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## Remote Action Plan (Temporary)

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Due to the current reality of the COVID-19 pandemic crisis, the Town of Acushnet is implementing a temporary Remote Action Plan, in conjunction with the Departmental Remote Action Plan forms that were completed by each department. This Plan pertains to all employees other than public safety essential personnel (i.e. Police, Fire/EMS and DPW laborers).

In order to continue to provide essential services, while promoting social distancing measures and protecting employees as much as possible, the Board of Selectmen have made the decision to activate this remote action plan. As such, effective on Monday, March 23<sup>rd</sup> and until further notice, the following changes to normal business will transpire, in addition to those already implemented by the Board's March 16<sup>th</sup> vote:

- Tuesday evening hours will be cancelled; Town Hall and Parting Ways buildings will close at 4:00 on Tuesdays. All other days of the week will retain their originally scheduled hours.
- To encourage remote work and social distancing, departments may have only one (1) employee physically working in the department at a time, except in cases of necessity. The Board of Selectmen are suggesting the following schedule, that can be adjusted by each department head depending on their needs:
  - o Monday, Wednesday and Friday – Department Heads work in-house
  - o Tuesday and Thursday – Clerical/other employees work in-house
- Department Heads and other Town employees who have the capability of working remotely should plan to work from home on days they are not physically in the office.
- Employees working in-house should limit any person-to-person interactions with other employees. Questions or issues that need to be discussed should be handled via telephone or email where appropriate. Social distancing protocols of six (6) feet of separation should be utilized when necessary.
- Town employees working during this Remote Action Plan shall continue to be paid for their regularly scheduled hours, regardless of the total number of in-house hours worked. However, in order to receive such pay, all employees must remain **willing and able** to come in to Town Hall during regular work hours if requested by the Department Head or Town Administrator. If an employee is not willing and able to come in when requested, he/she must



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utilize available vacation, personal or sick time in order to be paid for that day.

- Each Department is expected to complete all regularly scheduled work, including essential functions as listed on their Departmental Remote Action Plan form. The Department Heads will provide weekly update reports to the Town Administrator to confirm their progress and indicate any challenges they may be facing.
  - o The Town Administrator will discuss all expectations with each department at the onset of this Remote Action Plan. As each department has a varying level of essential functions and essential personnel, the amount and type of work completed will fluctuate accordingly.

These arrangements are expected to be short term, and the Town of Acushnet will continue to monitor guidance from health officials and the need for remote work arrangements. The Town of Acushnet may require employees to return to regular, in-house work at any time.