

COVID Policy for Shutesbury Employees
December 21, 2021

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 vaccinated and symptomatic you should complete 10 days of isolation from the day the symptoms as COVID sick-time started before returning to work. , return to work only after 10 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 vaccinated and not symptomatic but test positive for COVID you should complete 10 days of isolation from the day you were tested (“Day 0”) as COVID sick-time before returning to work.
 - If you are vaccinated and symptomatic but test positive for COVID, the 10-day isolation period still begins with your first day of symptoms as “Day 0”. Symptom resolution as described above also applies. you should complete 10 days of isolation from the day your symptoms began before returning to work.
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 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 it is determined that COVID was not the cause, you must show proof of a negative test before returning to work. An Antigen COVID test may be used in this situation.

- If you have symptoms and test positive for COVID, you must complete a 10-day period of isolation. Return to work only after 10 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 10 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.

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

Sincerely,

Rita Farrell

Melissa Makepeace-O’Neil

Eric Stocker

Shutesbury Selectboard