

When Employees Should Stay Home During the COVID-19 Pandemic

If staff have any of these symptoms, they should get a test for active COVID-19 infection prior to returning to work/school.

Staff who have symptoms should contact their primary care physician for further instructions.

List of [available testing sites](#).

- Fever (100.0° Fahrenheit or higher), chills, or shaking chills
- Cough (not due to other known cause, such as chronic cough)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Headache when in combination with other symptoms
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Fatigue, when in combination with other symptoms
- Nasal congestion or runny nose (not due to other known causes, such as allergies) when in combination with other symptoms

By showing up for work you are Self-Certifying to your Supervisor that you:

- Have no flu-like symptoms, no signs of a fever or a measured temperature above 100.0 degrees or greater, or symptoms stated above within the past 48 hours.
- Have not had “close contact” with an individual diagnosed with COVID-19 or exhibiting flu-like symptoms in the past 48 hours.
- Have not been asked to self-isolate or quarantine by their doctor or a local public health official.
- Have been cleared by a Medical Professional to return to work if any COVID-19 symptoms were experienced.
- Employees who have traveled outside of Massachusetts may be required to isolate for 14 days before returning to work per Massachusetts Guidelines. This requirement is subject to change.

Sick Employees Must Stay Home:

- If employees are exhibiting any of the symptoms noted, employees are to report this immediately to their supervisor (via phone, text or email) and contact their health provider.
- If employees notice a co-worker showing signs or complaining about such symptoms, he or she should be directed to their supervisor (via phone, text or email) and asked to leave immediately.
- Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.
- Employees who have been exposed to someone who is suspected to have COVID-19 or has had a positive test for COVID-19 must notify their supervisor, stay home and follow guidelines as stated in [COVID-19 Reopening Guidelines](#).
- Educators and other staff who are at increased risk of severe illness from COVID-19 will want to consult with their health care providers about whether and under what circumstances a return to in-person school settings would be medically inadvisable.