



To: Town of Hanover Employees

From: Alex Torpey, Town Manager  
Dave Stewart, HR Director

Date: August 1, 2022

### UPDATED COVID-19 POLICY MEMO

Greetings, All: It's hard to believe that August is already here. Enclosed are updated guidelines for situations where you have been exposed to, developed symptoms, or tested positive for COVID-19 infection. This memo replaces the one issued on May 2<sup>nd</sup> and will serve as our current Town-wide policy.

Please keep in mind that the type(s) of work you do may come into play in deciding the best course of action if you are exposed to or test positive for Covid-19 infection. There may be situations where you are instructed to remain out of the workplace for longer periods of time or follow other precautions beyond those that are listed here, depending on the circumstances. Departments tasked with emergency response and operations may need to continue following modified protocols for their employees to ensure continuity of services.

The term "day" or "days" as used in this memo means calendar days. See Section IV of this memo for definitions of other key terms, which appear in **bold** type.

For a list of symptoms associated with COVID-19 infection, please visit <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

For the latest CDC information regarding the Omicron variants, please visit: <https://www.cdc.gov/coronavirus/2019-ncov/variants/omicron-variant.html>

I. IF YOU ARE A **CLOSE CONTACT** OF SOMEONE WHO RECENTLY TESTED POSITIVE FOR COVID-19 INFECTION:

You may continue to work so long as you can answer “yes” to all of the following:

- ✓ You have no symptoms of illness that could be due to COVID-19;
- ✓ You have not tested positive for COVID-19;
- ✓ You will wear an **approved mask** that fully covers your mouth and nose at all times while you are in the presence of other individuals for at least 5 days following your last close contact.
- ✓ If your close contact is a household member, you will wear an **approved mask** until it has been 10 days since the household member’s initial positive test and they are free of symptoms.
- ✓ Your work area is **ventilated**.
- ✓ You will sanitize your hands with either soap and water or Town-provided hand sanitizer ahead of each customer service transaction/interaction with the public.

*Note: This requirement applies to indoor and outdoor work settings and vehicles used for work purposes when others are present. If for health or safety reasons it is not feasible to mask while performing certain duties your dept head or supervisor may choose to assign you to different job duties and/or to work in a manner that isolates you from co-workers and the public. Certain departments have protocols for tasks where masking is not possible, which may be followed.*

II. IF YOU DEVELOP SYMPTOMS OF ILLNESS THAT COULD BE DUE TO COVID-19 INFECTION

- ✓ You must self-isolate and get tested as quickly as possible, either by home antigen test kit (e.g., Binax) or by PCR (nasal swab at clinic).
- ✓ If the test is *negative*, you can return to work when you no longer have symptoms. You must contact Dee at x3209 before returning to work.
- ✓ If the test is *positive*, see next section.

### III. IF YOU HAVE TESTED POSITIVE FOR COVID-19:

- Promptly inform your department head and contact Dee at x3209.
- You must remain out of the workplace for at least 5 days.
- Upon approval by HR and your department head you may be permitted return to work on day 6 if you have been symptom free for 24 hours AND test negative on a home antigen test. You must contact Dee BEFORE returning to work.
- If permitted to return on day 6:
  - ✓ You must wear an **approved mask** fully covering your mouth and nose at all times through day 10. The Town will provide approved masks if you do not have one. *See Section I Note, above, re: mask exceptions.*
  - ✓ Your work area must be **ventilated**.
- If you still have symptoms after 5 days, you must remain out on leave for 5 more days, (10 total). You can return to work on day 11, assuming you have been symptom free for at least 24 hours. You must contact Dee BEFORE returning to work.
- The Town reserves the right to require a physician's note, fitness for duty form, or additional testing before clearing you to return to work.

### IV. DEFINITIONS

**"Close contact"** = exposure to the virus that causes COVID-19 infection due to

- Being within six feet of a person who has tested positive for COVID-19 infection for a cumulative total of 15 minutes in a 24-hour period.

OR

- Sharing a household with an infected individual.

**“Approved mask” =**

- A three-ply surgical grade medical mask that is FDA-cleared and rated at ASTM F2100, Level 2 or higher.

OR

- A NIOSH-approved N-95 respirator (or higher grade).

*The Town will make approved masks available free of charge to Town staff required to wear a mask under this policy. No cloth or other mask types are permitted.*

**“Ventilated” work areas include:**

- Outdoors.
- Indoors, with a Town-provided air filtration device placed in the vicinity of your work area.
- Driving or riding in a vehicle with windows rolled down, weather permitting and when otherwise feasible, and provided others in the vehicle do not object.

*Working indoors near an opened window may meet ventilation requirements during warm weather months. Department head (or at Town Hall, Town Manager) pre-approval is required before opening any window(s) normally kept closed during business hours, after consulting all potentially impacted staff and considering energy efficiency costs.*