

## Town of Longmeadow

### Employees Unable to SELF Certify COVID-19 Return to Work Policy

SCENARIO	TRAVEL SCENARIO- NO SYMPTOMS	14 DAY QUARANTINE	RETURN TO WORK
<b>A.</b>	<p>I have traveled into an area that is <b>NOT</b> on the MA Governor's lower-risk state list <b>AND I do not have any symptoms.</b></p> <p><a href="https://www.mass.gov/info-details/covid-19-travel-order#lower-risk-states">https://www.mass.gov/info-details/covid-19-travel-order#lower-risk-states</a></p>	<p>You must complete the Massachusetts Travel Form and quarantine for 14 days from the date you returned from travel. <b>Please print the Travel Form confirmation page</b> (used to confirm your travel dates) and submit to the HR Department to confirm your quarantine period. <b>See the next section for an earlier return to work testing option.</b></p> <p><a href="https://www.mass.gov/forms/massachusetts-travel-form">https://www.mass.gov/forms/massachusetts-travel-form</a></p>	<p>1. You may return to work provided you show proof of a negative <b>FDA EUA molecular PCR</b> COVID-19 test that has been taken <b>no sooner than 72 hours before your quarantine period begins.</b></p> <p>2. <b>AND</b> you can now SELF certify. <a href="#">SELF Certification Requirements</a></p> <p><i>Per the 08/01/2020 MA Travel Order</i></p>

SCENARIO	NON-HOUSEHOLD EXPOSURE SCENARIO- NO SYMPTOMS	14 DAY QUARANTINE	RETURN TO WORK
<b>B.</b>	<p>I have been exposed (Designated as a Close Contact*) to someone with known COVID-19 <b>who is NOT a household member.</b> (Examples: non household family member; had lunch with a friend who tested positive; attended a party/gathering with a known COVID-19 individual and had contact with this person at the party/gathering) <b>AND I do not have any symptoms.</b></p>	<p>B(1). You will need to remain quarantined for 10 days, provided you have not had, and do not have, any symptoms; <b>AND</b> you show proof of a negative FDA EUA molecular PCR COVID-19 test that has been taken no sooner than day 8 of your quarantine period.</p> <p><a href="https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html">https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html</a></p> <p style="text-align: center;"><b>OR</b></p> <p>B(2). You must quarantine for 14 days from the date of <b>last exposure</b> to an individual with known COVID-19.</p> <p><a href="https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html">https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html</a></p>	<p>B(1)a. After completion of your 10 day quarantine period, <b>AND</b> you continue to monitor yourself for symptoms for the full 14 days.</p> <p>B(1)b. <b>AND</b> you can now SELF certify. <a href="#">SELF Certification Requirements</a></p> <hr/> <p>B(2)a. After completion of your 14 quarantine period, no return to work test will be required if you remain symptom free.</p> <p>B(2)b. <b>AND</b> you can now SELF certify. <a href="#">SELF Certification Requirements</a></p> <p><i>Per CDC Guidance on 11/18/2020</i></p>

SCENARIO	HOUSEHOLD EXPOSURE SCENARIO- NO SYMPTOMS	14 DAY QUARANTINE	RETURN TO WORK
<b>C.</b>	<p>I have been exposed (Designated as a Close Contact*) to someone with known COVID-19 <b>who IS a household member and I do not have any symptoms.</b></p>	<p><b>All</b> household members must have <b>completed</b> their required isolation period before you can start your 10 - 14 day quarantine period. Completed isolation period means: a minimum of 10 isolation days; <b>AND if applicable</b> it has been at least 24 hours AFTER their recovery of fever (without fever reducing medications) <b>AND if applicable</b> they have improved respiratory symptoms.</p> <p>Each time an additional family member tests positive for COVID-19 or becomes symptomatic, your quarantine period resets to day 1.</p> <p>Only if you are able to <b>fully isolate from the positive and/or symptomatic family member(s)</b> will you be able to run your 10 - 14 quarantine period concurrent (at the same time) as their isolation period(s).</p> <p><a href="https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html">https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html</a></p>	<p>C(1)a. After completion of your 14 quarantine period, no return to work test will be required if you remain symptom free.</p> <p>C(1)b. <b>AND</b> you can now SELF certify. <a href="#">SELF Certification Requirements</a></p> <hr/> <p style="text-align: center;"><b>OR</b></p> <p>C(2)a. You will need to remain quarantined for 10 days, provided you have not had, and do not have, any symptoms; <b>AND</b> you show proof of a negative FDA EUA molecular PCR COVID-19 test that has been taken <b>no sooner than day eight (8) of your quarantine period.</b></p> <p>C(2)b. <b>AND</b> you can now SELF certify. <a href="#">SELF Certification Requirements</a></p> <p><i>Per CDC Guidance on 11/18/2020</i></p>

SCENARIO	COVID-19 SYMPTOMATIC SCENARIO	ISOLATION PERIOD (SYMPTOMATIC)	RETURN TO WORK
<b>D.</b>	<p>1. I have/had symptoms of COVID-19 that cannot be attributable to an alternate diagnosis (<b>health care provider clearance documentation may be required</b>).</p> <p>2. I started developing symptoms while in a 14-day quarantine</p> <p>3. I tested positive for COVID-19 <b>AND I have symptoms</b></p>	<p>You must isolate at least 10 days from the date of your positive test results <b>OR</b> the start of your symptoms <b>which ever occurred later.</b></p> <p><a href="https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html">https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html</a></p>	<p>1. After 10 days from the onset of your symptoms <b>OR</b> from the date of your positive <b>FDA EUA molecular PCR</b> COVID-19 test</p> <p>2. <b>AND</b> at least 24 hours have passed since recovery of fever without fever reducing medications; <b>AND</b> improved respiratory symptoms;</p> <p>3. <b>AND</b> you can now SELF certify. <a href="#">SELF Certification Requirements</a></p> <p><i>Per CDC Guidance on 11/3/2020</i></p>

SCENARIO	COVID-19 POSITIVE TEST SCENARIO	ISOLATION PERIOD (NO SYMPTOMS)	RETURN TO WORK
<b>E.</b>	<p>I tested positive for COVID-19 <b>AND I have no symptoms.</b></p>	<p>You must isolate at least 10 days from the date of your positive test results.</p> <p><a href="https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html">https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html</a></p>	<p>1. After 10 days from the onset of your symptoms</p> <p>2. <b>AND</b> you can now SELF certify. <a href="#">SELF Certification Requirements</a></p> <p><i>Per CDC Guidance on 11/3/2020</i></p>

**Quarantine** keeps someone who might have been **exposed** to the virus away from others while **isolation** keeps someone who is **infected** with the virus away from others, even in their home.

[All employees accessing FFCRA EPLS leave should complete the FFCRA form and select options 1, 2 or 3 and forward to the HR Department with the necessary documentation.](#)

\* Documentation of "Designation as a Close Contact" may be requested by the HR Department from your local Board of Health in the community in which you live.

This Chart is Not Applicable to Fire Department Personnel.

Updated 11/30/2020 ERG