

## EMPLOYEE WORK PLACE TRAINING

As a required part of the Governor's reopening plan, all Town of Hingham employees must complete a basic training program. The Town of Hingham employee training will include review of the following four modules. (<https://www.mass.gov/doc/employee-reopening-poster/download>).

- Please review the information below with your staff
- This information is broken down into 4 easy modules
- Video links provided for each section

**Reopen overview:**

<https://www.mass.gov/info-details/reopening-mandatory-safety-standards-for-workplaces>

### Module 1

#### SOCIAL DISTANCING



Remain at least six feet apart from others to the greatest extent possible, both inside and outside workplaces



Follow established protocols to ensure social distancing



Review signage for safe social distancing



Use a face covering or mask at all times



**Social Distancing Link:**

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

### Module 2

#### HYGIENE PROTOCOLS



Ensure there are hand washing capabilities throughout the workplace



Wash your hands frequently and properly



Provide regular sanitization of high touch areas, such as workstations, equipment, screens, doorknobs, restrooms, etc.



**Hand Washing Link:**

<https://youtu.be/d914EnpU4Fo>

### Module 3

**STAFFING & OPERATIONS**

 <p>Attend work trainings regarding the social distancing and hygiene protocols</p>	 <p>Do not report to work if you are displaying COVID-19-like symptoms</p>	 <p>Comply with plan for employees getting ill from COVID-19 at work, and return-to-work plan</p>
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**Staffing Link:**  
<https://www.mass.gov/info-details/reopening-mandatory-safety-standards-for-workplaces#staffing-and-...>

### Module 4

**CLEANING & DISINFECTING**

 <p>Comply and maintain cleaning protocols specific to the business</p>	 <p>Ensure that cleaning and disinfecting is performed when an active employee is diagnosed with COVID-19</p>	 <p>Disinfect all common surfaces must take place at intervals appropriate to said workplace</p>
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**Cleaning Link:**  
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

For more detailed information. Links: <https://www.mass.gov/handwashing>

<https://www.mass.gov/news/wear-a-mask-in-public>

Department Heads will ensure all employees have reviewed the training materials and maintain a roster of employees who have completed the training and will forward a copy to Human Resources. New employees will be required to review this training document upon hire for as long the Governor's order is in effect.

The training document will be posted in all public buildings. Any questions contact: Lt. James Sheard (HFD) [sheardj@hingham-ma.gov](mailto:sheardj@hingham-ma.gov)