

## Staying Home or Sending Employees Home

The coronavirus (COVID-19) is creating increasing concern in communities across the country and each day the infections spread. In an effort to keep the virus from spreading the CDC (Center for Disease Control) recommends that employees who appear to have respiratory illness symptoms (*i.e. cough, shortness of breath*) stay home and if upon arrival to work or become sick during the day be sent home immediately.

Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (*or an elbow or shoulder if no tissue is available*).

As a precaution, the Town of Milton is encouraging sick employees to stay home if they exhibit symptoms of respiratory illness. These employees should stay home and not come to work until they are free of fever, signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (*e.g. cough suppressants*). Employees must notify their supervisor if they are sick and will not be coming to work.

If employees come to work displaying the symptoms listed above, their Department Head or supervisor will send them home with the same restrictions for returning to the work place as listed above.

Employees will be required to use Sick Time for this period of time. If the employee does not have Sick Time accrued, they will be allowed to go into the negative. The employee will be required to earn back the Sick Time until they are no longer in the negative before they are able to use additional Sick Time.

Employees, Department Heads or supervisors should contact Human Resources with questions about when to stay home, send an employee home, or what paperwork is needed.

Additional precautions for employees include cleaning their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.