



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Tel: 508-349-7004, Extension: 10 or 24 Fax: 508-349-5505

POLICY MEMORANDUM #64

Date: Adopted May 12, 2020

Subject: Masks and Social Distancing for the Town of Truro

This policy applies to all Town property. Employees on duty, board/committee/commission members and the public at large will be expected to abide by the policy while on Town property. This policy will likely change as we receive new guidance from health officials.

Rationale and Tools

The Town of Truro remains committed to providing high-quality service to the residents and visitors of Truro while ensuring the safety of our workforce. To that end, the Town of Truro expects the following available tools be used to promote safety and minimize transmission of COVID-19:

1. Good hand hygiene—frequent handwashing (with soap and water for a minimum of 20 seconds) and using hand sanitizer when handwashing is not possible.
2. Social distancing—maintaining six feet of distancing from other people and avoiding gathering in groups.
3. Good respiratory hygiene—cover a cough or sneeze with a tissue, then throw the tissue in the trash. If tissues are not available use your elbow to cover coughs and sneezes.
4. Keep your face free of germs—avoid touching your face.
5. Masks/ face coverings—wear a cloth face covering over your nose and mouth.
6. Sanitized surfaces—the Town will clean and disinfect frequently touched objects and surfaces.
7. Stay home when you are sick—Stay home if you are ill, except to get medical care.
8. Be an example—set an example for co-workers and community members by utilizing all of these tools. Use common sense and remember that all of us must do our part to protect each other.

Required Actions

- The Town of Truro requires that social distancing be practiced on all Town property.
- Employees, board/committee/commission members and visitors are required to keep a minimum of six feet from one another and shall not gather in groups, in accordance with CDC Guidance. For work tasks that may require an exemption from this policy directive, please contact your supervisor.
- In-person meetings should be avoided, even when people are in the same building.
- Avoid gathering in breakrooms and other communal spaces and follow the posted guidance for these places.
- The CDC has published guidelines recommending all persons wear cloth face coverings in public settings where social distancing cannot be achieved: masks are required while on Town of Truro property. Social distancing should be practiced whenever possible and face covering is a secondary tool to protect each other. The exception to the masking policy would include those individuals with health issues that prevent them from safely wearing a mask and visitors under the age of two years.



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These practices will be continually monitored and re- evaluated. This policy will be in effect until such time as the Governor's COVID-19 Order No. 31 is lifted and until such time as the Truro Board of Health rescinds "Rule and Order Requiring the Use of Masks and Other Protective Measures."

By adhering to these policy directives and exercising common sense, you can help protect yourself, our workforce and the community. Failure to adhere to these policy directives by Town employees may result in discipline.

Rae Ann Palmer, Truro Town Manager
Under the Authority of the Truro Select Board