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INTEROFFICE MEMORANDUM
Office of Human Resources

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To: All Staff

From: Denise Parsons, Director of Human Resources

Re: Updated Town Protocols Related to Covid-19

Date: October 15, 2021

The following memo is being sent to update protocols related to travel, Covid-19 exposures, and staff who test positive for Covid-19.

Travel Protocols – Vaccinated

There are currently no protocols following travel for fully vaccinated travelers. You should self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.

Travel Protocols - Unvaccinated

The CDC continues to recommend delaying travel until you are fully vaccinated. If you are not fully vaccinated and must travel out of state for more than a 24 hour period, it is recommended that you quarantine after travel for a minimum of 7 days if you obtain a negative viral test result (taken 3-5 days after returning to Connecticut). Even if you test negative, stay home and self-quarantine for the full 7 days. If you don't get tested, it is recommended that you stay home and quarantine for 10 days following return to Connecticut.

Leave Time for Travel Quarantines

If you need quarantine following travel, you will be required to use your paid leave benefits (*sick time is not an approved leave for quarantines related to travel*). You may also work with your supervisor to determine if work from home options are available for any period of your quarantine.

Protocols Following Exposure to Covid-19 – Vaccinated

Fully vaccinated people who have come into close contact with someone with COVID-19 do not need to quarantine, but will need to be tested 3-5 days following the date of their exposure and wear a mask in public indoor settings for 14 days or until they receive a negative test result.

Protocols Following Exposure to Covid-19 – Unvaccinated

Unvaccinated people are required to quarantine for 14 days following a close contact (within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period) with someone who has COVID-19. If you are unvaccinated, but you properly wear a mask indoors on a regular basis, you may reduce the quarantine as follows:

- After day 10 without testing & remaining symptom free; or
- After day 7 after receiving a negative PCR test result (test must occur on day 5 or later).
- After quarantine, you watch for symptoms until 14 days after exposure.

Leave Time for Exposure Quarantines

If staff are required to quarantine and cannot work from home, they may use up to ten days of sick during fiscal year 2021-2022 to provide salary continuation during periods of quarantine (*this includes the need to remain at home due to a child's quarantine*). Staff should indicate "quarantine" on their time card so that it can be tracked appropriately.   If staff are required to quarantine beyond ten days, they would need to use other paid time off. If the employee has no other paid leave benefits, the time will then be unpaid.

Protocols Following a Positive Test for Covid-19 (Regardless of Vaccination Status)

Symptomatic

Most adults with COVID-19 illness, can discontinue isolation and precautions 10 days *after symptom onset* and after resolution of fever for at least 24 hours, without the use of fever-reducing medications, and with improvement of other symptoms. Adults with prolonged symptoms should seek medical guidance related to extended isolation periods.

Asymptomatic

For adults who never develop symptoms, isolation and other precautions can be discontinued 10 days *after the date of their first positive RT-PCR test result for SARS-CoV-2 RNA.*

Leave Time for Isolation

Any staff who test positive will need to remain out of work per the protocols above and will use their accumulated sick leave benefits.

If you have any questions please do not hesitate to contact Human Resources directly at ext. 7115.

You can find the most current Coronavirus Information at the following websites:

https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html

https://www.cdc.gov/coronavirus

https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html

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DEFINITIONS:
Quarantine: *Non-vaccinated staff must remaining home and away from others following out of state travel or a close contact with someone who is positive for COVID-19, to prevent possible spreading of COVID-19*

Isolation: *All staff regardless of vaccination status remaining home in isolation after a positive diagnosis for COVID-19 to prevent spreading the virus to others.*