

COVID-19 SCREENING PROCEDURE
(effective May 4, 2020, revised July 29, September 3, September 9,
September 19, 2020 until further notice)

COVID-19 screening will take place for entry for work at any Wayland town building. The Town is rolling out a pre-screening application that will allow employees to answer all screening questions from either email or a phone that links directly to a Town database. All staff must be cleared for admittance into the town buildings prior to entry. A schedule of staff physically in town buildings must be maintained by all Department Heads/Principals and provided to the Human Resources Manager on a weekly basis. Questions about granting permission to non-staff for entry into a Wayland town building must be addressed to the Town Administrator or principal for school buildings. Certain departments run programs for non-staff. All programs must be pre-approved by the Town Administrator and Health Director.

Beginning May 4, 2020, a COVID-19 screening questionnaire will be completed the first day that employees report for work at a town building. Each employee and student/family will answer the questions each day and certify the answers.

The most important thing to do if any of listed symptoms are present is to STAY HOME.

Even if an employee/student has COVID-19, he or she may not experience all or even any of the top three symptoms listed as cough, fever greater than 100.0 F, and shortness of breath. Most of the population will only experience very mild symptoms. It is very important that if you are experiencing even mild symptoms that you report them to Human Resources. This cautious approach will protect workers and families from a potential exposure.

Answering YES to any of the questions on the questionnaire, **STAY HOME** and follow the normal call-in-sick protocol to contact your department manager, or the principal, if a school employee. Human Resources or a Community Health Nurse will follow up with you. Each situation will be looked at on a case-by-case basis in consultation with the Public Health Nurse and/or physician.

Experiencing one (1) symptom, STAY HOME. If you are experiencing symptoms on day two, please contact your physician. After two days, you will require a return-to-work plan by Human Resources and a letter from your doctor certifying you can return to work to be provided to Human Resources.

Experiencing two (2) or more symptoms, STAY HOME and call your physician. You will require a return-to-work/school plan by Human Resources and a letter from your doctor certifying you can return to work to be provided to Human Resources.

If an employee/student answers NO to all questions, then check off all of the boxes on the form and proceed to taking a temperature. The employee/student will sign the form and will date and initial answers each day that they are in the building.

Temperature of all staff will be taken upon entry into a building:

- a. If temperature is **below 100.0 F**, no further action is required.

Wayland Employee Screening Procedure

- b. If temperature is **100.0 F or above**, the employee will
 - i. Have their temperature retaken 15 minutes later. They should not complete any exercise and/or drink any hot liquids during this time.
 - ii. If the temperature reading is above 100.0 then they will immediately notify Human Resources and their physician.

The Town of Wayland will provide paid sick time for employees unable to work due to COVID-related illness, orders to test or quarantine other than travel.

Beginning August 1, 2020, the Governor issued an order instituting a mandatory 14-day quarantine or testing requirement for travelers arriving in Massachusetts. The 14-day quarantine or testing requirement applies to return to Massachusetts from any state that is not a “lower risk” state according to the Massachusetts Department of Health (DPH). In lieu of a 14-day quarantine, employees/students may be tested for COVID-19 and return to work/school upon proof of a negative test result. **As of September 16, the “lower risk” states are Colorado, Connecticut, Maine, New Hampshire, New Hampshire, New Jersey, New York, Oregon, Vermont, and Washington**, but this list may be updated or changed by the DPH in the future. Persons are subject to a \$500/day fine if they do not comply with these post-travel quarantine or testing requirements, enforceable by DPH (and local boards of health and police upon request from DPH). Please note that anyone traveling by air will be required to report the mode of travel to the Human Resources Manager and Town Administrator.

- All employees/students should know that they must fill out the Commonwealth’s travel form, online at mass.gov, if they are returning from a state that is not one of the identified “lower risk” states or they are not otherwise exempt.
- All employees whose employment duties allow them to perform all the functions of their job remotely will be allowed to work remotely during the quarantine period. All remote work quarantines must be approved by the Town Administrator for municipal department and by the Assistant Superintendent and/or Superintendent for school department employees.
- All employees whose employment duties does not allow them to perform all the functions of their job remotely will not be authorized to return to work until they have completed a 14-day quarantine period or provide a negative COVID-19 test result to the Human Resources office.
- On a case-by-case basis, a combination of quarantine and remote work may be available to employees, as determined by Human Resources with approval from the Town Administrator or Assistant Superintendent and/or Superintendent.
- Employees who are unable to work remotely and are awaiting test results will be charged accrued sick, vacation, or personal days at their direction.
- If a family member has traveled to a high-risk state in the last 14 days and is symptomatic after returning, the employee will have to provide a negative COVID-19 test or complete a 14-day quarantine.

Please note: Students/Staff of families that have members who are healthcare personnel and first responders may answer yes to some of the questions relating to contact in the daily questionnaire, but may be exempt under certain circumstances, for instance, if the contact is protected by PPE. All circumstances will be reviewed on an individual basis.