



TOWN OF DUXBURY

PROTOCOLS FOR RESPONDING

TO COVID-19 SCENARIOS FOR

NON-PUBLIC SAFETY STAFF

DECEMBER 15, 2020

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GENERAL OVERVIEW FOR NON-PUBLIC SAFETY STAFF

Safe work environments require a culture of health and safety every step of the way. Specifically:

- The Town of Duxbury's Health Agent, Board of Health and Public Health Nurse are the final authority with regard to matters involving public health.
- Staff will monitor themselves for symptoms daily and stay home if they are exhibiting any COVID-19 symptoms or are feeling otherwise sick.
- **Masks are among the most important single measures to contain the spread of COVID-19:**
 - Staff must wear face coverings at all times (covering nose and mouth), except where unsafe due to medical condition or disability or except when in their own individual workspace and alone
 - Face coverings are required in all common areas and in meeting rooms, even when 6 feet of distance can be maintained
- **Hand hygiene is critical.** Staff will exercise hand hygiene (hand washing or sanitizing) upon arrival to work, before eating, before putting on and taking off masks, and before going home.
- **Physical distance greatly reduces the risk of transmission.** It is imperative that Staff strictly adhere to social distancing guidelines of six feet.

Definition: "Primary Point of Contact"

Each Supervisor and Department Head will be the primary point of contact for the Town's COVID-19 Response team members should a Staff member in their department present as symptomatic, receive a positive test for COVID-19 or be identified as a close contact. Should this occur, the Supervisor and Department Head will immediately notify the Town's COVID-19 Response Team (Town Manager/René Read read@town.duxbury.ma.us; Human Resources Director/Jeanne Horne horne@town.duxbury.ma.us; Health Agent/Tracy Mayo <TracyMayo@town.duxbury.ma.us>; Public Health Nurse/Kathy Carney carney@town.duxbury.ma.us; Fire Chief/Chief Kevin M. Nord nord@town.duxbury.ma.us; EMS Coordinator/Kirsten Piper/piper@town.duxbury.ma.us). Collectively, this team will recommend communication regarding possible COVID cases and next steps, specifically with contact tracing and direct notification of Staff, the public and facilities as needed.

Definition: "Close Contacts"

Per the Massachusetts Department of Public Health (DPH):

- You are a close contact of a COVID-19 positive person if you were within 6 feet of them, for at least 10-15 minutes, while they were symptomatic or within the 48 hours before symptom onset.
- You are also a close contact if you were within 6 feet for at least 10-15 minutes of someone who tested positive for COVID-19 in the 48 hours before their test was taken or anytime in the 10 days after the test (10-15 minutes is cumulative throughout a 24 hour period).

Expectations when out of work due to COVID-19

Staff must remain at home, follow all Town of Duxbury policies and procedures, and as long as you remain asymptomatic, respond to work-related questions via phone or email should they arise. Before returning to work Staff must provide the Human Resources Director or his/her designee with negative test results and a completed self-certification form (see Appendix H).

Options for individuals who are identified as Close Contacts

Note: When counting days of strict quarantine, begin counting the day after the exposure to a positive case. If that is not possible then the close contact's quarantine period does not start until the case's 10 day isolation period has ended.

OPTIONS	CRITERIA	ACTIVE MONITORING
7 days of strict quarantine	<p>Release on Day 8 after last exposure IF:</p> <ul style="list-style-type: none"> ● A test (either PCR or antigen) taken on Day 5 or later is negative; AND ● The individual has not experienced any symptoms up to that point; AND ● The individual conducts active monitoring through Day 14 	Individuals must actively monitor symptoms and take temperature once daily. IF even mild symptoms develop or the individual has a temperature of 100.0 F, they must immediately self-isolate, contact the public health authority overseeing their quarantine and get tested.
10 days of strict quarantine	<p>Release on Day 11 after last exposure IF:</p> <ul style="list-style-type: none"> ● The individual has not experienced any symptoms up to that point; AND ● The individual conducts active monitoring through Day 14. ● No test is necessary under this option 	
14 days of strict quarantine	<p>Release on Day 15 after last exposure IF:</p> <ul style="list-style-type: none"> ● The individual has experienced ANY symptoms during the quarantine period EVEN if they have a negative COVID-19 test; OR ● The individual indicates they are unwilling or unable to conduct active monitoring. 	No additional active monitoring required

COVID-19 Isolation and Quarantine Information

Isolating and quarantining are related but distinct approaches to limiting COVID-19's spread. **In short: Isolate if you're sick, quarantine if you have been exposed.**

You must isolate if you are symptomatic or have tested positive for COVID-19. This means you must be alone, without direct contact with anyone else, including other members of the household (using a separate bathroom,

staying in a separate room and having meals left outside the door) until you can no longer spread the virus. This typically lasts about 10 days.

You must quarantine if you were exposed to someone with COVID-19 but haven't shown symptoms or had a positive COVID-19 test. It's best if you can quarantine for 14 days. However, if 10 days after your exposure you have no symptoms, you can end quarantine. You can end your quarantine after 7 days if you get tested and are negative for the virus.

Resources are available to support you if you're required to isolate or quarantine, and need medical, housing, food, or other assistance. Isolating and quarantining go far beyond the Commonwealth's [Stay at Home Advisory](#).

Common Symptoms of COVID-19

The single most important thing to do if any of the following symptoms are present is to stay home. Our collective health relies, in part, on individual attention and responsibility. Note that some symptoms of COVID-19 are the same as the flu or a bad cold; please do not assume it is another condition. When in doubt, stay home.

Below is the full list of symptoms for which caregivers will monitor their children, and Staff will monitor themselves:^{1 2} **Please stay home if you have any of the symptoms listed:**

- Fever (100.0° Fahrenheit or higher), chills, or shaking chills
- Cough (not due to other known cause, such as chronic cough)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Headache (when in combination with other symptoms)
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Fatigue, when in combination with other symptoms
- Nasal congestion or runny nose (not due to other known causes, such as allergies, and when in combination with other symptoms)

Test Sites

A list of local test sites will be made available to all Staff when necessary. In addition, the Commonwealth of Massachusetts has made available a [list of test sites](#) and an [interactive testing map](#). As a reminder, Staff who have symptoms will also contact their primary care physician for further instructions.

¹ Massachusetts DPH, [Testing of Persons with Suspect COVID-19](#). (2020, May 13).

² <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Quick Reference Guide for Individuals Who Are Symptomatic (but have not been identified as a Close Contact)

EVENT	LOCATION OF EVENT	TESTING RESULTS	REQUIRED ACTION
<p>Individual is symptomatic</p>	<p>If an individual is symptomatic at home, they will stay home and get tested. Current Massachusetts DPH guidance is that all symptomatic individuals in Massachusetts, even those with mild symptoms, will be tested.</p>	<p>Individual tests negative</p>	<p>Return to work after they have tested negative, have improvement in symptoms, and have been without a fever for at least 24 hours without the use of fever-reducing medications. In order to return to work, a copy of the negative test result is required.</p>
	<p>Note: If a provider makes an alternative diagnosis for the COVID-19-like symptoms, the individual may return to work based on the recommendations for that alternative Diagnosis (e.g., influenza or strep pharyngitis).</p>	<p>Individual tests positive</p>	<p>Remain home (except to get medical care), monitor symptoms, notify their Supervisor and Department Head, notify personal close contacts, assist the Town in contact tracing efforts, and answer calls from their local board of health or MA Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days and until at least 24 hours have passed with no fever and improvement in other symptoms.</p>
	<p>If an individual is symptomatic at work, they will remain masked and adhere to strict physical distancing.</p> <p>If an individual is symptomatic at work, they will notify their Supervisor and Department Head so that coverage for their duties can be arranged, and then go home and get tested.</p>	<p>Individual is not tested</p>	<p>Remain home in self-isolation for 10 days from symptom onset, then return to work once 24 hours have passed with no fever and improvement in symptoms, without the use of fever reducing medication.</p>

Appendix A

When Staff member tests positive For COVID-19

1. Any Staff member who tests positive will remain at home (except to get medical care), monitor their symptoms, notify their Supervisor and Department Head, notify their own personal close contacts, assist the Town in contact tracing efforts and to answer calls from their local board of health or Massachusetts Community Tracing Collaborative. {For most people who have relatively mild illness, they will need to stay in self-isolation for at least 10 days **and** until at least 24 hours have passed with no fever and improvement in other symptoms, without the use of fever reducing medications.}
2. The Supervisor and Department Head will inform the Town's COVID-19 Response Team (Town Manager/René Read read@town.duxbury.ma.us; Human Resources Director/Jeanne Horne horne@town.duxbury.ma.us; Health Agent/Tracy Mayo <TracyMayo@town.duxbury.ma.us>; Public Health Nurse/Kathy Carney carney@town.duxbury.ma.us; Fire Chief/Chief Kevin M. Nord nord@town.duxbury.ma.us; EMS Coordinator/Kirsten Piper/piper@town.duxbury.ma.us) that a Staff member has tested positive for COVID-19.
3. The Town's COVID-19 Response Team will determine if the Staff member was on work premises during the time frame that started two days prior to symptom onset (or testing positive if not symptomatic) until the time of isolation.
 - a. If so, the Town will promptly;
 - i. Close off areas visited by the COVID-19 positive individual until such areas can be cleaned and disinfected, if they have not been cleaned and disinfected already.
 - ii. clean and disinfect the Staff member's work areas and equipment

Appendix B

When a Staff member is identified as a Close Contact of an individual that tests positive

1. Current Massachusetts DPH guidance is that all close contacts of someone who has tested positive for COVID-19 should be tested.³
2. The Staff member who was in close contact with someone who tested positive for COVID-19 will be directed to be tested at one of Massachusetts's test sites.⁴ Sites may require pre-screening, a referral, and/or an appointment. An individual who does not wish to be tested will instead quarantine for 14 days⁵ and until asymptomatic.
3. Close contacts will isolate at home prior to testing and while awaiting test results.
4. In order to return to work, close contacts should be tested **Close contacts** must follow quarantine guidelines (see above: [Options for individuals who are identified as Close Contacts](#)).
5. **IF POSITIVE TEST:** The Staff member will remain at home (except to get medical care), monitor their symptoms, notify personal close contacts, assist the Town in contact tracing efforts, and answer the call from their local board of health or Massachusetts Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days **and** until at least 24 hours have passed with no fever and improvement in other symptoms. **FOLLOW STEPS UNDER:** "Protocol: Staff tests positive for COVID-19."

³ <https://www.mass.gov/doc/covid-19-testing-guidance/download>

⁴ [https://www.mass.gov/info-details/about-covid-19-testing#where-can-get-a-test?-](https://www.mass.gov/info-details/about-covid-19-testing#where-can-get-a-test?)

⁵ <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

Appendix C

When a Staff member is symptomatic at home

1. Staff will monitor themselves each morning for the most common symptoms of COVID-19 (see list above).
 - a. **IF NO SYMPTOMS:**
 - i. Come to work.
 - b. **IF ANY SYMPTOM:**
 - i. Do not come to work.
 - ii. Staff will contact their Supervisor and Department Head and inform them they are staying home due to symptoms.
 - iii. Current Massachusetts DPH guidance is that all symptomatic individuals in Massachusetts, even those with mild symptoms, should be tested.⁶ An individual who does not wish to be tested may return to work 10 days from the start of symptoms, as long as their symptoms have improved and they have been without fever for at least 24 hours prior to their return to work without the use of fever reducing medication. Note: If a provider makes an alternative diagnosis for the COVID-19-like symptoms, the individual may return to work based on the recommendations for that alternative diagnosis (e.g., influenza or strep pharyngitis).
 - iv. The Staff member will get tested at one of Massachusetts's test sites.⁷ Sites may require pre-screening, a referral, and/or an appointment. Isolate at home until test results are returned.
 - v. Proceed as follows according to test results:
 1. **IF NEGATIVE:** Staff member stays home until they have improvement in symptoms, and have been without a fever for at least 24 hours without the use of fever-reducing medications. Staff must communicate with Supervisor and Department Head and provide a copy of the negative test result to them prior to re-entry and not be showing any COVID-19 symptoms.
 2. **IF POSITIVE:** Staff member will remain at home (except to get medical care), monitor their symptoms, notify their Supervisor and Department Head, notify personal close contacts, assist the Town in contact tracing efforts, and answer calls from their local board of health or Massachusetts Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days **and** until at least 24 hours have passed with no fever and improvement in other symptoms. ⁸ **FOLLOW STEPS UNDER:** "Protocol: Staff tests positive for COVID-19."

⁶ <https://www.mass.gov/doc/covid-19-testing-guidance/download>

⁷ <https://www.mass.gov/info-details/about-covid-19-testing#where-can-get-a-test?>

⁸ <https://www.mass.gov/doc/information-sheet-how-to-self-quarantine-and-self-isolate/download>

Appendix D

When a Staff member is symptomatic at work

1. As noted above, Staff will not come to work if they are experiencing any symptoms of COVID-19. Staff will notify their Supervisor and Department Head who will notify the COVID-19 Response Team (Town Manager/René Read read@town.duxbury.ma.us; Human Resources Director/Jeanne Horne horne@town.duxbury.ma.us; Health Agent/Tracy Mayo <TracyMayo@town.duxbury.ma.us>; Public Health Nurse/Kathy Carney carney@town.duxbury.ma.us; Fire Chief/Chief Kevin M. Nord nord@town.duxbury.ma.us; EMS Coordinator/Kirsten Piper/piper@town.duxbury.ma.us).
2. If a Staff member suspects any symptoms during the day, they will notify their Supervisor and Department Head, go home and contact their medical provider to be evaluated for symptoms.
 - a. **IF NO SYMPTOMS:** The Staff member will follow the Town’s standard protocols for being excused due to illness.
 - b. **IF ANY SYMPTOM:**
 - i. Current Massachusetts DPH guidance is that all symptomatic individuals in Massachusetts, even those with mild symptoms, should be tested.⁹ An individual who does not wish to be tested may return to school 10 days from start of symptoms, as long as their symptoms have improved and they have been without fever for at least 24 hours prior to their return to school without the use of fever reducing medication. Note: If a provider makes an alternative diagnosis for the COVID-19-like symptoms, the individual may return to school based on the recommendations for that alternative diagnosis (e.g., influenza or strep pharyngitis).
 - ii. The Staff member will get tested at one of Massachusetts’s test sites.¹⁰ Sites may require pre-screening, a referral, and/or appointment.
 - iii. Isolate at home until test results are returned.
 - iv. Proceed as follows according to test results:
 1. **IF NEGATIVE:** Staff may return to school after they have tested negative, have improvement in symptoms, and have been without a fever for at least 24 hours without the use of fever-reducing medications. Staff must communicate results to school nurses and bring a copy of the negative test result to the health office prior to re-entry and not be showing any COVID-19 symptoms.
 2. **IF POSITIVE:** Staff member will remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or Massachusetts Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days **and** until at least 24 hours have passed with no fever and improvement in other symptoms.¹¹
FOLLOW STEPS UNDER: “Protocol: Staff tests positive for COVID-19”.

⁹ <https://www.mass.gov/doc/covid-19-testing-guidance/download>

¹⁰ <https://www.mass.gov/info-details/about-covid-19-testing#where-can-get-a-test?>

¹¹ <https://www.mass.gov/doc/information-sheet-how-to-self-quarantine-and-self-isolate/download>

Appendix E

When a Staff member has a household member who is identified as a Close Contact

1. Staff members who have a household member in quarantine due to being identified as a close contact are not considered exposed and therefore may continue to return to work assuming the household member follows the CDC guidelines for self-quarantine at home. Here is the link to follow for those guidelines. <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>
2. Refer to the list of COVID-19 symptoms for which to monitor.
3. Staff will continue to monitor themselves at home each morning for the most common symptoms of COVID-19 (see list above: “Most common symptoms of COVID-19”):
 - a. **IF NO SYMPTOMS:**
 - i. Come to work.
 - b. **IF ANY SYMPTOM:**
 - i. Do not come to work.
 - ii. Contact Supervisor and Department Head regarding symptoms.
 - iii. Current Massachusetts DPH guidance is that all symptomatic individuals in Massachusetts, even those with mild symptoms, should be tested.¹² An individual who does not wish to be tested may return to work in 10 days from the start of symptoms, as long as their symptoms have improved and they have been without fever for at least 24 hours prior to their return to work without the use of fever reducing medication.
 - iv. The Staff member will get tested at one of Massachusetts’ test sites.¹³ Sites may require pre-screening, a referral, and/or an appointment.
 - v. Isolate at home until test results are returned.
 - vi. Proceed as follows according to test results:
 1. **IF NEGATIVE:** If the Staff member does not have COVID-19, they may return to work based upon guidance from their clinician and necessary management of another diagnosis. Staff may return to work after they have tested negative, have improvement in symptoms, and have been without a fever for at least 24 hours without the use of fever-reducing medications. Staff must provide to the Human Resources Director or his/her designee copy of the negative test result prior to work re-entry and not be showing any COVID-19 symptoms.
 2. **IF POSITIVE:** Staff member will remain at home (except to get medical care), monitor their symptoms, notify their Supervisor and Department Head, notify personal close contacts, assist the Town in contact tracing efforts, and answer the call from their local board of health or Massachusetts Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days **and** until at least 24 hours have passed with no fever and improvement in other symptoms.¹⁴
FOLLOW STEPS UNDER: “Protocol: Staff tests positive for COVID-19”.

¹² <https://www.mass.gov/doc/covid-19-testing-guidance/download>

¹³ [https://www.mass.gov/info-details/about-covid-19-testing#where-can-get-a-test?-](https://www.mass.gov/info-details/about-covid-19-testing#where-can-get-a-test?)

¹⁴ <https://www.mass.gov/doc/information-sheet-how-to-self-quarantine-and-self-isolate/download>

Appendix F

When there are multiple cases of COVID-19 in the workplace

1. If there is more than one confirmed COVID-19 case in the workplace at one time, or if there is a series of single cases in a short time span, The COVID-19 Response Team will work with the local board of health to determine if it is likely that there is transmission happening in the workplace.

Appendix G

What is the current Massachusetts travel guidance?

[Please click link for current MA.GOV Travel Order](#)

Appendix H

Staff Self-certification Form

Town of Duxbury, Massachusetts OFFICE OF HUMAN RESOURCES



I, _____, attest to the following:

I have had no fever for at least three days without taking medication to reduce fever during that time.

Date of last fever of 100.3 degrees or higher: _____ (write N/A if no symptoms present)

Date respiratory symptoms began improving: _____ (write N/A if no symptoms present)

At least ten days have passed since my fever and/or respiratory symptoms began.

Date fever and/or respiratory symptoms began: _____ (write N/A if no symptoms present)

Employee name: _____

Employee signature: _____

Today's date: _____

Return to work date: _____

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home@town.duxbury.ma.us

The mission of the Town of Duxbury is to deliver excellent services to the community in the most fiscally responsible and innovative manner while endeavoring to broaden our sense of community and preserve the unique character of our town