



1918 Historic Gorham Town Hall

Town of Gorham, NH

Town Manager's Office

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TOWN OF GORHAM, NEW HAMPSHIRE

Emergency Policies Adopted in Response to the COVID-19 Global Health Pandemic For Employees Asked to Not Report to Work by the Town

I. Background and Purpose

After being discovered in December 2019 an outbreak of respiratory illness due to a novel coronavirus (a disease now known as COVID-19) has impacted most countries around the world. On March 11, 2020 the World Health Organization declared COVID-19 a pandemic. On March 13, 2020 Governor Chris Sununu issued Executive Order 2020-04, which declared a State of Emergency in the State of New Hampshire effective 11:59 p.m. on Sunday March 15, 2020. Subsequently both the State and Federal governments have issued further executive orders and legislation, which this policy intends to document and customize to Gorham as applicable. On March 26, 2020, the Governor ordered an Emergency Stay-at-Home order, which order exempts local government from the Stay-At-Home order. It does however, urge exempt organizations to:

- Prohibit all gatherings with more than 10 individuals;
- Keep all personnel six feet apart;
- Encourage employees to stay home when sick, and send home those who report feeling ill or display symptoms; and
- Encourage all employers to continue their operations through remote means and telework when possible.

II. Authority

These policies are adopted by the Board of Selectmen in accordance with RSA 31:39 as it relates to the management of the Town's prudential affairs.

III. Effective Date

These policies are adopted effective April 1, 2020 (unless otherwise stated) and until rescinded.

IV. Definitions

- A. **Full time employees** are those assigned to a position that is expected to continue for an indefinite duration and works a shift schedule which would total no less than 2,080 hours per year (40 or more hours per week).

- B. **Part time employees** are those assigned to a position that is expected to continue for an indefinite duration and works a shift schedule which would total fewer than 2,080 hours per year (fewer than 40 hours per week).
- C. **Emergency Responders for the purpose of this policy** are defined as employees who may be excluded from paid sick leave or expanded family and medical leave by their employer under the FFCRA, an emergency responder is an employee who is necessary for the provision of transport, care, health care, comfort, and nutrition of such patients, or whose services are otherwise needed to limit the spread of COVID-19. This includes but is not limited to military or national guard, law enforcement officers, correctional institution personnel, fire fighters, emergency medical services personnel, physicians, nurses, public health personnel, emergency medical technicians, paramedics, emergency management personnel, 911 operators, public works personnel, and persons with skills or training in operating specialized equipment or other skills needed to provide aid in a declared emergency as well as individuals who work for such facilities employing these individuals and whose work is necessary to maintain the operation of the facility. In Gorham the current employees that meet this definition are: Town Manager, Finance Director, Fiscal Assistant for Payroll/Accounts Payable, Town Clerk/Tax Collector, and all employees of the following departments: Fire Department, Police Department, Department of Public Works, Sewer Department, and Solid Waste Department.

V. Policy:

Town of Gorham full-time employees, who are asked to stay at home by their department head in order to split shifts/crews to minimize contact with each other, to achieve social distancing, and who do not qualify for Emergency Sick Leave as per the Emergency Policies Adopted in Response to the COVID-19 Global Health Pandemic adopted by the Board of Selectmen contemporaneously with this policy, shall:

Continue to receive base pay, for their regularly scheduled hours provided they comply with the following:

- Be on-call and available to work within one half-hour of receiving a call from their supervisor.
- Work from home if they have the tools necessary to do so, ie: remote access.
- Take projects home to do as assigned.
- Complete a time sheet for any hours worked, both at work, at home, and including on-call hours.

Approved by:

Dated: March 31, 2020


Michael Waddell, Chairman


Judith LeBlanc


Adam White