

Town of Duxbury, Massachusetts
OFFICE OF HUMAN RESOURCES



TO: All Town Staff
FROM: Jeannie Horne, Human Resources Director
DATE: December 21, 2021
RE: COVID-19 Reminders

1. Stay home if:
 - a. You are awaiting COVID-19 test results, and quarantine
 - b. You tested positive for COVID-19, and isolate
 - c. You are unvaccinated and a close contact of someone with COVID-19, and quarantine
2. For more detailed isolation and quarantine guidance from the Massachusetts Department of Public Health [Click here](#) .
3. Go to work if, you are fully vaccinated but close contact of someone with COVID-19, and monitor yourself for COVID-19 symptoms for 14 days. If you experience symptoms, isolate, get tested and contact your healthcare provider.
4. If you have a positive COVID-19 test result from an over the counter/at home self-test, isolate, tell your close contacts and healthcare provider. Another positive COVID-19 test from a healthcare provider is not required, but you must have supporting written documentation regarding your positive at home results from a government entity, day care, school or health care provider.
5. If you are requesting Expanded MA COVID-19 Temporary Emergency Paid Sick Leave, you must follow all regular work absence notification procedures with respect to your supervisor/department head. [Click here](#) to access the request form, then complete and submit the form and supporting documentation to Jeannie Horne, Human Resources Director at Horne@duxbury-ma.gov before taking said leave or as soon as practicable thereafter. The amended Massachusetts COVID-19 Emergency Paid Sick Leave Act extends the duration of the program and expands the reasons employees may take leave under the law. The new reason an employee can request this leave under the program is: "to care for a family member who needs to obtain or recover from a COVID-19 immunization." Note: The total hours requested cannot exceed the average number of weekly hours worked, total wages associated cannot exceed \$850 and any excess wages must be drawn from available paid time off (sick, family sick, vacation, personal or compensatory). [Click here](#) to learn more about the Act.

Note: The amount of "Expanded Massachusetts COVID-19 Temporary Emergency Paid Sick Leave" is limited to the employee's "average number of weekly hours worked" and the total value of those hours, which cannot exceed \$850. Any hours or wages in excess must be drawn from the employee's available paid time off (sick, family sick, vacation, personal or comp).

As always, please contact me with any questions you may have.