



## **TOWN OF OXFORD**

S.B. Church Memorial Town Hall  
486 Oxford Road, Oxford, Connecticut 06478-1298

OFFICE OF THE TOWN CLERK

### **Safety & Health Committee Minutes March 11 2020**

The regular meeting of the Oxford Safety & Health Committee (OSHC) was called to order at 10:00AM by Chairman Margaret A West-Mainor. The following members were present: Jessica Pennell, Dawn Passerine, Mike Blood.

Public Comment: None

Review of Injuries: Margaret reported only one injury was reported; sprained muscle no loss of work.

Site Inspections: Quaker Farms Fire House Next meeting.

Margaret explained that Kristyn the Administrative Assistant will join us to update us and summarize the statewide Municipal & Legislative Covid-19 conference call.

Margaret discussed the emergency situation & evacuation procedure protocol and hoped we can move forward on putting together a procedure.

Other Business:

Discussion ensued regarding safety door and bullet proof glass for the tax office. Seymour tax office has good model where the taxpayer does not come into the office and is protected by glass.

Other offices could use ½ doors as well, Planning & Zoning, Conservation and building but this will depend on where they move to and the down stairs space.

Margaret will contact Scott Pelletier to confirm a date for a fire drill at town hall.

Kristyn joined the meeting and explained the attached addendum. Mostly washing of the hands and using common sense. She further explained that the custodians are cleaning the town hall with bleach; doors knobs and rest rooms. Gordon asked her if they could put attic stairs in so the contractors going up don't have to use a ladder for safety purposes.

Kristyn also explained we will have to take a Sexual Harassment & Blood Borne pathogens training in October.

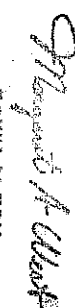
There being no other business Jessica moved to adjourn, seconded.

Meeting adjourned at 10:35AM

Respectfully Submitted

  
Margaret A West-Mainor

Next Meeting: May 13, 2020

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**Summary of Statewide Municipal and Legislative Conference Call  
March 9, 2020, 5:00 pm.**

Governor Lamont thanked everyone for their work regarding COVID-19 preparedness and response. He emphasized the importance of social distancing, focusing on big crowds of 100 or more people, such as parades and after school events.

DPH provided a COVID 19 update.

DESPP/DEMHS provided an update on the current partial activation status of the State Emergency Operations Center. An incident has been open on WebEOC since January, and information is being posted there regularly. Different Emergency Support Function (ESF) Task Forces are being activated and have been meeting to address emerging issues.

A Joint Information Center (JIC) has been established at the State EOC. Questions from municipal officials, including Public Health, as well as state agencies and legislators, may be sent to [covid19.dph@ct.gov](mailto:covid19.dph@ct.gov). Please consult your local public health director or district before sending an email to the JIC. And if you send an email, please copy your CEO, local public health, EMD, and DEMHS regional coordinator. United Way 211 also has a COVID 19 hotline, and DPH and CDC information can be found at [ct.gov/coronavirus](http://ct.gov/coronavirus).

It was suggested that now is the time to make sure that the municipal Unified Command group are communicating with each other, including the CEO, local public health director, emergency management director, school superintendent, Fire, Police and EMS chiefs, and Social Services. Municipalities were reminded that to go through their DEMHS Regional Coordinators for assistance from the State Emergency Operations Center.

The Governor's messaging to state employees was shared with the group. See attached.

The Department of Education and the Office of Early Childhood provided briefings. Guidance has been sent out to school superintendents, including a dedicated call line. The Commissioner gave information on potential closings, waivers, etc...

SDE recommended that school districts, in consultation with the municipal or district health department, should consider the directives made to state agencies regarding district planning for large events where there would be 100 or more people in attendance such as athletic events, school plays or concerts or field trips. See attached guidance from DPH regarding this.

OEC has also sent guidance to its 4000 day care providers.

The line was open and questions were taken. Among other issues that were addressed was a recommendation that municipalities check with their attorneys on any local powers that may be found in their charters or ordinances, and also pointed out CEO powers in an emergency are outlined in several places, including Connecticut General Statutes Section 28-8a.

**Email from Governor Lamont to all executive branch employees:**

**Monday, March 9, 2020:**

Over the weekend we saw the first diagnosed cases of the novel coronavirus (COVID-19) in Connecticut. As the disease spreads around the world, it has long been expected it would eventually surface here. We are very focused on ensuring that the offices in which each of our dedicated state employees work remain healthy and safe places to conduct business.

In addition to the prior guidance I've issued, including that anyone returning from a Level 2 or 3 country (China, Iran, Italy, Japan, South Korea) not return to work and self-monitor at home for 14 days upon their return to the United States, we are taking some additional steps to help prevent and delay the spread of COVID-19. These actions include:

- An immediate freeze on state employee travel on state business outside of Connecticut until further notice. Any requested exceptions must be approved by your agency head in consultation with COO Josh Geballe.
- Any employees working with out-of-state contractors who travel to our Connecticut-based sites, planning to welcome out-of-state colleagues for meetings or other out-of-state visitors should evaluate whether these activities can proceed remotely through teleconference or online collaboration for the time being and, if so, should take that approach.
- I've asked agency heads to provide a list of any State of Connecticut-organized large meetings, conferences, or gatherings anticipated to have more than 100 people in attendance scheduled between now and April 30. Our administration will evaluate whether these events should move to teleconference or be postponed.
- For events or meetings with large numbers of people within arm's length of each other, encourage those who are at higher risk due to age (70 or older), cardiovascular disease, diabetes, cancer, heart disease, or chronic lung diseases like COPD, as well as those with severely weakened immune systems, not to attend or dial in.
- For employees who have state-issued laptops, please get in the habit of bringing your laptops home with you each night to ensure maximum flexibility.
- We have directed our property management firms and cleaning contractors to increase the use of disinfectants when cleaning state office buildings and to increase the frequency of disinfectant cleaning, especially focusing on common touch points.

While these actions may feel overly disruptive to some given the very few cases we've seen so far in Connecticut, I believe they are appropriate to help slow the spread of COVID-19 and I'm encouraging all employers in Connecticut to take similar actions.

Key messages for our state employees and the general public:

- People without symptoms should not be tested for COVID-19. Testing individuals with no symptoms is not recommended by CDC.
- If you were with someone who does not have symptoms, the risk of transmission is very low.
- There are many respiratory illnesses circulating in Connecticut, such as the flu and the common cold. Having respiratory symptoms does not mean that you have COVID-19.

- People are at higher risk for COVID-19 if they have symptoms of the virus (cough, fever, shortness of breath) AND if they were in contact with a positive case of COVID-19 (or have traveled to country with community transmission, such as China, Italy, South Korea, Iran, and Japan).
- Someone is considered a contact if they have had direct, face-to-face contact with a person with COVID-19.
- People who think they have COVID-19 should call their healthcare provider. These people should not go directly to a healthcare facility without first calling a healthcare provider (unless they are experiencing a medical emergency).
- If you haven't already, get your flu shot and make sure the people around you do the same.
- Wash your hands thoroughly and often throughout the day. Use warm water and soap. If soap and water are not available, use an alcohol-based hand gel.
- Cough or sneeze into your elbow. Viruses can spread by coughing or sneezing on other people or into your hands.
- Stay home from work or school if you are sick.
- Avoid touching your eyes, nose, or mouth. Germs spread this way.
- Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious foods.
- Keep surfaces (especially bedside tables, surfaces in the bathroom, and toys for children) clean by wiping them down with a household disinfectant.

For the most up-to-date information from the State of Connecticut, as well as guidance and other resources, visit [ct.gov/coronavirus](https://ct.gov/coronavirus). If you're not already subscribed to receive press releases from my office and want the most updated announcements in your inbox, you can [sign up for our mailing list by visiting my office's website](#).

I appreciate the work of all of our state employees, and thank each of you for your commitment to the health and safety of our offices and our team.

Stay healthy,

Ned Lamont

Governor



## **Guidance from DPH provided March 10, 2020 in response to questions on the call:**

We recognize that some municipal officials may have questions about what they should be doing now, prior to their communities having widespread transmission of COVID19. We also understand that chief executive officers are the individuals who make those determinations for their communities. The Department of Public Health has posted several materials for use by local communities. Please refer to the following links that may be of use to directors of health and their respective chief executive officers. Directors of health are provided with timely information, and can provide some guidance to their elected officials and other executive officers to assist them in making decisions, too.

### **Planning Guidance**

Below are hyperlinks from either the DPH's or CDC's website that provide specific guidance and recommendations for: (1) emergency responders and law enforcement, (2) businesses and employers, and (3) elementary and secondary schools. To access the hyperlinks hold "Ctrl" and click the link.

- Guidance for [emergency responders click here.](#)
- Guidance for [law enforcement personnel click here](#)
- Guidance for [businesses and employers click here.](#)
- Guidance for [elementary and secondary schools click here.](#)
- Guidance for [colleges and universities click here](#)
- Guidance for [healthcare facilities click here](#)
- Guidance for [mass gathering event planning click here](#)
- Guidance on [optimizing N95 respirators click here](#)
- Recommended [precautions for polling locations click here](#)

General information for employees on several topics can be found on the CDC website:

- [How To Protect Yourself](#)
- [What To Do if you Are Sick](#)

Regarding continuity planning, employers should consider how best to decrease the spread of acute respiratory illnesses and lower the potential impact of COVID-19 in workplaces in the event of an outbreak by taking steps to:

- Reduce transmission among staff
- Protect people who are at higher risk for adverse health complications
- Maintain business operations
- Minimize adverse effects on other entities in their supply chains

All private and public sector agencies are encouraged to develop or update contingency plans to ensure they can continue to carry out essential functions regardless of the threat or impact. For guidance and more information on continuity planning visit.