



TOWN OF LINCOLN EMPLOYEE COVID-19 POLICIES

Approved July 30, 2020 (Amended February 22, 2021)
(Amended April 19, 2021) (Amended January 3, 2022)(Amended August 22, 2022)

In light of concerns about the current health crisis associated with the Coronavirus (COVID-19) outbreak, we are updating the following protocols to mitigate concerns, protect our employees, and prevent contagion.

As of this date, it is important to recognize that Lincoln has inhabitants that have tested positive for the Coronavirus. The State of New Hampshire and the Federal government continue to monitor the situation on a daily basis and may modify the following protocols if and when it becomes necessary.

DEFINITIONS:

Exposure: Contact with someone infected with SARS-CoV-2, the virus that causes COVID-19, in a way that increases the likelihood of getting infected with the virus (i.e., less than 6 feet away from an infected person (laboratory-confirmed or a clinical diagnosis) for a cumulative total of 15 minutes or more over a 24-hour period).

TOWN PREVENTION MEASURES: Pursuant to the CDC Guidelines, Town of Lincoln Employees should adhere to the following guidance:

If you test POSITIVE for COVID-19: Regardless of vaccination status, you should isolate yourself from others when you have COVID-19. You should also isolate if you are sick and suspect that you have COVID-19 but do not yet have test results. If your results are positive, follow the full isolation recommendations below:

- Stay home for 5 days.
- If you have no symptoms or your symptoms are resolving after 5 days, you can 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 were EXPOSED to someone with COVID-19:

- Take precautions- Wear a high-quality mask time you are around others inside your home or indoors in public.
- Watch for symptoms-If you develop symptoms isolate immediately and get tested.
- Get tested at least 5 full days after your last exposure even if you do not have symptoms.
- If you test negative on day 5-Continue taking precautions through day 10
- If you test positive-Isolate immediately.

PERSONAL PREVENTION MEASURES:

- Wash your hands with soap and water frequently and thoroughly.
- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue into the trash.
- Clean and disinfect frequently touched objects and surfaces.

- Wear a mask when in public areas or within 6 feet of another person.
- Employees who think they may have been exposed to COVID-19 should contact their healthcare provider immediately. If the exposure occurs during the course of your job duties, also let the Town Manager know.

Besides these administrative and personal prevention measures, we maintain a normal operating posture. We will keep you informed of any changes to our operations if and when they become necessary.

STAY HOME WHEN YOU ARE SICK!

Symptoms of COVID-19 include the following: fever, cough, shortness of breath/difficulty breathing, fatigue, chills, nausea, muscle or body aches and/or headache, the new loss of taste or smell, sore throat, congestion or runny nose, vomiting, or diarrhea.

- Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), 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 should notify their supervisor and stay home if they are sick.
- If you stay home pursuant to this section (i.e., because you are sick with a respiratory illness), please also contact the Town Manager or his designee to assess whether FMLA or another leave policy may apply.
- You will not be required to provide a healthcare practitioner's note for absences due to acute respiratory illness to validate your illness or return to work, as healthcare provider offices and medical facilities may be extremely busy and unable to provide such documentation in a timely way. We will revert to our standard requirements once this crisis is under better control.
- If you are ill at work, the CDC recommends, and we will follow, that employees who appear to have acute respiratory illness symptoms (i.e., cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and 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).
- At this time, we will not request or require testing of asymptomatic employees who may have had casual interaction with a person who has tested positive for COVID-19 (e.g., a customer paying their taxes or visiting the library to check out a book). We will follow the recommendations from the CDC and the State of NH DHHS on this should they change.
- Be mindful that we have flexible policies that permit employees to stay home to care for a sick family member. We are mindful that more employees may need to stay at home to care for sick children or other sick family members than is usual.

Additional Measures in Response to Currently Occurring Sporadic Importations of the COVID-19:

- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and HR and refer to CDC guidance for how to conduct a risk assessment of their potential exposure.
- If an employee is confirmed to have COVID-19, we will inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans

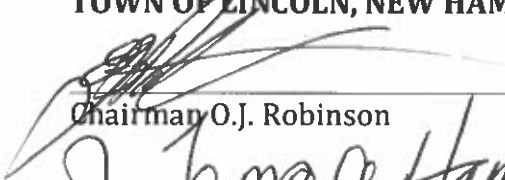
with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 may refer to CDC guidance for how to conduct a risk assessment of their potential exposure.

Note: It remains possible that fully vaccinated or previously infected people could still acquire asymptomatic SARS-CoV-2 infection or attenuated (milder) COVID-19. Therefore, even people who are fully vaccinated or previously infected still need to monitor themselves for symptoms of COVID-19, continue to practice physical distancing, avoid social groups and gatherings, and wear face masks at all times when in public places and facilities. First responders should continue to follow all recommended infection control and personal protective equipment (PPE) guidance.

NOTE: Should Lincoln become impacted by community spread of COVID-19, we will issue additional guidelines related to protocols for essential and non-essential workers.

POLICY REVIEWED AND APPROVED ON THIS 22nd DAY OF AUGUST 2022

**LINCOLN BOARD OF SELECTMEN
TOWN OF LINCOLN, NEW HAMPSHIRE**



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Selectman Tamra Ham



Selectman Jack Daly

