

CITY OF SPRINGFIELD, MA

COVID-19 VACATION POLICY

ISSUED: 7-1-20

This policy is temporary and is in response to the Covid 19 coronavirus pandemic. The City reserves the right to modify, amend, alter, supplement or rescind this policy at any time. Any changes to this policy will be placed on the City's intranet.

The City of Springfield, MA has taken numerous steps to protect the public and our employees from exposure to the Covid-19, coronavirus. As we enter the traditional summer vacation season we are adopting this policy as another tool to continue limiting the public and our employee's exposure to this virus.

Effective July 1, 2020 the Commonwealth of Massachusetts has issued instructions for travelers to the Commonwealth from outside of the country and from 42 states within the country to quarantine for 14 days upon arrival in the Commonwealth. This includes residents of the Commonwealth returning home from vacation. The states that are exempt from this travel related quarantine are Connecticut, New York, New Jersey, Maine, Rhode Island, Vermont and New Hampshire. If you vacation in any other state you are instructed to quarantine for 14 days upon your return to Massachusetts.

City of Springfield employees are strongly encouraged at this time **not** to travel to areas of the country that are experiencing a spike in Covid-19, coronavirus cases and **not** to travel outside of the United States. This advisory is to keep you, your family, your co-workers and the citizens we serve safe. Be advised that should you travel to an area of the country for non-work purposes that is experiencing a spike in Covid-19 coronavirus cases or if you travel outside of the United States you are instructed to quarantine upon your return. Furthermore, if you test positive for the Covid-19 coronavirus which you contracted during your travel you may be forced to quarantine or self-isolate. The City's policy dated April 1, 2020, which provides for additional leave benefits, will not be applicable to employees who test positive for the Covid-19 coronavirus or are required to self-quarantine due to their travel. Therefore time in quarantine or for treatment will need to be covered under the FFCRA, if eligible, and if not, then under the employee's accrued leave time or unpaid time off.

Effective July 1, 2020 employees who take vacation leave whether within or out of the Commonwealth of Massachusetts must conduct a self-assessment prior to returning to work. The self-assessment will be a review of the Covid-19, coronavirus symptoms (listed below) and a determination by the employee if

they are experiencing any of these symptoms. If they have a fever of 100.4 degree Fahrenheit or higher or have any of the below symptoms they are directed to contact their Supervisor or Department Head prior to the start of their shift and **not to report to work** or any City of Springfield work location. Employees should then contact their primary health care provider and advise him/her that they were traveling, their vacation destination and the symptoms they are experiencing. The employee should remain in contact with their Supervisor and Department Head as to their availability to return to duty. If the employee has been instructed or ordered to quarantine they should inform their Supervisor and Department Head of same and provide documentation substantiating the need to quarantine from their primary health care provider or Board of Health. The Board of Health will schedule a Covid-19 coronavirus test for any employee returning from vacation who reports that they are experiencing any of the symptoms listed below.

Employees are cautioned that different states and countries may have different requirements as to mandatory quarantines upon arrival. Some states may require a negative Covid-19 test result before arrival in their state and certification of a negative test result. Alternatively, you may be required to quarantine while on vacation in that state. For foreign travel employees are advised to check on testing requirements, certifications and quarantine requirements. At this time certain foreign countries are only allowing essential travel to their country from the United States. The U.S. State Department website is a good resource to review prior to making foreign travel arrangements.

Employees are further advised to check to see whether or not your health insurance will cover you while you are travelling outside of the United States.

In the event that you are ordered to quarantine upon your return from vacation, employees may be eligible for leave under the Family Friendly Coronavirus Relief Act (FFCRA) and should contact the Department of Human Resources for further information. Certain positions have been excluded from coverage under the FFCRA.

Employees who have questions regarding testing and quarantine can call the Health and Human Services Department Hotline at 413-750-3250. The Hotline is available daily from 8:30 a.m.-7:00 p.m.

The City recognizes that this time period has been stressful for many employees and that taking vacation time is a healthy way to address this stress. Should you feel it will be helpful, you may also call our Employee Assistance Program at 800-252-4555.

SELF-ASSESSMENT

DO NOT REPORT TO WORK IF YOU ARE EXPERIENCING ANY OF THE FOLLOWING SYMPTOMS:

- have a fever (100.4 degrees Fahrenheit or higher)
- have a cough
- shortness of breath
- difficulty breathing

- congestion or runny nose
- nausea or vomiting
- diarrhea

OR IF YOU HAVE TWO OR MORE OF THE FOLLOWING SYMPTOMS

- have chills
- have repeated shaking with chills
- have lost the sense of taste or smell
- headache
- muscle pain
- sore throat