

COVID 19 Reporting Protocols for Town Employees *updated 9/12/22*

What to do if exposed to COVID 19 and not experiencing symptoms:

If you have been exposed to COVID 19, Day 1 is the first full day **AFTER** your last contact with the person who is positive for COVID 19. Close contact is defined as being within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period, as defined by the CDC.

- 1) The employee shall contact their Department Head, who shall contact Administration.
- 2) If the exposure occurred at work, a First Report of Injury should be filed. A PAR will be needed if a WC claim is being made.
- 3) Employees may return to work while self-monitoring for symptoms if willing to wear a well-fitting mask for 10 days when in Town buildings and outdoors when not able to socially distance. The employee shall get tested at least 5 days after exposure with either a PCR test or an at-home test. Test results shall be shared with Administration.
- 4) If the employee is experiencing symptoms, please see **below**.

Test results shall be shared with Administration. Employees shall use sick, personal or vacation time while they are out of work, if unable to work remotely. When accruals are not available or exhausted, unpaid leave will be used.

What to do if experiencing symptoms of COVID 19, or has tested positive for COVID 19:

If you are experiencing symptoms, Day 0 is your first day of symptoms or your positive viral test if asymptomatic. Day 1 is the first full day **AFTER** your symptoms developed or your test specimen was collected, if asymptomatic.

SYMPTOMS OF COVID 19 include:

Fever greater than 100.4°F, sore throat, cough, shortness of breath, new loss of taste or smell, fatigue, chills, headache, muscle pain, congestion or runny nose, diarrhea, nausea, or vomiting

- 1) The employee shall stay home and contact their Department Head (who shall contact Administration).
- 2) The employee shall get tested for COVID 19 on at least day 5 with either a PCR test or an at-home test, sharing results with Administration.
- 3) The employee may return to work on or after day 6 if 1) symptoms are improving, 2) the employee is fever-free for 24 hours without fever reducing medication and 3) the employee is willing to wear a well-fitting face mask for an additional 5 days when in Town buildings and outdoors when not able to social distance.

Employees shall use sick, personal or vacation time while they are out of work, if unable to work remotely. When accruals are not available or exhausted, unpaid leave will be used.