



TOWN OF NANTUCKET HUMAN RESOURCES

Town and County Offices
will be closed **March 16th – March 30th**
to public and non-essential staff.

QUICK LINKS:

[INFORMATION: COVID-19](#)
[TOWN MANAGER NEWSLETTER](#)
[ARCHIVED HR NEWSLETTERS](#)
[EMPLOYEE ASSISTANCE PROGRAM](#)
[2020 HOLIDAY CALENDAR](#)
[VACATION CARRYOVER FORM](#)
[LEAVE REQUEST FORM](#)



FUN FACTS: National Days for the month of April

During the month of April there are several "National Days" that we thought would be fun to share with you:

April 1st is: **APRIL FOOL'S DAY**

April 2d is: **PEANUT BUTTER AND JELLY DAY**

April 12th is: **EASTER**

April 20th is: **PATRIOTS' DAY**

April 22d is: **EARTH DAY**
ADMINISTRATIVE PROFESSIONALS' DAY

**News & Information
related to COVID-19**

**Nantucket declares local state of emergency
(as of March 18, 2020).**

The Town of Nantucket has postponed the Annual Town Meeting, is exploring the postponement of the Annual Town Election, and canceled the permits of all public events, including the Nantucket Daffodil Festival, Figawi Race Weekend and the Nantucket Wine and Food Festival, through July 1. For more information: **NANTUCKET cancellations and postponements.**

We are constantly monitoring and tracking the current outbreak of the Novel Coronavirus (CoVID-19). For regular updates and to learn how to prevent infection with a respiratory illness, please visit the leading and most reliable links:

- [Nantucket Cottage Hospital updates](#)
- [Massachusetts of Public Health updates](#)
- [Center for Disease Control and Prevention updates](#)
- [World Health Organization updates](#)

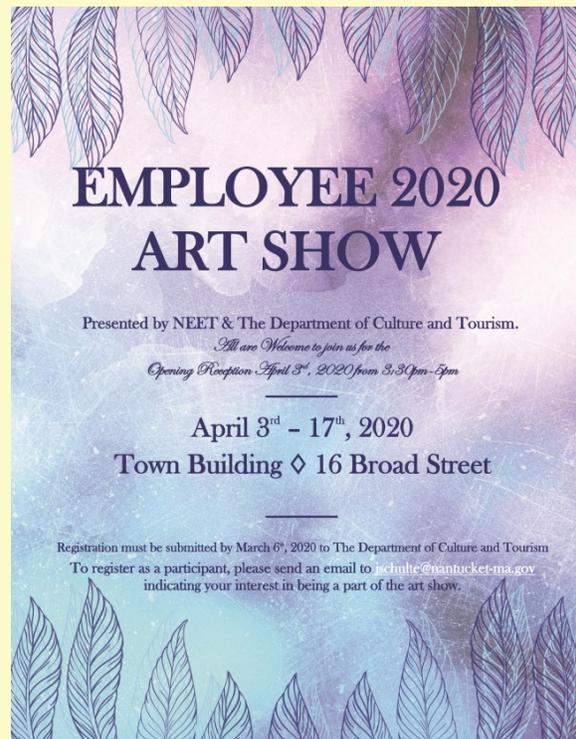


EMPLOYEE ART SHOW

The show has been cancelled due to the COVID-19 state of emergency!

For everyone that signed up, please do not drop your art off next week.

We will inform you should we be able to re-schedule this at a later date.



Need to make changes to your benefits?

The Town of Nantucket has decided to cancel



2020 Annual Benefits Fair due to the COVID-19 state of emergency. Please be advised that you can still enroll in benefits or make changes to your existing plans - increase, decrease, or even cancel a plan by contacting your provider directly.

We have reached out to our vendors and requested preferred method of communication with our employees. We will provide you with more information as soon as we know more.

Enrollment period will remain May 1 - 31, 2020.

If you have questions or concerns, please email Michelle in HR at [Michelle](#) and she can assist you.

EMPLOYEE ASSISTANCE PROGRAM - e4Health

From time to time we all have situations that pop up and are unexpected. EAP(Employee Assistance Program) is here to help:

- Family resources
- Legal and financial consultations
- Child/elder care locators
- Health assessments
- Personal/professional development tools

In addition to these regular resources we are used to, there is COVID-19 specific information available and is updated regularly. Here's some examples:

- [Coronavirus and Mental Health Tips](#)
- [Tips for what to do when feeling overwhelmed about an outbreak](#)
- [How to talk to your kids about Coronavirus](#)
- [Tips for transitioning to work from home](#)

Could EAP assist you? You can reach HelloE4 twenty-four (24) hours a day, 7 days a week. you can reach them by phone at **800-227-2195** or at their website: [Hello E4 log-in](#)

Practice social distancing



S O C I A L D I S T A N C I N G

What is social distancing?

- avoiding close contact with others that can help stop the spread of infections

How do you practice social distancing?

As an individual, you can lower your risk of infection by reducing your rate of contact with other people. Avoiding public spaces and unnecessary social gatherings, especially events with large numbers of people or crowds, will lower the chance that you will be exposed to the new coronavirus as well as to other infectious diseases like flu. If you absolutely must be out in public, please maintain a six-foot radius of personal space.

