



Eff: July 1, 2020

Stay-at-home Policy for Employees who Return from Travel to a Location that Poses a High Risk of COVID-19 Infection

I. Purpose

It is the purpose of this Policy to protect Town employees and the public they serve from contracting COVID-19 from Town employees who have recently returned from travel to a location that posed a high-risk of infection. This policy is issued in compliance with Governor Baker's July 2020 travel restrictions.

II. Scope

This Policy applies to all Town employees; however, to the extent that this Policy conflicts with the provision(s) of an employee's collective bargaining agreement, such agreement will prevail.

III. High-risk Area Definition and Notification

For the purposes of this Policy, "High-risk Area" shall mean any location outside of the Commonwealth of Massachusetts – foreign or domestic – that poses a high risk of contracting COVID-19. Please note, the exempt states are subject to change by the Governor without notice and the Town's policy will mirror whichever states are exempt / not exempt at that time.

Employees planning any travel out of state, excluding the states explicitly exempted by the Governor, must notify their supervisor/department head and Human Resources (via email) of their planned travel prior to departure. This should include date of departure, destination, and expected date of return.

IV. Stay-at-home Requirement for Employees who Return from Travel from High-risk Areas

When a Town employee returns from traveling to a High-risk Area, he/she is prohibited from entering his/her workplace for the 14 days following the date of return (“stay-at-home period”). Whether such employee is permitted to work remotely during the stay-at-home period will be determined by his/her Department Head and will depend on whether the essential functions of his/her position can be performed remotely.

V. Re-entry into the Workplace

Before reentering the workplace after the 14-day stay-at-home period, such employees may be required to submit to a COVID-19 test; have his/her temperature read; and/or answer question designed to determine whether he/she is experiencing any COVID-19 symptoms. (See Self-Certification form, previously distributed). Please refer to the previously distributed March 19, 2020 policy on staying home or being sent home for protocols on what is required of an individual in quarantine.

VI. Use of Leave during Stay-at-home Period

Employees prohibited from entering the workplace under Section IV above and whose Department Head determines that the essential function of such employees’ position cannot be performed remotely may use any accrued vacation or sick time during the stay-at-home period. Regular full-time employees shall be eligible for FFCRA/EPFL for their first 10 days (up to 80 hours) of quarantine; after FFCRA/EPFL is exhausted, full-time employees shall charge their other accruals (vacation, sick time, personal time, compensatory time) to complete their quarantine, if work-from-home measures cannot be arranged.

For regular part-time employees who do not have any accrued vacation or sick time and who cannot work-from-home, the stay-at-home period will be paid through FFCRA/EPFL as eligible for up to 10 days (see FFCRA/EPFL for eligibility). Once FFCRA/EPFL has been exhausted, employees without leave accruals will complete their quarantine without pay.

VII. Guidelines

Employees who need to quarantine shall not be disciplined for any Covid-19 related and authorized absences resulting from Section IV above, but may be subject to discipline for failure to comply with the provisions of this policy.

VIII. Exemption

Employees may seek exemption from this quarantine policy on the “72-hour test rule”. Tests that are acceptable to satisfy the 72-hour rule are limited to the following:

- A negative result from an FDA EUA-approved molecular (PCR) SARS-CoV2 test on a sample obtained 72 hours or less prior to arrival in Massachusetts
- A negative result from an antigen test must be confirmed by a negative result from an FDA EUA-approved molecular (PCR) SARS-CoV2 test on a sample obtained 72 hours or less prior to arrival in Massachusetts.