

**Town of Marshfield
Return to Work Protocol During
Coronavirus/COVID-19 Emergency**

I. Purpose

In response to the public health emergency related to the novel coronavirus and its related disease, COVID-19, the Town of Marshfield ("Town") is providing this protocol for all those experiencing symptoms or who have tested positive for COVID-19. This protocol aims to establish a procedure for employees as they prepare to return to work.

This policy mirrors the Centers for Disease Control's (CDC) Guidelines for return to work for healthcare workers who have experienced symptoms or who have tested positive for COVID-19.

II. Procedure

For employees who have tested positive for COVID-19 and plan to return to work, the employee may not do so until they meet **ALL** of the following criteria before returning to work:

- a. Resolution of fever without the use of fever-reducing medications; **and**
- b. Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- c. Negative results of COVID-19 tests from at least two consecutive nasopharyngeal swab (nasal swab) specimens collected 24 hours apart (**total of two negative tests**).

For employees who have exhibited symptoms of COVID-19 but have **not received a positive test**, said employee must meet **ALL** of the following criteria before returning to work:

- a. At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- b. At least 7 days have passed **since symptoms first appeared**.

III. Reporting

The criteria listed above for employees who have tested positive for COVID-19 and all those experiencing symptoms without a positive test shall be reported to the Human Resources Director prior to said employee's return to work. **Please note:** the above criteria are based on CDC guidelines and are subject to change as the public health emergency continues to develop. Any changes to these criteria or protocol in general, shall be communicated to the affected employees as soon as practicable.

Town of Marshfield
Emergency Reassignment of Duties Policy
Pursuant to the Declaration of Emergency adopted March 25, 2020

I. Purpose

This policy aims to dictate the terms by which Town of Marshfield (“Town”) employees may temporarily reassigned to perform essential duties for the Town, outside of the duties of their current position. The Town and the United States of America generally, are experiencing an unprecedented public health emergency related to the novel coronavirus and its related disease, COVID-19. As such, the Town may reassign duties as necessary under these emergency circumstances in order to ensure the continuation of essential public health and safety functions.

II. Definitions

“Essential duties” are those that have been designated by the Department Head and Town Administrator as necessary for public health and safety and, the continuing operation of the Town. The Department Head and Town Administrator have continuing authority to modify the determination of which duties are essential, based on the evolving nature and length of the COVID-19 public health emergency.

III. Authority

The Town Administrator will work with Human Resources, Department Heads and/or other supervisors to determine the which duties are essential duties for public health and safety, and the continuing operation of the Town. The Town Administrator will work with Human Resources, Department Heads and other supervisors to continually review and evaluate which duties are essential as this public health emergency evolves.

IV. Protocol

Employees who are reassigned to complete essential duties will be notified by Human Resources, their Department Head or their supervisor. Employees will only be reassigned to duties that are within their current work classification. For example, clerical workers will be reassigned to perform essential clerical duties, and laborers will be reassigned to perform essential labor duties.

Department Heads or supervisors will provide employees with specific instructions regarding the completion of reassigned duties. Employees who are reassigned to perform essential duties are expected to perform these new duties until they are notified by Human Resources, their Department Head or their supervisor.

**Town of Marshfield
Remote Work & Telecommuting Policy
During the Coronavirus Emergency 2020**

I. Purpose

This policy aims to dictate the terms by which Town of Marshfield (“Town”) employees may temporarily work remotely/telecommute when approved by the Town. The Town, and the United States of America generally, are experiencing an unprecedented public health emergency related to the novel coronavirus and its related disease, COVID-19. As such, the Town may grant certain employees or those employees who hold certain positions the option to work remotely on a temporary basis. This privilege shall be evaluated frequently as the public health emergency evolves over time.

II. Definition

Telecommuting is a work arrangement in which some or all of the work is performed off-site at a remote work site such as the home or in office space near home. Communication may be by one of several means, such as phone or laptop computer. The equipment utilized while working remotely may be owned and maintained by the employee or by the Town.

III. Authority

The Town Administrator will work with Department Heads and/or supervisors to determine the feasibility of a specific employee or position’s ability to work from home. The ultimate authority to allow an employee to work remotely is held by the Town Administrator or his/her designee. Each employee allowed to work remotely must follow the appropriate procedure and sign an agreement dictating the parameters of their individual grant to telecommute.

IV. Procedure

Employees who wish to work remotely must follow the procedure outlined below:

1. An employee wishing to work remotely must submit a request to their Department Head. Department Heads shall work with the Town Administrator or his/her designee to determine whether to grant each request.
2. All employees should be aware that telecommuting policies and procedures are subject to change as the coronavirus emergency changes over time.
3. Any questions that arise through the duration of the remote work arrangement shall be directed to the Town Administrator or his/her designee.

Please note that the utilization of sick, vacation, personal or other paid leave are subject to all normal procedures. Employees who wish to use said paid leave should request it according to existing Town policies or controlling collective bargaining agreements.