

## Town of Upton

### Return to Work and Occupational Health Exposure Procedures

In accordance with the Centers for Disease Control and Prevention's guidance for critical infrastructure workers and to ensure continuity of operations of essential functions, the MA Department of Public Health (DPH) advises that workers performing essential services that are not healthcare services ("Non-Healthcare Essential Service Workers") may be permitted to continue work following potential exposure to COVID-19, **provided they remain asymptomatic and additional precautions are implemented to protect them and the community.**

A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19 for a prolonged period of time (greater than 10 minutes). The timeframe for having prolonged, close contact with an individual includes the period of time when the individual has COVID-19 and 48 hours before the individual became symptomatic.

Non-Healthcare Essential Service Workers **who have had an exposure but remain asymptomatic** should adhere to the following practices prior to and during their work shift:

- **Pre-Screen:** Employers should measure the worker's temperature with a non-contact thermometer and assess symptoms prior to them starting work. Temperature checks should happen before the individual enters the facility and the thermometer should be disinfected between worker use.
- **Regular Monitoring:** As long as the worker does not have a temperature of greater than 100.0 F, or respiratory symptoms consistent with COVID-19 (e.g., cough, shortness of breath, sore throat), they should self-monitor under the supervision of the Town.
- **Wear a Facemask:** The worker must wear a facemask at all times while in the workplace for 14 days after last exposure. Employers should issue facemasks, such as surgical masks. Facemasks may include cloth face coverings if approved PPE is not available.
- **Social Distance:** The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.
- **Disinfect and Clean workspaces:** Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.

If the worker becomes sick during the day, they should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected. Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms will be compiled by the Human Resources Department. Those other employees with prolonged, close contact within 6 feet of the employee during this time would be considered exposed by Human Resources.

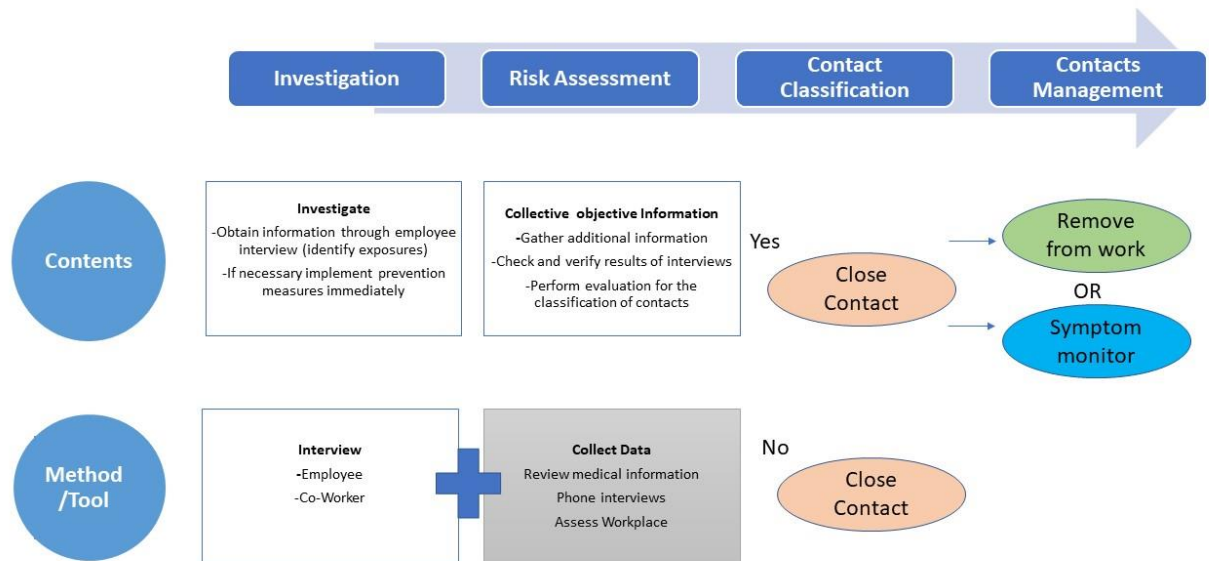
In the event that you become **symptomatic** or are deemed by your physician to have a medical condition that places you at a high risk to contract COVID-19, please do not come to work. Instead, follow these steps:

1. **Notify Your Manager and Human Resources Immediately**

If you meet any of the following criteria, please do not come to work.

- You are symptomatic: cough, fever, shortness of breath
- You have been exposed to someone who tested positive for COVID-19

- You're deemed by your physician to have a medical condition that places you at a high risk to contract COVID-19
  - You have traveled to a high risk COVID 19 area as deemed by CDC
2. **Seek Medical Attention:** Ideally, you should see a physician within 24 hours. If you are unable to make an appointment, please consider visiting an urgent care facility. The Center for Disease Control recommends that you do not leave your home except to get medical attention.
  3. **Update Your Manager and Human Resources As Soon As Possible:** Let us know what is going on - Were you able to get an appointment? Was your appointment cancelled? Are you awaiting test results? Do you need help finding an urgent care facility?
    - a. Human Resources will need to identify your workplace contacts as soon as possible. This will require you to answer a series of questions so that the Town can ensure all employees are properly protected.



4. **Diagnosis & Care Plan:** Once you receive your diagnosis, please submit [documentation](#) to your manager and Human Resources outlining how long you have been instructed to remain out of work.
5. **Returning to Work:** Workers who have tested positive for COVID-19 who **have symptoms** and were directed to care for themselves at home may discontinue home isolation under the following conditions:
  - **If you will not have a test** to determine if you are still contagious, you can return to work after these three things have happened:

- You have had no fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers)  
**AND**
- other symptoms have improved (for example, when your cough or shortness of breath have improved)  
**AND**
- at least 7 days have passed since your symptoms first appeared
- **If you will be tested** to determine if you are still contagious, you can return to work after these three things have happened:
  - You no longer have a fever (without the use medicine that reduces fevers)  
**AND**
  - other symptoms have improved (for example, when your cough or shortness of breath have improved)  
**AND**
  - you received two negative tests in a row, 24 hours apart. Your doctor will follow [CDC guidelines](#)

If the worker is tested for COVID-19 and continues to **have no symptoms**:

- If the test result is **positive**, then the worker must remain out of work for seven days from the day of the specimen collection and wear a facemask and follow the exposure guidance listed above for the remaining seven days once they return to work.
- If the test result is **negative**, then the worker must continue to wear a mask and follow the exposure guidance listed above for the entire fourteen-day period.

In all cases, employees testing positive for the virus shall be returned to work under such conditions as has been established by the Center for Disease Control. The Town, at its own expense, may require an employee who has tested positive for the COVID-19 virus to undergo a fitness for duty examination.

The Town of Upton will keep all medical information confidential and will only disclose it on a need-to-know basis. For more information on COVID-19, including symptoms and treatment, visit the CDC website at [www.cdc.gov](http://www.cdc.gov).