

## COVID Policy for Shutesbury Employees

December 21, 2021

Amended January 4, 2022

Amended January 12, 2022

1. The Selectboard strongly encourages all employees to get vaccinated receive the COVID vaccination and all recommended booster doses (fully vaccinated), and to wear a mask when not alone in an office or vehicle. If you have chosen not to get vaccinated please go to number 5.
2. The Selectboard requests a copy of your vaccination record be given to the Town Administrator.
3. Accommodations will be made for employees with disabilities, medical conditions, or a sincerely held religious belief.
4. If you have been vaccinated and you have COVID symptoms please isolate by staying home, and seek COVID testing. COVID symptoms include any of the following: fever, chills, cough, muscle pain, headache, sore throat, and new loss of taste or smell.
  - If you are fully vaccinated and have any COVID symptoms you must call out from work. You may use as COVID sick-time. If you have mild COVID symptoms and are able to work remotely, no sick time use is required.
  - If you are fully vaccinated, symptomatic and test positive you should complete 5 days of isolation from the day the symptoms started before returning to work. Return to work only after 5 days have passed since the first day of symptoms ("Day 0") AND you have had no fever for at least 24 hours without the use of fever-reducing medication AND other symptoms have substantially improved. You may use COVID sick-time.
  - If you are fully vaccinated, symptomatic and test negative you should return to work. Return to work when your symptoms have improved, and you have had no fever for at least 24 hours without the use of fever-reducing medication
  - If you are fully vaccinated and not symptomatic but test positive for COVID you should complete 5 days of isolation from the day you were tested ("Day 0") before returning to work. You may use COVID sick-time.
5. If you have chosen **not** to get vaccinated the Selectboard is requiring that you follow the practices listed below:
  - KN95 masks must be worn at all times in all town buildings.
  - KN95 masks must be worn outside when 6' of social distance cannot be maintained.
  - Town requires PCR COVID tests weekly outside of work hours. Negative and positive test will need to be submitted. If you do get COVID the weekly PCR COVID tests do not have to be taken for 90 days.
  - If you experience any COVID symptoms (including fever, chills, cough, muscle pains, headache, sore throat, or new loss of taste or smell), you must call out from work.

- ⊖ If you have symptoms and test positive for COVID, you must complete a 5-day period of isolation. Return to work only after 5 days have passed since the first day of symptoms (“Day 0”) AND you have had no fever for at least 24 hours without the use of fever-reducing medication AND other symptoms have substantially improved.
- ⊖ If you had no symptoms but test positive for COVID, you must isolate for 5 days, using the date of your positive test as your “Day 0”.
- If you have to quarantine or isolate your personal sick time must be used. The town will not pay for your quarantine or isolation time as COVID sick-time, if you have chosen not to be vaccinated.

#### **IN SUMMARY**

#### **If you test positive for COVID-19, isolate**

#### **Everyone, regardless of vaccination status:**

- Stay home for 5 days, counting from your first day of symptoms or your test date, whichever came first.
- After 5 days if you have no symptoms, or symptoms are resolving, you can leave your house.
- Strictly wear a KN95 mask around others for an additional 5 days, per DPH and CDC guidance.

*If you have a fever, continue to stay home until your fever has resolved for at least 24 hours.*

Note: This policy was created with the CDC guidance regarding isolation on December 21, 2021 and first amended January 4, 2022. The policy is amended again on January 13, 2022. If the CDC guidance changes please follow the new CDC guidance.

Thank you all for your hard work as the pandemic continues to evolve.

Sincerely,

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Rita Farrell

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Melissa Makepeace-O’Neil

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Eric Stocker

Shutesbury Selectboard

