



Procedure for Reporting Employee COVID-19 Exposure

Below are the procedures to be followed when an employee reports a positive Covid-19 Test, symptoms, or exposure as defined in the Standard Operating Procedures lined [here](#).

1. Department Head receives the concern and obtains the following information:
 - A. Employee Name & Phone Number
 - B. Last day the employee was at work
 - C. Please respect employee confidentiality and do not contact any other departments or employees without guidance from Health or Human Resources Department.

2. Department Head then contacts **Emma Dragon (Health Director)** for guidance:
Emma Contact - (O) 413-259-3101 (C) 413-336-0996 A.
Emma Dragon will perform initial contact tracing and reach out to employee(s)
 - B. Please do not contact other departments or employees until direction from the Health Department

3. The Health Director will send direction to the Department Head in regards to further action and appropriate response:
 - A. Health Department will ensure Human Resource Departments aware of exposure for benefits.

4. Department Head communicates to staff as advised by the Health Department.

5. Human Resources will communicate to staff regarding potential benefits.

FAQ's

What is a close contact?

"Close contact" means

- living in the same household as a person who has tested positive for COVID-19;
- caring for a person who has tested positive for COVID-19;
- being within 6 feet of a person who has tested positive for COVID-19 for 10 minutes;
- coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic;
- having been asked to self-isolate or quarantine by their doctor or a local public health official in the past two weeks.

Note: Being in contact with a "close contact" does not require quarantine.

What happens if you have been identified by the Health Department as a Close Contact?

1. You will be instructed to quarantine.
2. You will be instructed to take a Covid lab test
3. You will be away from work (Note: If remote work is available, as determined by your department head, you will be able to work remotely during this period. If remote work is not available, you will be able to use FFCRA compensated time (up to 80 hours) off while you are out of work.)

The Health Department didn't contact me, am I safe?

1. The health department will contact you if you are identified as a close contact. If you are not contacted directly by the Town's health department, then no further action is recommended by the Federal Centers for Disease Control (CDC) or the Massachusetts Department of Public Health (DPH).
2. All individuals carry the personal responsibility to remain alert and in compliance with the recommended public health measures of: mask wearing when away from your desk, social distancing, frequent hand hygiene, and limiting gathering.

Supervisors can create confidence with the following questions to assess the impacts of the COVID-19 case:

1. To the best of your knowledge, has the suspected COVID-19 individual been in contact with staff within the past 48-hours since they began experiencing symptoms or tested positive if asymptomatic?
2. Has the suspected COVID-19 individual been at any work location within the past 48-hours since they began experiencing symptoms or tested positive if asymptomatic?
 - a. If "NO" to both assessment questions, then no further action is recommended by CDC or DPH.
 - b. If "YES" to either question or if you need assistance with this determination, continue with the assessment and report the case via the online form tool instructions below.

Who do I go to for guidance, Human Resources or the Health Department?

1. Human Resources and the Health Department are working together and actively communicating during every situation with our employees. Both departments pay close attention to employee privacy and HIPAA concerns.