

need to utilize their allotment of sick time to cover the difference between their regular weekly wage and the \$850 maximum. The COVID-19 Emergency Paid Sick Leave may be reduced if the total amount an employee would receive would exceed their weekly wage.

Reasons for Leave:

Employees may take COVID-19 Emergency Paid Sick Leave for the following reasons:

- If the employee needs to:
 - Self-isolate and care for oneself because of their COVID-19 diagnosis.
 - Seek or obtain medical diagnosis, care, or treatment for COVID-19 symptoms; or
 - Obtain immunization related to COVID-19 or they are recovering from an injury, disability, illness, or condition related to such immunization.
- If the employee needs to care for a family member who:
 - is self-isolating due to a COVID-19 diagnosis; or
 - needs medical diagnosis, care, or treatment for COVID-19 symptoms.
- A quarantine order, or other determination by a local, state, or federal public official, a health authority having jurisdiction, the employee's employer, or a health care provider that the employee's presence on the job or in the community would jeopardize the health of others because of the employee's exposure to COVID-19 or exhibiting of symptoms, regardless of whether the employee has been diagnosed with COVID-19.
- An employee's need to care for a family member due to a quarantine order, or other determination by a local, state, or federal public official, a health authority having jurisdiction, the family member's employer or a health care provider that the family member's presence on the job or in the community would jeopardize the health of others because of the family member's exposure to COVID-19, regardless of whether the family member has been diagnosed with COVID-19; or
- If the employee cannot telework because they have been diagnosed with COVID-19 and the symptoms inhibit their ability to telework.

Process to Request Time:

If you need to request time off under this program, please follow the process detailed below.

City of Revere Leave Requests for State of Massachusetts Covid Leave

This procedure covers the process supervisors and employees must follow when an employee is taking a leave under the newly created Massachusetts Covid Leave Law. To utilize Massachusetts Covid Leave, an employee must follow the process detailed below.

Requesting a leave due to Covid 19

Employees who need to take a leave to care for under this program should contact human resources as soon as they become aware of the need to take leave. Human resources will provide the employee with an LOA Request Form and a Physician certification form. Human resources will explain the leave process to the employee to ensure that he or she understands how the process works and their rights and legal obligations. The action steps for requesting a leave under this program are as follows:

- Employees should contact Maria Escobar in human resources either via email to mescobar@revere.org or by calling 781-286-8202 x 20012.
- Human resources will explain the leave process and provide the employee with:
 - LOA Request Form
 - Physician certification form
- Human resources will notify the supervisor and payroll of the employee's need to go on leave and provides the estimated dates of when the employee's leave will both begin and end.
- The employee returns completed forms back to human resources. Employees who are requesting leave under this program must provide the following forms in addition to the LOA Request form:
 - Documentation showing a positive Covid-19 test result for themselves or for the person they are caring for **OR**
 - A completed physician's statement with a diagnosis of Covid-19 for themselves or the person they are caring for.
 - A standard doctor's note is not sufficient.
- Upon collection of the completed forms, human resources will notify the employee that the leave has been approved or inform them if additional documentation is required.
- Payroll will pay wages using a code to signify that time is Covid eligible.
- If the weekly salary of the employee exceeds \$850, payroll will automatically use accrued sick time to cover the difference between the \$850 maximum and their normal weekly pay unless the employee specifically states they would like to do otherwise.
- Prior to returning to work the employee must follow the Return-to-Work Policy below.

Return to Work Policy for Employee with Confirmed or Suspected COVID-19

The criteria used to determine that an employee is cleared to return to work are based on the following return to work criteria approved by the Massachusetts Department of Public Health (MDPH) and the Center for Disease Control and Prevention (CDC). The employee may return to work if meeting the following criteria.

Employees with symptoms of suspected COVID-19 (not confirmed):

These employees should be excluded from work until the following conditions are met:

Symptom-based strategy:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications **AND**
- The employee has shown improvement in respiratory symptoms (e.g., cough, shortness of breath) **AND**
- At least 10 days have passed since symptoms first appeared **OR**

Test-based strategy:

- Resolution of fever without the use of fever-reducing medications **AND**
- Improvement in respiratory symptoms (e.g., cough, shortness of breath), **AND**
- The employee has received negative result from two nasopharyngeal swab specimens collected ≥ 24 hours apart.

Employees with laboratory-confirmed COVID-19 who have not had any symptoms:

These employees should be excluded from work until the following conditions are met:

- 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test

Employees with laboratory-confirmed COVID-19 who have had symptoms:

These employees should be excluded from work until the following conditions are met:

- At least 10 days have passed since symptoms first appeared **AND**
- At least 24 hours have passed since last fever without the use of fever-reducing medications **AND**
- Symptoms (e.g., cough, shortness of breath) have improved for at least 3 days.

Employees who have come into close contact with someone who has a laboratory-confirmed COVID-19 diagnosis who has not had any symptoms:

These employees should quarantine at home until the following conditions are met:

- 10 days have passed since the date of their last exposure to COVID-19 assuming they have not subsequently developed symptoms AND employee continues to monitor for symptoms for the rest of the 14-day incubation period **OR**
- 7 days have passed since the date of their exposure with a negative test on day 5 AND employee continues to monitor for symptoms for the rest of the 14-day incubation period.

Employee that had COVID-19 ruled out or an alternate diagnosis:

If employee had COVID-19 ruled out and have an alternate diagnosis (e.g., tested positive for influenza), criteria for return to work should be based on that diagnosis after consulting with medical provider and providing documentation from medical provider to HR.

After returning to work, employee is required to follow the 'Return to Work Practices and Work Restrictions' guidelines:

Wear a facemask for source control at all times.

Be restricted from contact with severely immunocompromised colleagues (e.g., transplant, hematology-oncology) until 14 days after illness onset.

Self-monitor for symptoms and seek re-evaluation from a Health Care Provider and Employee Health/HR if respiratory symptoms recur or worsen.