



CITY OF LAWRENCE
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MAYOR & CEO

CITY OF LAWRENCE POLICY ON RETURN TO WORK – COVID19

EFFECTIVE IMMEDIATELY (6/9/2020)

This policy has been enacted in consideration of the health and welfare of all City of Lawrence employees in order to minimize the spread of COVID-19. For this reason, the City has designated certain protocols regarding an employee's return to work after he/she has tested positive or has experienced COVID-19 symptoms and/or been exposed to someone who has tested positive for COVID-19. Under no circumstances should an employee return to work if he/she is sick. However, upon meeting the following criteria, employees shall return to work:

With respect to COVID-19, the following return to work protocols are divided into **two** tracks and shall be followed¹:

Track 1 – Employee Who Tested Positive or Has Symptoms of COVID-19, or

Track 2 – Employee Who Has Been Exposed to COVID-19 And Tests Negative or Does Not Have Symptoms.

¹ In certain situations, the City of Lawrence reserves the right to follow any guidance issued by the Centers of Disease Control or the Massachusetts Department of Public Health in regards to having employees return to work in lieu of this protocol.

Track 1: Employee Tests Positive or Has Symptoms: When an employee tests positive for COVID-19 or shows symptoms of COVID-19 and must isolate, they shall return to work when all of the following criteria have been met:

- a. At least ten (10) days have passed since the employee's positive test or since employee's symptoms first appeared; *and*
- b. Seventy-two (72) hours have passed since employee's recovery, defined as resolution of fever without the use of fever-reducing medications *and* respiratory symptoms have improved; *and*
- c. Employee completes and signs the City of Lawrence Return to Work Certification of Self-Isolation or Self Quarantine twenty-four (24) hours before returning to work; *and*
- d. Employee presents a doctor's note stating that the employee is no longer contagious and able to return to work; *and*
- e. City Nurse has cleared employee to return to work.

**** Should an employee receive two (2) negative test results in a row at least twenty-four (24) hours apart, they shall return to work immediately by 1) presenting a doctor's note stating that the employee is no longer contagious, is able to return to work, and the date, time and results of the two negative tests and 2) receiving clearance from the City Nurse to return to work. ****

Track 2: Employee Who Has Been Exposed to COVID-19 And Either Shows No

Symptoms or Tests Negative:

- a. Employee Is Exposed: If the employee has been directed to quarantine by a health care professional or a local board of health because they have been exposed to a COVID-19 case, they shall return to work after all the following conditions have been met:
- 1) Employee was in quarantine for fourteen (14) days *after* date of exposure, **and**
 - 2) Employee completes and signs the City of Lawrence Return to Work Certification of Self-Isolation or Self Quarantine twenty-four (24) hours before returning to work; **and**
 - 3) Employee presents a doctor's note stating that the employee is able to return to work, and either i) tested negative for COVID-19 with the date and time of such test or ii) does not present any symptoms of COVID-19; **and**
 - 4) City Nurse clears the employee for return to work.

*** The date of exposure shall be considered day zero when calculating time under quarantine.

- b. Employee Is Exposed by a Family or Household Member: If the employee has been directed to quarantine by a health care professional or local board of health because they have been exposed to COVID-19 by a family or household member, they shall return to work after all of the following conditions have been met:

- 1) Employee was in quarantine for fourteen (14) days after the date of their last exposure. 14 Day Quarantine only begins after the **last** family/household member to contract COVID finishes isolation². Finishes isolation means that the family member 1) has been fever free for three (3) days, respiratory issues have improved and, ten (10) days have passed since either symptoms first appeared or positive test result.

*** The date last family or household member finishes isolation shall be considered day zero when calculating time under quarantine. ***

- 2) Employee completes and signs the City of Lawrence Return to Work Certification of Self-Isolation or Self Quarantine twenty-four (24) hours before returning to work; *and*
- 3) Employee presents a doctor's note which states that the employee is able to return to work, and either 1) tested negative for COVID-19 with the date and time of such test or 2) does not present any symptoms of COVID-19; *and*
- 4) City Nurse clears the employee for return to work.

² As multiple family members may contract COVID-19, the period which an employee shall not return to work may be extended. As an example, if Family Member A shows symptoms or tests positive of COVID on Day 1 and Family Member B shows symptoms or tests positive of COVID on Day 7, the employee's 14 day quarantine period does not begin until Family Member B finishes isolation.