



TOWN OF NANTUCKET HUMAN RESOURCES

Town and County Offices
are operating under a phased return to work plan.

QUICK LINKS:

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



Local Updates

[Nantucket Cottage Hospital updates](#)
[Town of Nantucket updates / Town FAQs](#)
[Massachusetts Department of Public Health](#)
[Office of Massachusetts Governor](#)
[Centers for Disease Control and Prevention](#)
[Families First Coronavirus Response Act](#)

Safe Work Guidelines for Employees

- Town of Nantucket issued the attached Safe Work Guidelines for Town employees. You can find the guide posted on the employee shared T:Drive under Human Resources as well as the **HR webpage**.

Face Covering requirements

- All residents required to wear face covering in public when a physical distancing of 6 feet is not possible.

Daily screening Survey

- Please remember to continue to self-screen daily through the **Daily Screening Survey**. Please visit the **HR webpage** to access the screening tool.

TON Telephone list

- Get the latest telephone list from the shared T:Drive 'HR Policies' folder.

COVID-19 Vacation Carryover

- Please be advised that forms are available on the town page/ **Human Resources**

QUICK LINKS

- [COVID-19 Vacation Carryover Form](#)
- [Telecommuting Policy Acknowledgement](#)
- [Vehicle Use Policy Acknowledgement](#)
- [Employee Assistance Program](#)

TOWN EMAIL ACCESS



BUSINESS INFORMATION

Phase 2 [Reopening Businesses](#) - the complete list is [found here](#).

Circulars and checklists for restaurants and lodging businesses released by the state:

- [Lodging Checklist](#)
- [Lodging Circular](#)
- [Restaurants Checklist](#)
- [Restaurants Circular](#)
- [Retail Checklist](#)
- [Retail Circular](#)

Delta Dental COVID-19 Response Programs

Please check out DD communications resources and also learn what to expect as you transition back to dental care.

- Encouraging Preventive Care
- Educating Members on Return to Care
- Enhancing Benefits, Supporting Members
- Helping Impacted Employees
- Personal Protective Equipment



View resources [HERE](#).



Employee Assistance Program (EAP)

- 2020 Pre-recorded Webinars
- Post-traumatic stress disorder (PTSD) facts and Resources
- Trauma poster
- What to Do If someone you know is struggling with PTSD

PTSD facts and resources

What is PTSD?

Post-traumatic stress disorder (PTSD) occurs in people who have experienced or witnessed a traumatic event. Events can include car accidents, plane crashes, fires, natural disasters, war or combat, violent crimes, death or the serious injury/illness of a loved one. The event can occur in a single instance or can be the result of sustained or repeated exposure over time. Reactions to such events can vary by individual, and symptoms may appear soon after the event or after some time has passed.

Symptoms of PTSD

Reaction to trauma may vary but typical symptoms include:

- Nightmares
- Reliving the event
- Unpleasant, uncontrollable thoughts
- Feelings of sadness, guilt or worry
- Irritability
- Problems falling or staying asleep
- Avoiding reminders of the event
- Feeling alone or isolated
- Angry outbursts
- Feelings of wanting to hurt yourself
- Feeling of wanting to hurt others

Children may show additional or different symptoms:

- Withdrawal-type symptoms
- Not talking
- Refusing to go places
- Refusing to play with friends
- Acting younger than their age
- Stomachaches or headaches

See a doctor immediately if:

- Symptoms persist for more than one month
- You have a significant impairment in everyday functioning
- You feel like your life is spinning out of control
- You are having thoughts of self-harm or assault

Although such symptoms may seem unhealthy, they are reasonable responses to having experienced a traumatic event.

Getting help

PTSD is more common than most people realize, and treatment is readily available. A good starting point is your primary physician. Your doctor may prescribe medications that help minimize the physical aspects of PTSD. He or she may refer you to another resource, such as a mental health professional, who can guide you through resolving your feelings.

Getting help quickly will help get your symptoms under control and get your life back on track sooner.

New Directions EAP is here for you.
eap.ndbh.com | 800-624-5544



EAP Support Line at 800-624-5544

Don't be a victim! Learn how to defend against Cyberattacks!

12 Tips to Defend Against Cyberattacks

In the ever-changing cyberthreat environment, we are all responsible for doing our part to keep information secure — both at home and at work.

Here are 12 tips from Tyler Cybersecurity to help you build a habit of cybersecurity and defend against being the victim of a data breach.

Disrupt the Delivery Channels

Hackers are very good at tricking people to get sensitive information or unauthorized access so they can perpetrate an attack. Here are four ways you can deny them access.



Keep antivirus protection up-to-date and apply security patches regularly.



Never click a link or open an attachment in an unsolicited email.



Never provide information to unsolicited phone calls or email requests.



If you receive an unsolicited call asking for info, don't! Offer to call them back!

Be Observant and Ask Questions

Hackers don't just use electronic means to access information. Here are four tips you should keep in mind, especially at work, to keep the bad guys out.



Never allow strangers to "tailgate" through a secure door.



Always require a valid picture ID of anyone requesting entrance into non-public areas.



Always verify the validity of the request for entrance into secure areas.



Alert management of suspicious persons or activity on premises.

Take Control of Your Personal Information

Being aware of the risks you face when online can help you make cybersecurity a habit. Start by taking control of your online presence with these four tips.



Use a Credit Protection Service and consider a Credit Freeze.



Never share passwords or write them down. And don't use the same one twice!



Use two-factor authentication whenever it's available!



Use ALL the security features available in your social media accounts.

Unemployment Benefit Fraud Alert

If you believe someone is using your identity to falsely claim unemployment benefits, please protect yourself and report the fraud [HERE](#).



Emergency Response Plan Changes to TASC Offerings

- An Extended spenddown will allow participants until 12/31/2020 to spend their current balances.
- A Carryover of \$550.00 will allow participants until 6/30/2021 to spend their leftover funds (if any).

Call TASC at 1-833-433-1002 for help

More information and details about TASC plan changes [HERE](#).



**STAY
HYDRATED**