



City of
GREENFIELD, MASSACHUSETTS



OFFICE OF THE MAYOR

ROXANN WEDEGARTNER

Mayor

City Hall • 14 Court Square • Greenfield, MA 01301
Phone 413-772-1560 • Fax 413-772-1519
Mayor@greenfield-ma.gov • www.greenfield-ma.gov

March 13, 2020

Dear City Staff,

Today, I wish to share with you the latest plans in the City regarding our preparedness for the COVID-19 virus, commonly called Coronavirus, and our plans to protect the health and safety of you, our personnel, and the public.

Today, I will declare a State of Emergency in the City of Greenfield. This declaration of a state of emergency will facilitate and expedite the use of City resources to protect you, your family and the citizens of Greenfield from the impacts of the spread of COVID-19. Our City's Emergency response team, made up of the city's Public Safety, Technology, and Health senior staff, have been advising me, and helping me stay informed and gain perspective as we manage this pandemic. The actions I am taking support and focus on our priority to maintain the health and safety of our community, our members, and our staff while also ensuring that we are able to keep the very important business of running our city going, with as few disruptions to service as possible. I urge everyone to remain calm, exercise safe hygiene practices and check in with one another. As the most populous municipality in Franklin County, we hope that providing leadership on this will benefit the county and region as a whole.

According to Public Health Officials, the best way to slow the spread of the virus, or "flatten the curve", is to exercise what is called social distancing. Slowing the spread will help preserve the health resources in our city, and our county, so that the most severe cases and illnesses will be able to be handled by our public health system, including our hospital. See the image below, source and information:

<https://www.nytimes.com/2020/03/11/science/coronavirus-curve-mitigation-infection.html>

We are taking steps to encourage social distancing and to protect employees in the City of Greenfield that will remain in effect until April 1, with a reevaluation at that time. **To that end the following plans are in effect:**

- We have implemented an Immediate Telecommuting Plan for NR staff (attached). You should work with your supervisor to determine if your job duties can be done remotely, and if it is possible, do so immediately.
- We have implemented an emergency Paid Time Off Plan. If you need to stay home, either for a family member or yourself, for any reason, these plans are in effect until April 1, 2020:
 - We have temporarily waived the necessity for a doctor's note after an absence of 3 days.
 - We have waived any limits on annual sick days you can use for a family member.
 - We will temporarily allow you to borrow Paid Time Off (PTO) that you have not yet accrued from the future, up to 12 months from now. If you leave employment with the City you will have this time deducted from your last paycheck(s).

Closings and Cancellations:

- As of the end of business today, the Greenfield Senior Center will be closed. Seniors are among the most vulnerable population in terms of this and other illnesses. We will assess this plan at the end of March.
- As of the end of business today, the Greenfield Public Library will be closed to the public. Library staff will report to work.
- Effective Monday, We will reduce the **Public Walk-In Hours** in City Hall, Inspections Division, and the DPW Office for the next 2 weeks. Hours will be 10:00am – 3:00pm. This plan affects the Clerk, the Tax Collector, the Assessor, Licensing, Retirement, and all other departments housed in those buildings. Supervisors can implement paperwork drop off plans and other creative ways to limit public contact.
- If someone wants to meet with anyone in these buildings outside of those hours, they will need an appointment. If someone needs paperwork from licensing that they cannot get online, they will need to call and make an appointment to get it.
- Recreation is cancelling events for the foreseeable future.
- The DPW Wastewater Tours are cancelled until further notice.
- As Mayor, I need to also limit contact, so will only be making essential appointments with people from outside of the City. I will use the telephone for all others.
- I will revisit this plan near the end of the 2 weeks.

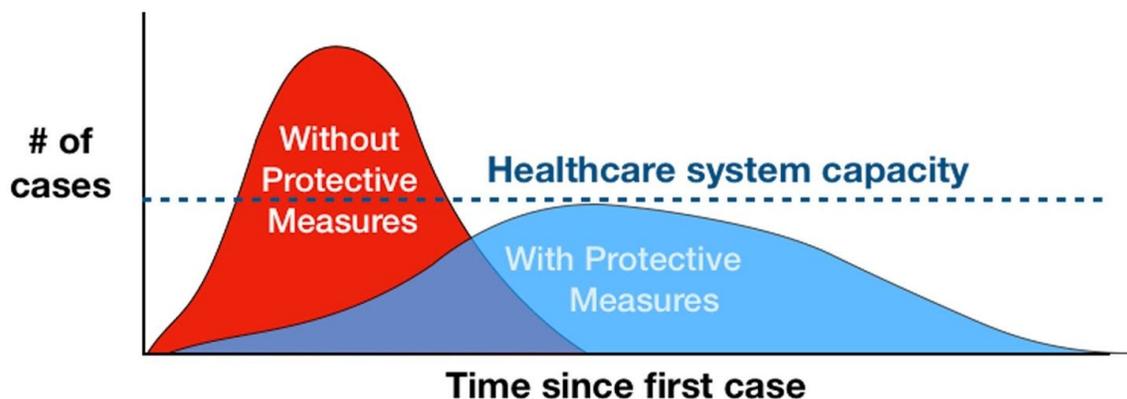
We will embark upon a communication campaign alerting citizens via every medium possible of all the alternative ways to do business with the City, other than in person. People will be encouraged to call or email, or use the city's payment portals. The Library's online offerings, including e-books and videos, will continue to be available.

I want to encourage everyone to be courteous and helpful to their colleagues, and patient with patrons, while we try these creative solutions to this unprecedented event. People are anxious and worried, and the news is changing so rapidly that many people can't keep up.

For you, our City Employees, keep an eye on yourself, as well. Take time to process what is going on, and practice self-care. I wish to remind you that the City has two EAP's (Employee Assistance Programs) available to you, and that Health New England has a Teladoc service and other resources. Human Resources will share this information after this notice goes out. As always, please feel free to reach out to my office for any guidance. We are all in this together.

Onward,

Roxann Wedegartner
Mayor



Adapted from CDC / The Economist