for direction. Obtaining assistance and funding is critical to the school as it pertains to remote classrooms.

Andrew Lasser reported that the Pemi-Baker Access TV sound quality is poor. He will look into purchasing wireless microphones.

A.Scheller made a motion that the Select Board support A.Lasser in approaching Annie Kuster and Jean Shaheen to get help with broadband funding. Seconded by O.Ahern. All three voted in the affirmative, and motion carried.

There will be a special meeting at 8AM on July 16, 2020 at the East Side Road Bridge with engineer to discuss possible repair or replacement.

There will be a fundraiser for the Veterans Memorial on August 15, 2020. It will be a take-out BBQ at the Covered Bridge. Details to follow.

Sign up to purchase bricks for the Veterans Memorial at the Town Offices on Thursdays from 2:00pm to 4:00pm.

Chief Trott provided a written report for the Police Department, and it is a part of these minutes.

Chief Ames provided a written report for the Fire Department, and it is a part of these minutes.

O.Ahern thanked all public servants and expressed his support. Among those are Chief Trott, our Police Officers, Deputy Sheriffs, and Corrections Officers at the Department of Corrections, Chief Ames and our Fire Fighters and all First Responders

O.Ahern suggested Covid-19 testing for Fire Department volunteers. Chief Ames will discuss with the volunteers.

Road Agent, Paul Manson, provided a written report for the Highway Department, and it is a part of these minutes.

In addition to his report, P.Manson informed that he will probably have to increase next year's budget for additional gravel. J.Ames suggested setting up a Capital Reserve for this. Town gravel pit has potential of 1 million plus yards. J.King will make a few calls to inquire about process. L.Franz to get DES contact information.

P.Manson also requested to put up signs on Class VI roads not maintained by the Town indicating that users would be responsible for any damage to roads and their personal property. **A.Scheller made a motion to purchase signs. Seconded by O.Ahern. All three voted in the affirmative, and motion carried.**

Glenda Toomey, who resides on N. Dorchester Road, expressed concern about the road being washed away and effecting her property. Highway Department worked on the area today. It will need regular maintenance especially after heavy rain. J.Ames suggested adding culverts to the Hazard Mitigation Plan for possible grants and will follow up with June Garneau.

Derek Randall requested a non-public meeting for July 28, 2020 to discuss payment plan for his taxes.

At 6:22 pm, A.Scheller made a motion to enter into a non-public session pursuant to RSA 91-A:3, II(c) *Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.* Seconded by O.Ahern. By roll call vote, A.Scheller voted yes. O.Ahern voted yes. J.King voted yes. All voted in the affirmative and the motion carried.

Reentered Public Meeting at 6:43 pm.

O.Ahern made a motion to seal the minutes of the just concluded non-public session. Seconded by J.King. All three voted in the affirmative and the motion carried.

At 6:45 pm, O.Ahern made a motion to enter into a non-public session pursuant to RSA 91-A:3, II(c) *Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.* Seconded by J.King. By roll call vote, A.Scheller voted yes. O.Ahern voted yes. J.King voted yes. All voted in the affirmative and the motion carried.

Reentered Public Meeting at 7:14 pm.

O.Ahern made a motion to seal the minutes of the just concluded non-public session. Seconded by A.Scheller. All three voted in the affirmative and the motion carried.


O.Ahern made a motion that the Board accept Jeff Ingles proposal to pay his back taxes in accordance to the letter from Mary Krueger, Esq. dated July 9, 2020. Seconded by A.Scheller. All three voted in the affirmative, and motion carried.

A.Scheller made a motion to adjourn. Seconded by J.King. All three voted in the affirmative, and meeting was adjourned at 7:15pm.

Respectfully submitted by: Linda Franz, Administrative Assistant


Arnold Scheller, Chair


Omer C. Ahern, Jr.


Jordan King

WPD Activity Report
Presented 07/14/2020

Please note that the following is a summary of notable activity conducted by the Wentworth Police Department, (WPD), but does not reflect “all” of WPD’s activity during this time frame.

The WPD continues to take part in in the scheduled conference calls held during the week regarding updates concerning COVID-19, as well as Law Enforcement Update calls. Fortunately, these calls have lessened significantly over the last couple of weeks but still remain a priority for us.

The WPD has processed several conceal carry permits over the last couple of weeks that were submitted and requested by Wentworth residents.

The WPD handled a motor vehicle complaint on Rte #25 where some debris had come out of the back of a trailer and was left on Rte #25. Chief Trott located the debris and moved it to the side of the road where it was later picked up by NHDOT 202.

Chief Trott later took another motor vehicle complaint that reportedly was reckless enough where it almost caused a motor vehicle accident. With this incident there were multiple people and witnesses who called in regarding what happened. That matter is still under investigation and will be dealt with accordingly.

On July 1st 2020 Grafton resident Joshua Champney date of birth 04/11/1990 was arrested on numerous warrants from the Canaan Police Department as well as three arrest warrants from the Wentworth Police Department.

The race track ran without incident on July 3rd and the races for July 11th were cancelled due to adverse weather conditions.

Untitled

Fire department activity Training

July 2nd we started another evaluation of training, we trained on motor vehicle extrication using all the rescue tools from engine 2, new personnel were being trained tool set up, learning the starting and operation of the tools, every one had the chance to learn the location of, operation and usage, This will continue on the 15th, where we will be using a salvage car to train on to include a patient in the vehicle

Calls for service

We have had a tractor trailer accident on 25 where the driver passed away on scene, we were on scene in approx 4 min with two firefighters, approx 7 min with two engine rescues all tolled we had 9 firefighters on scene all doing their part in this emergency we were on scene from 7 15 that morning until approx 3 in the afternoon doing an extrication and then aiding in traffic control and clean up, Shortly after that call we were toned to Warren for a water water rescue which the victim overturned his canoe and drowned, fish and game performed the recovery. Sunday we had a call into Rumney for a tree across the road on stinson lake road as rumney was in campton on a fire call.

Public Relations

I met with Daisy Hope, a niece of the truck driver who passed away in the mva She contacted me to discuss the accident and brought a nice thank you card for the fire department she also wanted us to see the cross the family made to be placed at the accident scene

Road agent report / 7/14/2020

Over the last two weeks the highway department has been busy with various projects. With the heavy rains we have been getting some of our roads have taken it pretty hard with some washing. We graded and York raked cape moonshine road and atwell hill road. We cleaned out the ditches on ellsworth hill road and graded it the best we could , this road needs gravel as do most of our roads in wentworth. We have also ditched turner road to the horse farm. We graded and York raked currier hill road. We have cut the branches back on redoak hill road before they pave but our equipment we can only reach up about 12' above the road , this road still needs attention as far as limbing trees as do a lot of other roads. Today we reclaimed and did the rough grading in front of king forest industries and red oak hill road.

I have schedhuled a meeting with chris Fournier on Thursday at 8:00 am , this meeting will be held at the east side road bridge to look at it and give the town a idea of the condition of the bridge and the abutments.

We have also hauled all the metal to witchers from the transfer station and did a cost analysis. After hauling the metal, with our time and fuel cost the town profit was \$31.88 for 5.5 hours of work.

**Wentworth Select Board
Meeting Minutes
July 28, 2020**

Those present: Arnold Scheller, Omer Ahern, Jordan King, Chief Trott, Paul Manson, Josh King, Francis Muzzey, Tom Babbit, Sharon Sanborn, Darlene Oaks, Toni Sylvain, Andrew Lasser, and Linda Franz.

Called to Order: Arnold Scheller, Chairperson, called the meeting to order at 5:00pm.

Select Board signed the following documents:

Vendor and payroll checks.

Minutes for July 14, 2020.

Local septic approval for Loynd.

Withdrawal request from Capital Reserve Road Paving account for \$134,487.35 in accordance with 2020 WA25.

Withdrawal request from Capital Reserve Town Hall Repair account for \$3456.90 per vote at the March 3, 2020 Select Board meeting.

O.Ahern made a motion to accept the minutes for July 14, 2020 as submitted. Seconded by A.Scheller. All three voted in the affirmative, and motion carried.

Josh King brought forth complaints and concerns regarding ATV and other activity and confrontation on his family's property. A.Scheller and Chief Trott also had confrontations in the area. They feel that this behavior is unacceptable. ATV club will put up signs about basic rules and courtesies. Chief Trott will patrol now that the Town has received a grant from Fish & Game to cover costs.

Discussed request from ATV club regarding permission for night riding on August 21 & 22, 2020 from the Peterson's field to the Warren music festival. Tom Babbit and Andy Grignon spoke on behalf of the club. Due to the complaints about the behavior of some riders, the Select Board is requesting that the club write a plan for the event along with approval from Chief Trott, State Police and Fish & Game.

O.Ahern made a motion that the club come back with a plan with proper approvals after which will be reviewed at a Special Select Board meeting and signed if accepted. Seconded by J.King. All three voted in the affirmative, and motion carried.

Sharon Sanborn, Library Trustee, requested that the Select Board appoint a new Trustee due to a resignation. She introduced Toni Sylvain who is very personable and excited to become involved with library activities and possible grants.

A.Scheller made a motion to appoint Toni Sylvain as Library Trustee. Seconded by O.Ahern. All three voted in the affirmative, and motion carried.

Toni sign the oath with the Town Clerk/Tax Collector.

Chief Trott provided a written report for the Police Department, and it is a part of these minutes.

A.Scheller addressed the issue about wearing masks in the offices. He spoke about the "Safer at Home Universal Guidelines, COVID-19 Reopening Guidance" publication. Office should follow guidelines as much as possible. Darlene Oakes expressed her concerns about safety in the workplace and everyone being on the same page. It was suggested that anyone entering the office should wear a mask unless a social distance of 6 feet can be maintained at all times.

A.Scheller made a motion to accept the Safer at Home, COVID-19 Reopening Guidance". These guidelines are a part of these minutes. Seconded by O.Ahern. All three voted in the affirmative, and motion carried.

Chief Ames could not attend the meeting, but provided a written report for the Fire Department, and it is a part of these minutes.

Jim Folsom gave a Transfer Station update. He spoke briefly about the handling of cash and controls. Also advised that Randy Rugar is looking into getting a roll-off container from C.M.Whitcher for the metal collected. Discussed glass bottles that have been accumulating. **A.Scheller made a motion that Jim Folsom contact a non-profit organization that will be able to collect bottle deposits from ME or VT. Organization must transport. This would be in effect as long as NH law doesn't change. Seconded by J.King. All three voted in the affirmative, and motion carried.**

Road Agent, Paul Manson, provided a written report for the Highway Department, and it is a part of these minutes.

In addition to his report, Paul Manson reported the NH Electric Co-Op sent an invoice for relocating a pole. The estimate was \$3,000, but invoice came in for \$5,600. NHEC proposed to split the charge and re-invoice. Must be paid before starting work.

P.Manson discussed East Side Road Bridge. The bridge repair is necessary due to the importance of providing safe transport of forest products and ensuring the safety of the landowners/taxpayers in the Town. He requested an expenditure for \$4,200 for HEB Engineers to create a report with their recommendations. Also may need to be re-posted through the State at a cost of \$3,500.

A.Scheller made a motion to proceed with getting a report from HEB Engineers at the cost of \$4,200, and to hold off on re-posting of the bridge until reviewing the report. O.Ahern seconded. All voted in the affirmative, and motion carried.

O.Ahern reported that there is a significant problem with line of sight at Ellsworth Hill Road and Route 25 due to overgrown brush. A.Scheller advised that the Town is not allowed to do anything about it, and it must be done by DOT. A.Scheller will make a call to Chris Sturgeon at DOT to request something in writing. If no response, Town may have to take emergency action.

Jordan King gave an update on restoring the Town gravel pit. His contact at DES is willing to take a look at the existing issues that prevent its present use by the Town. One of the issues may be in regard to ingress and egress and the potential that the river cannot be rerouted which may possibly result, among other things, in the need for the installation of a culvert or a bridge. There will be a need to obtain deed information and surveyor estimates relative to the existing boundaries of the gravel pit.

A.Scheller made a motion to have Jordan King write a letter to DES and set up a meeting. O.Ahern seconded. All three voted in the affirmative, and motion carried.

Andrew Lasser requested the go ahead to send out Requests for Information to Consolidated Communications and Spectrum regarding the type of services they offer in the Town. According to a NH bill that was passed, they are required to provide certain minimums. If new internet service becomes available in the town, there may be some grants/bonds available at no cost to the Town. Customers would pay a small premium until paid off. Also a possibility of creating a communications district. Lots of work ahead, but goal is to get a plan together for next year's warrant articles.

Briefly discussed the hiring and compensation of an Animal Control Officer.

A.Scheller made a motion to advertise for an Animal Control Officer with compensation as suggested by Chief Trott, \$3,000 per year paid out quarterly. O.Ahern seconded. All three voted in the affirmative, and motion carried.

Sharon Sanborn, Library Trustee, reported that the library would like to have a scavenger hunt that would take place throughout the Town. Francis Muzzey put together a little story for several historical and interesting places with hints on how to find them and take photographs when found. Liability waivers will be required, and Linda Franz informed that the Town carries sufficient liability insurance as added protection.

At 7:07 pm, O.Ahern made a motion to enter into a non-public session pursuant to RSA 91-A:3, II(c) *Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.* Seconded by A.Scheller. By roll call vote, A.Scheller voted yes. O.Ahern voted yes. J.King voted yes. All voted in the affirmative, and motion carried.

Reentered Public Meeting at 7:12 pm.

A.Scheller made a motion to seal the minutes of the just concluded non-public session. Seconded by O.Ahern. All three voted in the affirmative, and motion carried.

O.Ahern made a motion to sign a tax payment agreement with the owner of the property located at 297 Atwell Hill Road. Seconded by A.Scheller. All three voted in the affirmative, and motion carried.

At 7:14pm, A.Scheller made a motion to enter into a non-public session pursuant to RSA 91-A:3, II(a) *The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.* Seconded by J.King. By roll call vote, A.Scheller voted yes. O.Ahern voted yes. J.King voted yes. All voted in the affirmative, and motion carried.

Reentered Public Meeting at 7:31 pm.

A.Scheller made a motion to seal the minutes of the just concluded non-public session. Seconded by O.Ahern. All three voted in the affirmative and the motion carried.

Andrew Lasser informed that he purchased cordless microphones to be used at Select Board and Town meetings which will greatly improve the sound quality on You Tube and Pemi-Baker TV. He will start using at next meeting.

A.Scheller made a motion to adjourn. Seconded by O.Ahern. All three voted in the affirmative, and meeting was adjourned at 7:34pm.

Respectfully submitted by: Linda Franz, Administrative Assistant



Arnold Scheller, Chair

Omer C. Ahern, Jr.



Jordan King

WPD Activity Report
Presented 07/28/2020

Please note that the following is a summary of notable activity conducted by the Wentworth Police Department, (WPD), but does not reflect “all” of WPD’s activity during this time frame.

The WPD continues to take part in in the scheduled conference calls held during the week regarding updates concerning COVID-19, as well as Law Enforcement Update calls. Fortunately, these calls have lessened significantly over the last couple of weeks but still remain a priority for us.

The WPD has processed several conceal carry permits over the last couple of weeks that were submitted and requested by Wentworth residents.

Over the past couple of weeks the WPD has assisted in providing information regarding a couple of backgrounds investigations being conducted for employment positions. The information was provided after having received signed releases of information forms from the potential candidates.

The last two weekends has proven to be very successful for the Wentworth Farmers Market, and with the exception of an elderly driver running over one my traffic cones, uneventful as far as the WPD was concerned.

The same report stands for the RumTown Speedway Race Track.

We have seen an increase in OHRV activity as well as OHRV complaints, but, initially the majority of the OHRV complaints consisted of misinformation regarding the parking of vehicles offloading OHRV’s. Hamilton Field is now NOT the parking lot for offloading and parking OHRV’s. Their parking has been moved to the field across from the airport behind King Forest Industries. The other two OHRV complaints were complaints that Chief Trott addressed where OHRV’s were operating on Ellsworth Hill Road and Pond Brook Road. In those cases both OHRV’s were located and violations were addressed.

Recently however we have had an increase in OHRV complaints parking in areas along the river where they should be parked as well as vehicles. Chief Trott came down this weekend and addressed two OHRV's in a no parking area and a motorized mini-bike on Riverside Park. All three of these left the area when spoken with by Chief Trott.

Having said that I also want to remind the board and town that Chief Trott recently applied for another OHRV grant through New Hampshire Fish & Game to address matters such as this. I am happy to announce that as of last Friday we notified that we were awarded a grant in the amount of \$2,700.00. This is an increase from our last OHRV grant which was for \$1,080.00. This shows that we have utilized these grants appropriately and effectively and it is at no cost to the town of Wentworth.

Chief Trott was approached and has been asked to be part of the re-opening committee for the Wentworth Elementary School. Thus far there has been two meetings, one zoom meeting, and one in person meeting that took place on the grounds of the WES with social distancing measures in place. The next meeting is scheduled for tomorrow morning. This committee will be reviewing the 40 plus page guidelines set forth by SAU-48 keeping in mind what the Governor's office has also set forth for guidelines for our New Hampshire Schools.

Town of Wentworth

From: j&l redbones <jlredbones@yahoo.com>
Sent: Tuesday, July 28, 2020 4:28 PM
To: Arnie Scheller; Town of Wentworth
Subject: Fire department activity

Arnie

Due to work load i will not be able to make it this evening. Please feel free to read my report

Activity for calls for service has dropped off a little we have had very little in the way of emergency calls of recent . We have been covering the race track per normal, also have been involved in a lot of good hands on training, vehicle mock accident, patient extrication and patient care during. We had a vehicle we mock drilled on using mostly newer firefighters to do hands on work, Pictures are on our FD face book page, We will continue this training module as we move forward to include multiple vehicle accident scene, inviting other departments around us to be a part of the process. Will keep people posted with time and place.

Wentworth Fire wanted to say thank you to those that have made donations to the department during these difficult times with covid 19 going on, we have received product/ppe to deal with covid 19 as well as money donations and it continues, we have people who are going to be at the Wentworth Farmers Market donating proceeds from home made donuts and proceeds from a lip balm product . Thank you we appreciate your thoughtfulness. Get out and support the businesses at Wentworth Farmers' Market.

Thanks Jeff

<<http://us.f513.mail.yahoo.com/ym/www.geocities.com/jlredbones/>>

Road agent report / 7/14/2020

Over the last two weeks the highway department has been busy with various projects. With the heavy rains we have been getting some of our roads have taken it pretty hard with some washing. We graded and York raked cape moonshine road and atwell hill road. We cleaned out the ditches on ellsworth hill road and graded it the best we could , this road needs gravel as do most of our roads in wentworth. We have also ditched turner road to the horse farm. We graded and York raked currier hill road. We have cut the branches back on redoak hill road before they pave but our equipment we can only reach up about 12' above the road , this road still needs attention as far as limbing trees as do a lot of other roads. Today we reclaimed and did the rough grading in front of king forest industries and red oak hill road.

I have schedhuled a meeting with chris Fournier on Thursday at 8:00 am , this meeting will be held at the east side road bridge to look at it and give the town a idea of the condition of the bridge and the abutments.

We have also hauled all the metal to witchers from the transfer station and did a cost analysis. After hauling the metal, with our time and fuel cost the town profit was \$31.88 for 5.5 hours of work.



Safer at Home

UNIVERSAL GUIDELINES

COVID-19 REOPENING GUIDANCE

GOVERNOR'S ECONOMIC REOPENING TASKFORCE



SAFER AT HOME

UNIVERSAL GUIDELINES

Universal Guidelines for All New Hampshire Employers and Employees

These guidelines apply to businesses and organizations that have been deemed essential and remained open during the “Stay at Home Order” and those that are re-opening all or a portion of their operations.

These guidelines are based on recommendations from the U.S. Centers for Disease Control and Prevention (CDC), Equal Employment Opportunity Commission (EEOC) and Occupational Safety and Health Administration (OSHA). To ensure the safety of all Granite Staters and to reduce the impact of the COVID-19 outbreak on businesses, workers, and customers, all employers and employees must take steps to either stay open or reopen safely. These guidelines are based on what is currently known about COVID-19 and are intended to protect the public’s health and allow New Hampshire to remain open for business.

Businesses and their employees **should** follow guidance issued by the CDC, as well as any applicable federal or state regulatory requirements to reduce transmission among employees and customers; maintain healthy business operations; and maintain a healthy work environment. In addition to these general guidelines for all Granite State employers and employees, each business should refer to and follow their industry-specific guidelines, as those guidelines are set forth.

Employers must comply with the following guidelines:

- 1. Employers must require all employees who are sick or not feeling well to stay home, and employees must notify their supervisor by phone. Possible symptoms of COVID-19 include:**
 - a. Fever
 - b. Respiratory symptoms such as runny nose, sore throat, cough, or shortness of breath
 - c. Flu-like symptoms such as muscle aches, chills, and severe fatigue
 - d. Changes in a person’s sense of taste or smell

- 2. Employers must develop a process for screening all employees reporting for work for COVID-19 related symptoms as follows:**
 - a. Identify a location and assign a person who will screen each employee every day before they enter the work-place. Such plans should be clearly communicated with employees. The person performing the screening should wear a cloth face covering/mask. All employees (see guidance below) should also wear a cloth face covering while at work and in potential close contact with others.



SAFER AT HOME

UNIVERSAL GUIDELINES

- b. The screener should ask the following questions:
 - i. Have you been in close contact with a confirmed case of COVID-19?
 - 1. **NOTE:** Healthcare workers caring for COVID-19 patients while wearing appropriate personal protective equipment should answer “no” to this question
 - ii. Have you had a fever or felt feverish in the last 72 hours?
 - iii. Are you experiencing any respiratory symptoms including a runny nose, sore throat, cough, or shortness of breath?
 - iv. Are you experiencing any new muscle aches or chills?
 - v. Have you experienced any new change in your sense of taste or smell?
 - c. Document the temperature of all employees daily before their shift:
 - i. Employers should take the temperatures of their employees on-site with a non-touch thermometer each day upon the employees arrival at work.
 - ii. If this is not possible, temperatures can be taken before arriving as long as it can sufficiently be authenticated by the employee. Normal temperature should not exceed 100.0 degrees Fahrenheit.
- 3. Employers must handle employee(s) who exhibit COVID-19 symptoms (e.g. Answers “yes” to any of the screening questions or who is found to have a fever) as follows:**
- a. Instruct the employee to leave the premises immediately and to seek medical advice (see employee guidance below). Per EEOC and other pertinent guidelines, employers must maintain the confidentiality of employee health information.
 - b. Prevent stigma and discrimination in the workplace. Do not make determinations of health risk or health status based on race or country of origin.
- 4. Employers must strongly promote frequent hand hygiene and alcohol-based hand sanitizer must be made readily available as follows:**
- a. Monitor employee hand washing or use of hand sanitizer and encourage frequent hand hygiene. If possible, employers should make available individual bottles of hand sanitizer to each employee and place hand sanitizer in frequently visited locations for both employees and customers.
- 5. Implement workplace cleaning and disinfection practices:** These practices should follow CDC guidelines with regular sanitation of high-moderate touch surfaces at least every two hours. Employers must develop policies for worker protection and provide training to all staff prior to assigning cleaning tasks.



SAFER AT HOME

UNIVERSAL GUIDELINES

face covering if can't Social Distance

*WHD
3'*

6. **Mitigate exposure:** Employers must reduce the risk to employees in the workplace by supporting the use of cloth face coverings in areas where social distancing is difficult to maintain, implement social distancing guidelines, and modify employee schedules, where possible, to reduce the number of physical interactions. Meetings, for example, should be conducted by phone or computer conferencing applications when able; in-person meetings should be limited and employees should maintain a safe distance of at least 6 feet from others at all times.
 - a. Employers should also take steps to limit self-servicer options. For example, customer samples, communal packaging, food/beverages (e.g. candy dishes, common creamers at coffee stations).
 - b. Employers should promote etiquette for coughing, sneezing and handwashing. Employers should provide employees and the public with tissues, no-touch trash cans, soap and water, and hand sanitizer with at least 60% alcohol. Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.
 - c. If an employee becomes sick during the day, they should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected.

7. **Allow Employees to work from home as much as practical:** Work from home policies assist in limiting exposure and maintaining social distancing. This is encouraged as much as possible while still allowing a business to open.

8. **Plan for potential COVID-19 cases:** Implement plans to continue your essential business functions in case you experience higher than usual absenteeism. Employers should work with state and local officials when needed to monitor and investigate cases of COVID-19. In all cases, employers must work in a manner to ensure privacy rights.

9. **Covered employers and employees should be reminded of the provisions of the federal Families First Coronavirus Response Act:** This law allows for paid sick leave or expanded family and medical leave for specified reasons, such as for self-quarantining or seeking a medical diagnosis for COVID-19 symptoms.

10. **Update the Employee Illness Policy:** Employers must review their policies to make sure that policies and practices are consistent with public health recommendations and are consistent with existing state and federal workplace laws. Employers should amend or update their internal policies to include symptoms of COVID-19 or create a COVID-19 specific policy. Employers should maintain flexible, non-punitive policies that permit employees to stay home if ill or to care for a sick family member. These policies should incorporate any sector specific

Linda



SAFER AT HOME

UNIVERSAL GUIDELINES

recommendations by the state of New Hampshire. All staff should sign the policy, and the policy should be posted for confirmation.

- 11. Communicate frequently with both employees and customers about steps being taken to prevent spread of COVID-19 in the workplace:** Employers should communicate expectations to employees with recommendations on steps everybody can take steps to prevent spread of COVID-19. Post extensive signage on health policies, including the following documents in the workplace to help educate building occupants on COVID-19 best practices. Communicate with customers about steps being taken to protect them from COVID-19 exposure in the workplace.

Employees must comply with the following guidelines:

- 1. Stay home when feeling ill:** Employees who have symptoms (see list of symptoms above) should notify their supervisor and stay home. When exposed to COVID-19 or if diagnosed with COVID-19, employees must stay home. Exceptions can be made for asymptomatic exposed employees who are NOT diagnosed with COVID-19 if they are considered essential workers, and these individuals could return to work only with approval from public health officials and their employer after certain protections have been put in place.

Employees who are particularly vulnerable to COVID-19 according to the CDC, either due to age or underlying health conditions are encouraged to consider their individual risk and whether they are safer to work from home.

2. Employees who develop symptoms of COVID-19, even mild symptoms, should consult their primary care providers about COVID-19 testing, or seek testing through one of the public testing options, such as through a State-run testing center, local health department, or ConvenientMD.

3. Increase hygiene practices, including:

- a. Wash hands and use hand sanitizer frequently
- b. Avoid touching the face, eyes or mouth
- c. Practice good respiratory etiquette. This includes coughing and sneezing into a tissue or your elbow rather than into your hands.

4. Wear a cloth face covering: While at work and in public, employees should wear a cloth face covering to help protect against the spread of the virus. Employees should review the CDC's guidance on [use of cloth face coverings](#). Medical-grade masks should be reserved for healthcare workers or first responders.

*if you can't socially distance
who - 3'
CDC - 6'*



SAFER AT HOME

UNIVERSAL GUIDELINES

5. **Practice social distancing:** To the greatest extent possible, all employees should maintain safe social distancing, which means keeping a distance of at least 6 or more feet between one another at all times.
6. **Abide by employer, local and state guidelines:** Employees should follow all guidelines issued by their employer, local or state officials. This may include the use of gloves, social distancing practices and increased sanitation and disinfection practices.

As previously noted, these guidelines are to be followed in addition to the industry specific guidelines. Industry-specific guidelines have been created with the input of private sector working groups in partnership with the Governor's Economic Re-Opening Task Force. Protocols are subject to change and may be released on a rolling basis. New Hampshire companies doing business in the state must follow these guidelines and other best practices set forth in this document.

To learn more, please visit the New Hampshire COVID-19 website for the latest COVID-19 information, resources and guidance: <https://www.nh.gov/covid19/> or <https://businesshelp.nheconomy.com/hc/en-us>.

