



TOWN OF UPTON, MASSACHUSETTS

OFFICE OF THE TOWN MANAGER

March 18, 2020

COVID-19 - Emergency Paid Time Off (EPTO) Policy

The Town’s primary concern is the health and well-being of all of our people. In light of the continued acceleration and spread of the COVID-19 virus, it is essential that individuals who have symptoms of COVID-19 stay home to take care of themselves and to protect all who are not infected from potential exposure.

In an effort to help employees who are not able to work from home and not allowed onto the site, or who are ill, and are not able to be at work, we have developed an emergency paid time off (EPTO) policy specifically relating to illness, quarantine or site closure resulting from COVID-19. We are taking these unprecedented steps to support our employees who make it possible every day support our residents.

Below is an outline of our guidelines to the application of Emergency Paid Time Off.

Employee Status	Situation	EPTO
Employees Whose Work Can be Performed from Home	The employee is asked to stay home or shelter in place.	<i>We have taken the steps to enable these employees to work from home and therefore do not qualify for Emergency Paid Time Off</i>
Employees Whose Work Cannot be Performed at Home	The employee is asked to stay home or shelter in place because of potential exposure to or is showing potential symptoms of COVID-19	<i>Town will provide up to *14 consecutive days of regular scheduled hours of Emergency Paid Time Off</i>
	The employee has a preexisting medical condition which puts them in a High Risk category (such as immunosuppression or respiratory illnesses) and their doctor provides a written medical recommendation that the individual should stay home	<i>Town will provide up to *14 consecutive days of regular scheduled hours of Emergency Paid Time Off. Benefit eligible individuals must file for Short Term Disability</i>
	Town cancels a shift or shuts down site operation due to COVID-19 based either on its determination or at the direction of a Governmental entity	<i>Town will provide up to *14 consecutive days of regular scheduled hours of Emergency Paid Time Off</i>
All Employees Who Test Positive for COVID-19	Covid-19 symptoms prevent the employee’s ability to effectively work from home or result in hospitalization	<i>Town will provide up to 14 consecutive days of regular scheduled hours of Emergency Paid Time Off. Benefit eligible individuals must file for Short Term Disability</i>

TOWN MANAGER

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The Process: In order to receive the Emergency Paid Time Off, employees will have to complete the following steps:

1	Contact your department manager and Human Resources.
2	Make an appointment to see a doctor within 24 hours for a formal diagnosis.
3	If you are not able to get an appointment within 24 hours, consider utilizing an urgent care facility that might be able to see you sooner and please contact Human Resources to provide an update on your condition immediately after speaking with or seeing a doctor.
4	If diagnosed, immediately start the Leave Request Process and benefit eligible employees MUST apply for Short Term Disability (STD) to cover any time beyond the above limitations. Our STD provider has confirmed that anyone diagnosed with COVID-19 and subject to quarantine or extended medical treatment would be eligible. After the 14 days your STD extension would kick-in and cover pay at 70% per our standard policy.
5	Your manager will handle the EPTO request on your behalf. You will need to obtain a return to work note from your medical provider's prior to coming back to work. The EPTO granted will be the lesser of the maximum days outlined above or the number of days the doctor required you to stay home from work.

Covid-19 Emergency Paid Time Off

- *cannot be combined with worker's compensation insurance or unemployment insurance
- *EPTO will be reevaluated after 14 days

If an employee files a claim for STD benefits due to a <u>positive test</u> for the COVID-19 (Coronavirus) that results in a quarantine:	Definition of Disability
If the employee is quarantined and unable to work	Employee is considered Totally or Partially disabled during the period of medically required confinement.
If the employee is quarantined but their symptoms allow them to perform work duties from home	Employee would generally not be considered Totally or Partially Disabled and will be considered Actively at Work.

Processes & Communication to Human Resources

COVID-19 Emergency Time Off Process

As outlined in the recent note to all regarding Emergency Paid Time Off for employees who are experiencing symptoms of COVID-19, the Town is providing up to *14 consecutive days of regular scheduled hours of Emergency Paid Time Off under specific circumstances.

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If an employee meets one of these criteria, the process should be as follows:

1. Manager or HR should send them home if at work or speak with them if not.
2. The employee should be instructed as follows:

- a. They need to see a doctor within 24 hours and circle back with HR to confirm as we would want to know if they were diagnosed with COVID-19.
 - b. If they are diagnosed with COVID-19, they should
 - i. Contact HR as soon as possible to begin the request for leave process.
 - ii. Contact their local or state Department of Public Health
 - c. In order to return to work, they need to provide a return to work note from their health care provider.
3. Manager should enter 5 days of Emergency Paid Time Off (EPTO) on the Payroll Input Sheet. Time off is a maximum of **14 consecutive days of regular scheduled hours*. Employee should follow up with HR regarding their doctor appointment. If an employee is unable to see a doctor within the 24-hour period, HR should confirm when they are able to get an appointment. Goal is to ensure the employee is taking this seriously and taking action, not to try to push them.
 4. HR should monitor employees on Emergency Paid Time Off and add the additional hours up to **14 consecutive days of regular scheduled hours* if necessary.
 - a. Employee must secure a return to work note from their doctor to return to work. Note should indicate that they are in good health, symptom free and able to return to work
 5. If employee can't get an appointment with their medical provider, HR or Manager can encourage alternatives, e.g. Urgent Care, to get a note.

Guidance for Managers

The goal of this policy is to reduce risk to the Town by ensuring that employees who are potentially infected do not come in, so err on the side of allowing employees to be out.

An employee can receive this multiple times if they have more than one incident, e.g. they get ill, return to work, and then get ill again. However, HR will ensure that the employee is submitting documentation.