

**INTEROFFICE MEMORANDUM**  
**Office of Human Resources**

To: All Staff  
From: Denise Parsons, Director of Human Resources  
Re: Updated Town Protocols Related to Covid-19  
Date: December 28, 2021

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On December 27, 2021 the CDC updated its guidance related to quarantines and isolation due to covid-19. The Town has consistently followed the CDC recommendations, below is our updated protocol to reflect the new guidance.

### **Protocols Following Exposure to Covid-19 – Vaccinated with Booster**

**If you:** Have been boosted **OR** Completed the primary series of Pfizer or Moderna vaccine within the last 6 months **OR** Completed the primary series of J&J vaccine within the last 2 months:

- You do not need to quarantine.
- Wear a mask around others for 10 days.
- Test on day 5, if possible.
- *If you develop symptoms get a test and stay home.*

### **Protocols Following Exposure to Covid-19 – Unvaccinated/Not Boosted**

**If you:** Completed the primary series of Pfizer or Moderna vaccine over 6 months ago and are not boosted **OR** Completed the primary series of J&J over 2 months ago and are not boosted **OR** Are unvaccinated:

- Stay home and quarantine for 5 days.
- After that continue to wear a mask around others for 5 additional days.
- Test on day 5 if possible.
- *If you develop symptoms get a test and stay home.*

#### **Leave Time for Exposure Quarantines**

If staff are required to quarantine and cannot work from home, they may use up to ten days of sick during fiscal year 2021-2022 to provide salary continuation during periods of quarantine (*this includes the need to remain at home due to a child's quarantine*). Staff should indicate "quarantine" on their time card so that it can be tracked appropriately. If staff are required to quarantine beyond ten days, they would need to use other paid time off. If the employee has no other paid leave benefits, the time will then be unpaid.

### **Protocols Following a Positive Test for Covid-19 (Regardless of Vaccination Status)**

- Stay home and isolate from others for 5 days.
- If you have no symptoms or your symptoms are resolving after 5 days, you can leave your house and return to work.
- Continue to wear a mask around others for 5 additional days.
- *If you have a fever, continue to stay home until your fever resolves. If you continue to have significant symptoms seek medical guidance on when to end your isolation period.*

### Leave Time for Isolation

Any staff who test positive will need to remain out of work per the protocols above and will use their accumulated sick leave benefits.

### **Travel Protocols – Vaccinated**

There are currently no protocols following travel for fully vaccinated travelers. You should self-monitor for COVID-19 symptoms for 10 days following travel; isolate and get tested if you develop symptoms.

### **Travel Protocols - Unvaccinated**

**The CDC continues to recommend delaying travel until you are fully vaccinated.** If you are not fully vaccinated and must travel out of state for more than a 24 hour period, it is recommended that you quarantine after travel for a minimum of 7 days if you obtain a negative viral test result (taken 3-5 days after returning to Connecticut). Even if you test negative, stay home and self-quarantine for the full 7 days. If you don't get tested, it is recommended that you stay home and quarantine for 10 days following return to Connecticut.

### Leave Time for Travel Quarantines

If you need quarantine following travel, you will be required to use your paid leave benefits (*sick time is not an approved leave for quarantines related to travel*). You may also work with your supervisor to determine if work from home options are available for any period of your quarantine.

### ***The following is attributable to CDC Director, Dr. Rochelle Walensky:***

*“The Omicron variant is spreading quickly and has the potential to impact all facets of our society. CDC’s updated recommendations for isolation and quarantine balance what we know about the spread of the virus and the protection provided by vaccination and booster doses. These updates ensure people can safely continue their daily lives. Prevention is our best option: get vaccinated, get boosted, wear a mask in public indoor settings in areas of substantial and high community transmission, and take a test before you gather.”*

You can find the most current Coronavirus Information at the following websites:

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>

<https://www.cdc.gov/coronavirus>

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

#### **DEFINITIONS:**

**Quarantine:** Remaining home and away from others following a close contact with someone who is positive for COVID-19 or out of state travel, to prevent possible spreading of COVID-19

**Isolation:** Remaining home in isolation after a positive diagnosis for COVID-19 to prevent spreading the virus to others.