



PRACTICES AND PROCEDURES IN LIGHT OF COVID-19 PANDEMIC

Applies to:	All Employees/Town Officials
Select Board Original Adoption:	2021
Amended on:	11.28.2022
Last Reviewed by the Select Board:	11.28.2022

1) INTRODUCTION

Employees exhibiting symptoms of COVID-19 should exercise caution before reporting to work to avoid spreading illness to their coworkers or to the public. The current symptoms of COVID-19 as defined by the CDC can be found here:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

2) GETTING TESTED

The CDC recommends that anyone with any signs or [symptoms of COVID-19](#) get tested, regardless of vaccination status or prior infection. If an employee gets tested because they have symptoms or were potentially exposed to the virus, the employee should stay away from others pending the test results and follow the advice of their health care provider or a public health professional.

Who should get tested:

- Employees who have symptoms of COVID-19 should get tested as soon as possible.
- Employees who have had a known exposure to someone with suspected or confirmed COVID-19 and develop new symptoms (including minor symptoms) should be tested as soon as possible.
- Employees who have had a known exposure but do not develop symptoms should also be tested. However, these employees should wait to test until day 6 after exposure to avoid an inaccurate result.

3) EMPLOYEE SCENARIOS

a) If an Employee tests **POSITIVE** for COVID-19:

Employees who test positive shall contact their department head as soon as practicable to report themselves out of work. The employee's department head may then contact the Board of Health or their designee for guidance regarding isolation and return to work dates, as necessary. Employees may return to work following completion of isolation provided that they are feeling better and continue to follow appropriate masking guidance as per <https://www.cdc.gov/coronavirus/2019-ncov/your-health/isolation.html>.

- a. Health Care Providers need to submit proof of a negative antigen test to return to work after testing positive for COVID-19 as per [October 2022 guidance](#) issued by the Massachusetts Department of Public Health.

- b. Antigen tests are suitable for most situations and are the test of choice over a molecular test for anyone who had has a confirmed COVID-19 infection in the last 90 days.

b) If an employee is **EXPOSED to COVID-19**, and:

- a. **DOES NOT** develop symptoms, they may continue to work, provided they follow current masking guidance as per [What to Do If You Were Exposed to COVID-19 | CDC](#) . Employees who remain asymptomatic should be tested on day 6.
- b. **DOES** develop symptoms, they should be tested for COVID-19 as soon as possible. An antigen test is recommended over a molecular test if the employee has had a confirmed COVID-19 infection in the last 90 days.
 - i. If work provided symptoms are minor and they follow current masking guidance as per [What to Do If You Were Exposed to COVID-19 | CDC](#) .
 - ii. When using antigen tests, employees who test negative testing **POSITIVE**, follow guidance under (1).
 - iii. If testing **NEGATIVE**, the employee may continue to test again each day they have symptoms before reporting to work, provided tests remain readily available, given recent [FDA guidance](#) recommending serial testing in this scenario.

c) If an employee develops **SYMPTOMS of COVID-19**:

They should be tested as soon as possible with either a molecular or antigen test. Individuals who have tested positive in the last 90 days should utilize an antigen test to avoid an inaccurate result.

- (1) If the employee tests **POSITIVE**, follow guidance under (1).
- (2) If the employee tests **NEGATIVE**, they may continue to work, provided symptoms are minor. Employees with symptoms consistent with COVID-19 should retest each day they have symptoms before returning to work, provided tests remain readily available, given recent [FDA guidance](#) recommending serial testing in this scenario.
- (3) Mask use is encouraged to prevent the spread of illness for employees who work indoors near others.