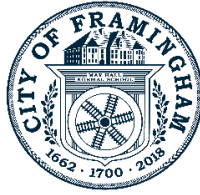


CITY OF FRAMINGHAM



Covid-19 Temporary Vacation Policy

Policy Number: 45

Policy Number:	# 45	Effective date:	August 7, 2020
Revision Date:	August 5, 2020	Supersedes:	N/A
Type of policy:	New (x) Amendment ()	Total Pages:	3
Level:	Department () Division () City Wide (x)		

Policy Statement:

This is a temporary vacation policy related to the Covid-19 pandemic and may be updated from time to time. This policy will be in effect until December 31, 2020. As we move through the re-opening phases, during the summer vacation season, we are trying to anticipate ways to keep employees safe.

Policy Description:

A number of states have issued travel restrictions. The situation is rapidly changing. For national travel information, please visit www.travel.state.gov.

Currently, all travelers arriving to Massachusetts – including Massachusetts residents returning home – are instructed to self-quarantine for 14 days, except that, beginning August 7, 2020, travelers from low risk states, currently Connecticut, Vermont, New Hampshire, Maine, New York, and New Jersey, are exempt from this directive and need not self-quarantine for 14 days. In addition, workers designated by the federal government as essential critical infrastructure workers are exempt from the directive to self-quarantine for 14 days if traveling to Massachusetts for work purposes. All persons are instructed not to travel to Massachusetts if they are displaying symptoms of Covid-19.

Effective August 1, 2020, all visitors and returning residents entering Massachusetts must follow new travel orders. The Commonwealth has made great progress to slow the spread of COVID-19 and gradually re-open the economy, and all visitors have a responsibility to help us keep transmission levels as low as possible.

All visitors entering Massachusetts, including returning residents, who do not meet an exemption, are required to:

- Complete the **Massachusetts Travel Form** prior to arrival, unless you are visiting from a lower-risk state designated by the [Department of Public Health](#).
- Quarantine for 14 days or produce a negative COVID-19 test result that has been administered up to 72-hours prior to your arrival in Massachusetts.

If your COVID-19 test result has not been received prior to arrival, visitors, and residents must quarantine until they receive a negative test result.

Failure to comply may result in a **\$500 fine per day**.

Please use the travel form on the state website. Here is the link:

<https://www.mass.gov/forms/massachusetts-travel-form>

Please find more information on the state website, including updated lists of lower-risk states, exemptions, and other details.

<https://www.mass.gov/info-details/covid-19-travel-order>

City of Framingham employees are encouraged not to travel to areas of the country that are experiencing a spike in Covid-19 cases and not to travel outside of the United States. This advisory is to keep you, your family, your co-workers and our residents safe. Should you travel to an area of the country that is experiencing a spike in Covid-19 cases, or if you travel outside of the United States, you are instructed to quarantine upon your return for 14 days. You may use your accrued sick leave during the 14 day quarantine. If you test positive for Covid-19 which you contracted during your travel you may be forced to quarantine or self-isolate.

In addition, employees who take vacation leave whether within or out of Massachusetts must conduct a self-assessment prior to returning to work. The self-assessment checklist is attached. Please review and report any symptoms to your supervisor and/or Human Resources. You should also contact your personal physician advising him/her of your symptoms and your recent travel.

In the event that you are ordered to quarantine upon your return, you may be eligible for leave under the Family Friendly Coronavirus Relief Act (FFCRA) and should contact the Human Resources Department for further information.

COVID-19 Daily Self Checklist



Name: _____ Date: _____

Review this COVID-19 Daily Self Checklist **each day before reporting to work.**

If you reply YES to any of the questions below, STAY HOME and call your supervisor and/or the Human Resources Department at (508) 532-5490

Do you have a fever (temperature over 100.3°F) without having taken any fever reducing medications?

- Yes
- No

Loss of Smell or Taste?

- Yes
- No

Muscle Aches?

- Yes
- No

Sore Throat?

- Yes
- No

Cough?

- Yes
- No

Shortness of Breath?

- Yes
- No

Chills?

- Yes
- No

Headache?

- Yes
- No

Have you experienced any gastrointestinal symptoms such as nausea/vomiting, diarrhea, loss of appetite?

- Yes
- No

Have you, or anyone you have been in close contact with (within 6 feet for longer than 15 minutes) been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?

- Yes
- No

Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?

- Yes
- No

If you start feeling sick during your shift, notify your supervisor and go home.

Supervisor: _____ Date: _____

City of Framingham | Human Resources Department | (508) 532-5490