

EOLWD COVID-19 GUIDANCE

SITUATION	WHAT TO DO?
<p>Employee is experiencing COVID-like symptoms OR has tested positive for COVID-19</p>	<p>A. If on premises right now:</p> <ul style="list-style-type: none"> • <u>Immediately send the employee home.</u> • Confirm employee contact information (phone number, email, physical home address). • Advise employee they are not authorized to enter our facilities, for any reason, until further instructed by their manager. • Encourage employee to self-quarantine and follow the instructions of their healthcare provider and/or local Board of Health. • Report initial information to EOLWD Designated Health Officer (DHO) and Secretariat HR Officer (SHRO). • Discuss facility cleaning requirements with SHRO and Facilities. • After the employee is home, the manager should review the '<i>Questions in Response to COVID</i>' with the employee and report additional information to the DHO and SHRO. <p>B. Off premises and has had recent (last 10-14 days, per DPH determination) contact with EOLWD employee(s) and/or property:</p> <p>C. Off premises and NO recent (last 10-14 days) contact with EOLWD employee(s) and/or property:</p> <ul style="list-style-type: none"> • Confirm employee contact information (phone number, email, physical home address). • Review the '<i>Questions in Response to COVID</i>' with the employee. • Advise employee they are not authorized to enter our facilities, for any reason, until further instructed by their manager. • Encourage employee to self-quarantine and follow the instructions of their healthcare provider and/or Local Board of Health. • Report information and circumstances to DHO and SHRO and await further guidance.

SITUATION	WHAT TO DO?
In all Cases	<ul style="list-style-type: none"> • Keep all employee names confidential as required by law. (Name will need to be shared with the DHO and SHRO for notification, payroll and contact tracing purposes). • The employee should telework as they are able, or as managers are able to identify alternative work for them to perform remotely. • The DHO will contact the Department of Public Health (DPH) and speak with an epidemiologist regarding the specific circumstances as reported by management. DPH's guidance will then be communicated back to the manager and any affected parties. • The manager will notify the employee of the DPH guidance which could include testing recommendations and quarantine instructions.
Employee Travel	<ul style="list-style-type: none"> • If an employee travels to a high-risk state or out of the country, they must notify their supervisor and agency head per state protocol. Before re-entering their state worksite or the field, the employee must either test negative or have quarantined.
	<p>If circumstances necessitate:</p> <ul style="list-style-type: none"> • The DHO or SHRO will contact the local Board of Health. • The SHRO and/or Manager will work with Facilities for the building to address deep cleaning scheduling and requirements. • Managers will provide updates and guidance on sanitization and return to work procedures to affected staff. • Managers will assist with notifications to employees or members of the public who may have been exposed, as directed by the DHO or SHRO. (ex. Email communications, calls, sending additional employees home). • Managers will communicate employee updates on testing, status and return to work to the DHO and SHRO. • SHRO will provide authorization for COVID-19 pay to the Manager and HR payroll.
	<p>Designated Health Officer (DHO) Kathy Manson Email: kathy.manson@mass.gov</p> <p>Secretariat HR Officer (SHRO) Heidi Henson Email: Heidi.Henson@detma.org</p> <p>Information regarding testing locations can be found on Mass.gov/covid-19-testing</p>

Questions in Response to COVID

The questions below are a guideline to help managers address scenarios when their employees are feeling ill, have tested positive, or have been exposed to others who have tested positive for COVID-19. Not all questions may be applicable to every scenario.

- 1) Have you been experiencing any symptoms of COVID-19? Since when?
- 2) Did you report to work at a physical worksite while feeling this way? When?
- 3) Have you taken a Covid-19 test? If yes, when do you anticipate results?
- 4) Have you been advised by a medical or public health official to quarantine? If so, what date did the quarantine begin?
- 5) Have you been on site at an EOLWD property in the previous 10-14 days? If so, when and at which location? Were there any other dates and locations in this time period?
- 6) While on work property, did you come in contact with any other employees or members of the public?
- 7) Have you been in close proximity to any co-workers without a face covering/mask on?
- 8) Have you consistently worn a face covering/mask in common areas, while serving the public and when you were unable to socially distance?
- 9) Did you come in contact with someone who tested positive for COVID-19? If yes, is the person that you came in contact with an employee, a family member, or a member of the public?
 - a. When was the contact? What was the proximity of the contact in feet? For how long?
- 10) Do you plan to take a COVID test as a result of this exposure?