

# Town of Windham

## COVID-19 Quarantine, Testing and Return to Work Policy

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### I. Policy

It is the policy of the Town to provide a safe and healthy environment for all employees. The large-scale outbreak of the COVID-19 pandemic virus has prompted the Town to outline this COVID-19 Quarantine and Testing Policy for all employees.

### II. Governance

This policy is based on information obtained from Maine Center for Disease Control (CDC) and the Federal Center for Disease Control.

### III. Definitions

**Asymptomatic:** Showing no symptoms of illness. Some people without symptoms may be able to spread COVID-19 when they are a carrier of the virus.

**Close Contact/Direct Exposure:** Within six (6) feet of someone who has or is suspected of having COVID-19 for at least 15 minutes starting with two (2) days before the onset of the illness (or for asymptomatic patients, two (2) days prior to test specimen collection) until the time the patient is isolated. NOTE: This is irrespective of whether the person with COVID-19 and/or the close contact were wearing masks.

**Community Spread:** Circulation of COVID-19 among people in a certain area with no clear explanation of how they were infected – they did not travel to an affected area and had no close contact to another confirmed case.

**COVID-19:** A respiratory illness that can cause mild or severe respiratory illness. Symptoms may include:

- Cough
- Shortness of breath
- Difficulty breathing
- Fever (100.4 degrees or higher)
- Chills
- Headache
- Sore throat
- Muscle pain
- Loss of taste or smell.

**Droplet Transmission:** The virus spreads in droplets when affected people cough, sneeze, or talk. These droplets can spread COVID-19 about two (2) days before they get symptoms. People are infected mainly when they breathe in these droplets, or touch a surface contaminated with droplets and then touch their eyes, nose or mouth. Cloth face covering over the mouth and nose can help reduce the spread of droplets.

**Isolation:** The separation of a person reasonably believed to be infected with a communicable disease and potentially infectious from those who are not infected to prevent spread of the communicable disease.

**Notification:** By law, the identity of a person with COVID-19 must be kept confidential. A health professional or employer may tell contacts to quarantine themselves and/or get tested for COVID-19. No other public notification is necessary.

**Outbreak:** Three (3) or more cases of COVID-19 within the same building.

**PCR Test:** Polymerase Chain Reaction Test. A diagnostic viral test processed by a laboratory.

**Quarantine:** The separation of a person reasonably believed to have been exposed to a communicable disease but not yet symptomatic from others who have not been so exposed to prevent the possible spread of the communicable disease.

**Social Distancing:** The practice of keeping six (6) feet between two (2) people who are not from your household, both indoors and outdoors, to reduce the risk of spreading the virus.

**Screen for Symptoms:** Employees who start to experience any of the following symptoms should speak with their supervisor prior to coming to work:

- Cough
- Shortness of breath
- Fever (100.4 degrees or higher)
- Sore throat
- Muscle Pain
- Chills
- Repeated shaking with chills
- Headache
- New loss of taste or smell

**Testing:** There are several testing centers in Maine that are providing COVID-19 tests, with or without symptoms. Some test collection sites, such as hospitals, may limit their testing to certain individuals such as those who are patients or those who have symptoms or confirmed exposure to an individual with COVID-19. A full list of test sites is available on the [Maine.gov](http://Maine.gov) website, which is updated frequently in collaboration with Maine DHHS.

#### **IV. Application**

This policy applies to all employees of the Town.

Department Heads are responsible for monitoring the health and vacancy rates caused by the spread of COVID-19. The goal is to continue to provide a high level of service to Windham citizens. However, the Town may be forced to look at alternative staffing levels and/or an adjustment to work schedules, if vacancy rates escalate. In addition, Department Heads may consider reassignments and covering vacancies with other capable employees. Any decision to close places of gathering will be based on guidance from the Maine CDC.

#### **V. Employee Responsibility**

If you experience symptoms consistent with COVID-19 or have had contact with someone diagnosed with and/or suspecting of having COVID-19, you must speak with your supervisor prior to coming into work.

## **VI. Return to Work**

You will be required to remain home until **24 hours** after your symptoms have subsided – e.g. no fever without the use of medications such as Motrin or Tylenol. You will also be required to provide a doctor's note confirming

- the date of your positive COVID-19 test;
- the date of your last know COVID-19 symptoms; and
- the date of your ability to return to work.

The date of your ability to return to work must be at least 10 days from your last known COVID-19 symptoms.

Employees are required to wear a mask at all times when in the presence of other employees and the public.

## **VII. Supervisor Responsibility**

Supervisors must be vigilant and watch for employees who appear sick. If a Supervisor suspects that an employee has COVID-19 the best way to verify this is to ask the employee whether or not they have any of the symptoms. If the employee demonstrates any of the symptoms while at work, they should be isolated while the supervisor contacts the Fire Chief/Health Officer and/or the Human Resources Director to determine next steps. See attached Screening Algorithm.

If someone in the workplace tests positive for COVID-19:

- Fire Chief/Health Officer will follow the Screening Algorithm to determine next steps.
- Supervisors will close off any areas used for prolonged periods of time by someone suspected or confirmed to have COVID-19. The areas(s) will be thoroughly cleaned and disinfected according to CDC recommendations.
- The Town will identify employees who worked within 6 feet of an infected co-worker, for a cumulative total of 15 minutes during any 24-hour period in the 48 hours prior to when the sick individual showed symptoms. Or, if someone was asymptomatic, the evaluation will include the 48 hours before the COVID-19 test was administered.
- Supervisors will avoid confirming or revealing the identity of an employee who tests positive for COVID-19. Confidentiality will be maintained to the extent feasible, unless explicitly waived by the infected employee. Any co-workers determined to be close contacts will be notified of a possible exposure in the workplace. All others will be directed to self-monitor for symptoms.

## **VIII. Employer Responsibility**

Employees who are unable to work (or telework) for reasons related to the coronavirus pandemic may be eligible for paid leave pursuant to the Families First Coronavirus Act (FFCVA) until December 31, 2020 or if extended by the Federal Government. It is unclear at this point if the paid leave provisions of the FFCRA will be extended into 2021. In general, if you are out of work for reasons not covered by the

FFCRA, or your COVID-19 leave begins after the expiration of the FFCRA provisions, then normal paid leave and FMLA policies will apply.

Should an outbreak be detected, the Leadership Team will meet to determine next steps.

APPROVED: 

Barry Tibbetts  
Town Manager

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# Town of Windham SCREENING ALGORITHM

