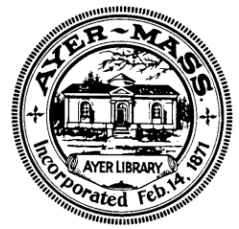


**Office of the Select Board  
Office of the Town Manager**

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Town of Ayer| Ayer Town Hall| 1 Main Street| Ayer, MA 01432|978-772-8220| [www.ayer.ma.us](http://www.ayer.ma.us)

**MEMORANDUM**

**DATE:** January 4, 2021

**TO:** All Town of Ayer Personnel

**FROM:** Robert A. Pontbriand   
Town Manager

**SUBJECT:** **Town of Ayer Employee COVID-19 Testing Site and Mandatory Employee COVID-19 Screening Questionnaire**

Dear All Town of Ayer Personnel:

As 2021 begins, COVID-19 cases continue to increase in Massachusetts with over 150 municipalities listed as high-risk communities according to the Massachusetts Department of Public Health. In our continued effort to provide a safe workplace for all Town of Ayer employees, in addition to the COVID-19 protocols already in place, the Town of Ayer is taking the following measures effective immediately:

**Town of Ayer Employee COVID-19 Testing Site:**

Effective today, Monday, January 4, 2021 a COVID-19 testing center for Town of Ayer employees is operational at the Ayer Fire Department located at 1 West Main Street. This testing center is available by appointment only during the business day and is for use by Town of Ayer employees only. The testing center will be used to conduct a COVID-19 test on an employee who has a known COVID-19 exposure during the workday or displays COVID-19 symptoms while at work. The testing center is not intended to replace your health care provider for any other medical conditions or for any other COVID-19 diagnosis process. Protocol for the Town of Ayer COVID-19 testing center is attached (see attachment).

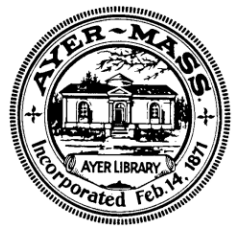
**Employee COVID-19 Screening Questionnaire (Mandatory):**

In conjunction with the opening of the employee testing center at the Fire Department, all employees must review and sign-off on the Massachusetts Department of Public Health *Employee COVID-19 Screening Questionnaire*. This is a one-time sign off, by signing this you agree to follow the Mass DPH Employee COVID-19 Screening Process, through the end of this year or when the state of emergency is rescinded.

[\[Town of Ayer\] Employee COVID-19 Screening \(seamlessdocs.com\)](https://seamlessdocs.com)

Attachment(s): Town of Ayer COVID-19 Testing Site Employee Protocol

Cc: Ayer Select Board  
Ayer Board of Health



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**Town of Ayer**

**COVID-19 Testing Site Employee Protocol**

***(Issued: January 4, 2021)***

- The Town of Ayer COVID-19 testing site is for Town of Ayer employees only.
- Department Heads will notify the Benefits and Payroll Manager when an employee requires COVID testing at the Town of Ayer COVID-19 testing site.
- The Benefits and Payroll Manager will notify the Fire Department to schedule a COVID-19 test; employees cannot 'drop-in' for a COVID test.
- This testing site is for Town of Ayer employees only and is used as needed to protect the workforce from potential COVID-19 exposure. Employees cannot 'walk-in' or elect to use this testing site instead of their health care provider or other available testing site.
- Employees with a possible or known COVID-19 exposure outside of the workplace should consult their health care provider for advice.