



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](#)



FUN FACTS: National Days for the month of August

- Aug. 17: International Geocaching Day
 - Aug. 17: Cupcake Day
 - Aug. 21: Senior Citizen's Day
 - Aug 26: Women's Equality Day
-

Check your Benefits

Make sure your new benefit elections are correct!

For New Enrollees:

- Please check your new TASC balances
- Advise HR if you have not received your TASC, DD or BCBS cards.



We have had several members advise that they have not received their cards. We have been in contact with TASC and all newly enrollment members will have new cards issued immediately.

Please let us know if you do not receive your card in the mail within 14 business days of Monday, August 3.

Thank You!

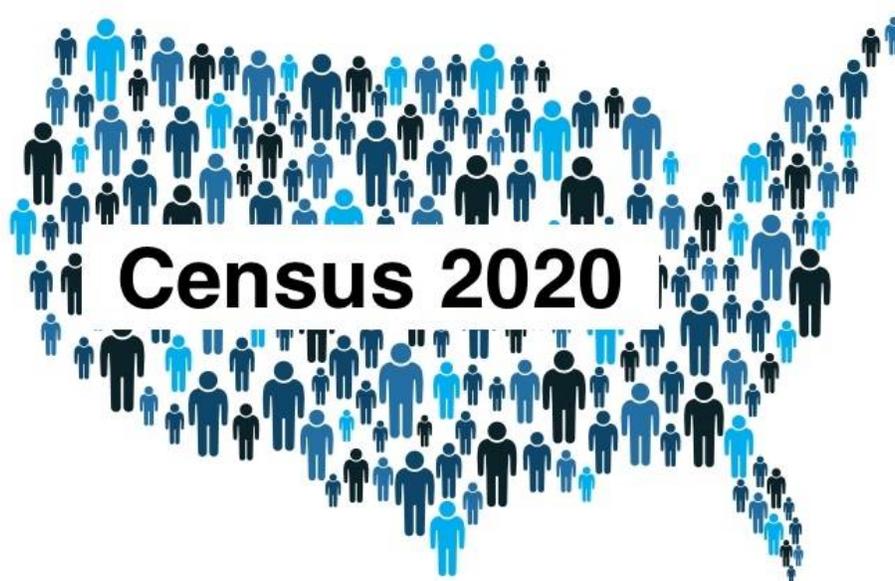
To all town Employees, local businesses and organizations that helped keeping Nantucket safe during the early days of the pandemic.

Libby Gibson

Watch the recognition video on Instagram
[#townofnantucket](#)

2020 Census: We All Count For ACK

New deadline: September 30.



COVID-19 Asymptomatic Testing on Nantucket

Plan Ahead for Your COVID-19 Test at Nantucket Cottage Hospital:

- If you anticipate needing a non-medically necessary (asymptomatic) COVID-19 test for travel, school or other purposes in the coming weeks and months, Nantucket Cottage Hospital urges you to plan ahead by applying for a testing appointment as soon as possible.
- Governor Charlie Baker's new **travel order** is now in effect, which requires all visitors and returning residents entering Massachusetts from out of state who do not meet an exemption to complete a **Travel Form** and **quarantine for 14 days** unless they can demonstrate proof of a negative COVID-19 test within 72 hours prior to arrival. You may obtain a test at your own expense after your arrival in Massachusetts, but you must quarantine until you obtain a negative result.
- Nantucket Cottage Hospital is able to schedule asymptomatic COVID-19 tests ahead of time, and is **urging those who may need to be tested to request a testing appointment at NCH as far in advance as possible by clicking here.** Non-medically necessary COVID-19 tests are available at NCH for \$150 per test by appointment only.
- Patients with one or more symptoms of COVID-19 should arrive without an appointment at the Nantucket Cottage Hospital drive-through evaluation site at the main entrance portico. The costs of these medically-necessary COVID-19 tests are completely covered whether you have insurance or not.

COVID-19 testing hours of operation:

Monday to Friday: 7 a.m. to 12 p.m. and 1 p.m. to 5 p.m.

Saturday to Sunday: 8 a.m. to 12 p.m.



Phishing Email Warning !!!

There have been recent reports of phishing attempts on the Town network.

- If you receive an email that you are not sure about, asks you to respond or open an attachment, asks you for money or just gives you a weird feeling – **CALL THE**

- Notify IT via the HelpDesk and delete, delete, delete.

Post-COVID-19 Security Refresher



Welcome back! We certainly missed having our workplace family under one roof, and it's wonderful to finally be reconnected in person. Now that we are back in the office, let's re-establish ourselves as strong human firewalls with this quick security refresher.



Organizational policies must always be followed.

We designed our policies to prevent security incidents and ensure the privacy of our employees, clients, and business associates. Circumventing policy undermines those efforts and puts the entire organization at risk.



Phishing attacks continue to rise.

Scammers revel in the opportunity to take advantage of unprecedented situations, especially those that breed vulnerability and uncertainty, such as a pandemic. Attacking human emotions has always been a go-to strategy in the scammer's playbook. Stay alert for phishing emails. Never click on random links or download random attachments. Hover your mouse pointer over links to reveal the full URL. If something seems off, if a message contains awkward phrasing, poor grammar, unrealistic promises, or urgent language, don't click!



Remember that physical security is just as important as cybersecurity.

When you're in public, keep an eye on your devices, and use discretion when accessing or discussing sensitive information. In the office, make sure no one slips in behind you when you enter a secured area, lock your workstation when not in use, keep a clean desk, and shred sensitive documents before discarding.



Report all security incidents immediately.

Timely reporting empowers our organization to investigate and remediate security incidents and helps prevent similar events from recurring in the future. The longer you wait to report something, the more damage it could cause.



Use common sense.

If you find a USB flash drive, don't plug it in. If you have access to confidential data, keep it private, and never share it on public forums. Avoid leaving unattended devices in plain sight, such as in a vehicle. And never reveal your passwords to anyone for any reason.

If you have questions or need help with anything, please ask!



School Committee approves hybrid return to class in September

The Nantucket School Committee on Thursday night (August 13, 2020) adopted a hybrid return-to-school plan that will have most students in class two days a week and remote learning the other three days starting in September.

The plan is contingent on administrators, the School Committee and staff coming to agreement on safety protocols prior to the first day of school, scheduled for Sept. 16, eight days after originally planned.



No matter how you're feeling about the return to learn, your EAP can help with a **Back to School Guide**.

- list of no-cost services
- support for school decision-making and transitions
- how to talk to kids and teens
- managing stress for teachers

To start, here are some things you can do to set children up for success despite less-than-ideal circumstances:

Take advantage of the things you can control. Work healthy habits into a routine that works for you and your family. Whether your children leave the house for school or stay at home, try to keep the days structured with consistent times for waking up, eating meals, learning, relaxing and going to bed.

Be honest, but try to stay positive. Your child should be able to come to you with questions or emotions, and count on your honesty. When talking about COVID-19, new school routines or anything else that is worrying them, it's okay to not have all the answers. Reassure them that when you learn new information, you'll share it with them.

Call your Employee Assistance Program. Whether your family is really struggling emotionally or just needs an extra set of hands to balance it all, the EAP can connect you to tons of resources to help make life easier for both you and your child. This might include things like:

- Counseling to help your family deal with school decisions and transitions
 - Referrals for at-home education support programs
 - Entertainment & physical activity resources
 - Tips for talking to your children about COVID-19
 - Financial consultations for budgeting new needs

For more tips on addressing tough topics, visit the **EAP COVID-19 library** and sign in with your company code.

Wondering what else the EAP can do for you? Join this month's free webinars on ***Combating Perfectionism*** and ***Motivating Your Employees***. Go online to register.

Want to share this information with your employees?

*Click here for an **English** or a **Spanish** poster.*

Keep an eye on your calendar for these helpful dates!

August 9-15

It's the start of National Health Center Week; learn about how you can benefit from and support local centers.

August 19

Happy workers are productive workers. Attend the webinar, Motivating Your Employees and explore key factors necessary to for your employees to flourish.

August 26

Attend the webinar Combating Perfectionism and learn how to develop immunity to perfectionism in your life.

August 30

Take advantage of the long summer days and get out for a walk after dinner; it's a nice way to unwind and help your heart..

New Activity Challenge is Coming Soon

Enrollment Opens: September 7, 2020
Challenge Begins: September 14, 2020
Enrollment Ends: September 20, 2020
Challenge Ends: October 26, 2020



STAY HEALTHY !