



Town of Fairhaven  
Massachusetts  
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**Staying Home or Sending Employees Home**

The coronavirus (COVID-19) is creating increasing concern in communities across the country and each day the infection spreads. In an effort to keep the virus from spreading, the CDC (Center for Disease Control) recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) stay home and if upon arrival to work or become sick during the day, be sent home immediately.

As a precaution, the Town of Fairhaven is encouraging sick employees to stay home if they exhibit symptoms of acute respiratory illness. These employees should stay home and not come to work until they are free of fever, signs of a fever, and any other symptoms for at least **72** hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees **must** notify their supervisor if they are sick and will not be coming to work.

If employees come to work displaying the symptoms listed above, their department director or supervisor may send them home with the same restrictions listed above.

Employees will be required to use sick time for this period of time. Once an employee reaches 10 days of sick time, they will begin to be charged sick time at ½ rate (i.e. 4 hours charged for 8 hours taken, etc.) If the employee does not have sick time accrued, they will be allowed to go into the negative. The employee will be required to earn back the sick time until they are no longer in the negative before they are able to use additional sick time.

Until further notice, taking sick days will not be used to reduce an employee's sick incentive bonus, if eligible, and any requirement to submit a doctor's notice for sick time use will also be suspended for the duration of the Coronavirus threat.

Employees, department directors, or supervisors should contact Human Resources with questions about when to stay home, send an employee home, or what paperwork is needed. Immunocompromised employees are encouraged to stay home regardless of presence of symptoms; in these cases, the employee may work from home, if their essential functions allows for remote work. The employee's supervisor, with the assistance of the Town Administrator and Human Resources Director, will actively engage the employee to determine if work-from-home accommodations can be made without undue hardship; if they cannot be made, then the employee shall be charged sick time as outlined above.

Please refer to the Coronavirus (COVID-19) Employee Safety Policies (Attachment A) for directives to prevent infection, and to prevent spread of the coronavirus.

Attachment A  
Coronavirus (COVID-19) Policies  
For Employee Safety

Employees are the backbone of providing services to the public and your health and safety is important to us. The following policies will be in place for your safety during the coronavirus outbreak. We ask that all of you read and follow these policies.

➤ **Precautions**

- Wipe down public counters and areas that the public and your co-workers frequently touch. (You are responsible for wiping down your own work areas and equipment).
- Wash your hands regularly with soap and water.
- Do not shake hands with the public or fellow employees.
- Cough or sneeze into a tissue, or your elbow if you have no tissue; immediately wash hands.
- Keep a safe social distances (**six** feet or more) from others when possible.
- If you plan to travel outside of the country, notify your department head of where you are going.
- Avoid sharing food utensils, containers, pens, and other personal items.
- Distances yourself from someone who appears sick.
- Avoid touching your face.
- All work-related travel that is non-essential to COVID-19 containment is halted for the duration of this emergency.
- Video conferencing is encouraged wherever possible.

➤ **Do not come to work**

- Upon returning from travel, be prepared to self-quarantine for 14 days before coming back to work from a CDC-identified high-risk country (time will be charged to sick time balance).
- If you come in contact with someone who has been exposed to COVID-19, do not come to work. Contact the Health Agent for instructions.
- If you have acute respiratory illness (cough, shortness of breath) and/or a fever greater than 100.4 degree (f), do not come to work.

➤ **If/Then**

- If you show up at work with a cough or a fever, you will be sent home.
- If you start to exhibit symptoms of a cough or fever while at work, you will be sent home.
- If an outbreak occurs in Fairhaven, then we will contemplate closing all municipal buildings to the public.
- If someone from the public visits a public building and we discover they have the coronavirus or have been exposed to the coronavirus, then we will close that building and have it sanitized.
- If someone in the workplace is diagnosed with COVID-19 virus, we will close that building and consider work-from-home protocols.