

Town of Duxbury, Massachusetts
OFFICE OF HUMAN RESOURCES



TO: All Town Staff
FROM: Jeannie Horne, Human Resources Director
DATE: December 6, 2021
RE: COVID-19; Isolation/Quarantine Guidance and Updated Form/Process for Requesting Expanded MA Temporary Emergency Paid Sick Leave

COVID-19 Isolation/Quarantine Guidance - [Click here](#) for COVID-19 isolation and quarantine guidance from the Massachusetts Department of Public Health to limit COVID-19's spread which states in part:

Isolate if you're sick, quarantine if you have been exposed and identified as a close contact.

You must isolate if you have tested positive for COVID-19. This means you must be alone, without direct contact with anyone else, until you can no longer spread the virus. This isolation period lasts for 10 days.

If you are exposed to someone with COVID-19 and you are unvaccinated: you must quarantine following an exposure.

- If 10 days after your exposure you have no symptoms, you can end quarantine.
- You can also end your quarantine after 7 days if you get tested and are negative for the [virus](#). Testing should occur on or after the 5th day.

If you are exposed to someone with COVID-19 and you are fully vaccinated: you are not required to quarantine following an exposure.

However, you should still monitor for symptoms of COVID-19 for 14 days following an exposure. If you experience symptoms, isolate yourself from others, seek testing, and contact your healthcare provider.

Updated Form/Process for Requesting Expanded MA COVID-19 Temporary Emergency Paid Sick Leave -

Employees requesting leave must follow all regular notification procedures with respect to their 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 and supporting documentation, before taking leave or as soon as practicable.

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.

A copy of this memo and updated form can be found on the Human Resources webpage under "Employee Notices".

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