



Town of West Newbury
Employee COVID19 Exposure Protocol
November 15, 2021

This protocol reflects current OSHA, CDC and Massachusetts state guidance on protecting employees from exposure to COVID19 in the workplace. It is meant to be updated as new scientific information becomes available or regulatory requirements change. Because the town of West Newbury does not currently mandate or track employee vaccination status, the most protective approach is to use the exposure protocols for unvaccinated individuals.

Applicability

This protocol applies to employees with work spaces in the Town Offices (1910 Building), and those employees and contractors whose responsibilities include regular work in the Town Offices (i.e. Buildings & Grounds, IT vendor, etc.).

Precautions

In order to minimize COVID19 exposure, Town employees and residents entering Town buildings are required to:

- Wear face masks in all public areas
- Maintain physical distance of 6 feet
- Sanitize hands before and after touching surfaces used by others

Vaccination

All employees are encouraged to be vaccinated against COVID19 infection and if necessary, may obtain vaccinations during normal working hours.

COVID19 Symptoms

Any employee who experiences symptoms such as fever, fatigue, difficulty breathing, loss of taste or smell, cough, headache or nausea must notify their supervisor, consult their healthcare provider and receive a COVID19 test (Abbott BinaxNOW or PCR). The employee may not return to work until they are no longer symptomatic and a negative test result is received.

Isolation

An employee who tests positive for COVID19 must notify their supervisor and the Town Manager or Town Accountant/Business Manager (or their supervisor may notify the Town Manager or Town Accountant/Business Manager on their behalf). The employee may not return to work until:

- 10 days after the date of testing if asymptomatic (so, on the 11th day) OR
- 10 days after the onset of symptoms (so, on the 11th day), and
- They are fever free for 72 hours without use of medication, and
- They show overall improvement of symptoms

Approval to return to work must be given by the Town Manager or the Town Accountant/Business Manager. Proof of a negative test result may be required, and if required would be treated as confidential and placed on file in the employee's personnel file.

Quarantine

An employee who has been within 6 feet of an infected individual for a cumulative total of 15 minutes over a 24-hour period is considered to be a close contact. The employee must notify their supervisor and the Town Manager or Town Accountant/Business Manager (or their supervisor may notify the Town Manager or Town Accountant/Business Manager on their behalf), and remain out of work for a total of 10 days since the last contact with the infected individual. The employee may elect to be tested on Day 5 or later following exposure and if they receive a negative test result and do not exhibit COVID19 symptoms may return on Day 8. Approval to return to work must be given by the Town Manager or the Town Accountant/Business Manager. Proof of a negative test result may be required, and if required would be treated as confidential and placed on file in the employee's personnel file.

Compensation During Time Off

Any employee who is required to isolate or quarantine in order to prevent exposing other employees or visitors to the Town Office Building to COVID19 will be paid for their normal work schedule, and the time taken will not draw from the employee's accrued sick time. They will be expected to fulfill position requirements remotely to the maximum extent practicable while out of work, and may be asked to complete unrelated work assignments by their supervisor.

Non-Workplace Exposure

Town employees should be mindful of potential COVID19 exposure outside the workplace and follow recommended or required CDC, state and local protocols for travel, recreation and social events.

Sunset Date

This protocol shall be in effect through June 30, 2022, unless it is rescinded prior to that date, or unless the effective date is extended past that date by vote of the Select Board.

Date of adoption: November 15, 2021