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## Updated COVID-19, Flu, and RSV Policy Updated January 16, 2024

City of Milford Employees,

Governor Carney announced that all mask mandates will be lifted as of 6pm March 1, 2022. Therefore, all City buildings are to be open to the public effective March 1, 2022, and all mask mandates are hereby lifted.

Effective March 1, 2022, City employees who are not fully vaccinated will be excused from submitting weekly COVID tests.

Any information employees provide about their vaccination status is considered medical information and will be kept confidential.

### Definitions:

- Antigen Test: rapid, at home test
- PCR Test: performed at a lab or testing site

### Getting a COVID-19 Test

1. You can order 4 free at home COVID-19 tests at covid.gov
2. You can purchase antigen (at home tests) online or in pharmacies and retail stores and these test kits are an eligible expense for your HealthCare Flexible Spending Account.
3. Permanent and Temporary Testing Sites throughout Delaware-  
<https://coronavirus.delaware.gov/testing/>
4. Upon approval of the HR Director, the test may be administered by The Lab at Seascape, 605 N DuPont Blvd, Milford, DE. Employees obtaining tests at The Lab at Seascape without the approval of the HR Director will be personally responsible for testing costs.

### Frequently Asked Questions:

#### 1. What should I do if I have COVID-19 symptoms?

*If you are having symptoms of COVID-19, or if you are sick in any way, please notify your supervisor and do not report to work.*

*If you have symptoms, test immediately.*

*If you are only going to take a single test, a PCR test will provide a more reliable negative test result. If you use an antigen test, a positive result is reliable, but a negative test is not always accurate. If your antigen test is negative, take another antigen test after 48 hours or take a PCR test as soon as you can.*

#### 2. Should I get tested if I may have been exposed to COVID-19?

*Regardless of if you are vaccinated or not, you will need to notify your supervisor and take an antigen test or PCR test. If negative and symptom free, please notify your supervisor and report to work. If you are only going to take a single test, a PCR test will provide a more reliable negative test result. If your antigen test is negative, take another antigen test after 48*

hours or take a PCR test as soon as you can. If your second antigen test is also negative, wait another 48 hours and test a third time.

**3. What should I do if I test positive for COVID-19?**

Employees must immediately notify their supervisor if they test positive for COVID-19. Unvaccinated and vaccinated employees must remain off work for 5 days following a positive test. Manage symptoms with over-the-counter medications if needed. If symptoms worsen see your primary care provider or an Urgent Care clinic. For emergent symptoms such as chest pain and shortness of breath go to the Emergency Room. After the 5 days, regardless of vaccination status, employees may return to work but must wear a mask for 5 days.

Any employee with symptoms shall not return to work, regardless of test results without a return-to-work note from their health care professional. Symptoms include sudden fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or running nose, nausea or vomiting and diarrhea.

*\*\*Supervisors: If temporary remote work is an option, please discuss with the employee.*

**4. Is Emergency Paid Sick Leave still available?**

No, this provision ended December 31, 2020; however, the City voluntarily extended this provision until March 31, 2021. Employees are required to use personal sick time, benefit time, or unpaid FMLA for time off.

**5. What is the sick leave policies for recently hired employees who have not earned sufficient sick and/or vacation time to cover absences required by COVID-19, Flu, and RSV?**

Effective January 15, 2022, the City will offer Advanced Sick Leave for employees with less than 24 months of employment. The provisions are outline below:

- a. An employee who is prohibited from entering the workplace due to a COVID positive test result.
- b. A City of Milford employee, with less than 24 months of service, requesting Advance Sick Leave (up to 80 hours) shall execute a City of Milford Advance Leave Request. Employees executing a City of Milford Advanced Leave Request will authorize the repayment of the Advanced Leave from each bi-weekly sick leave accrual until the amount of the Advanced Leave Request has been fully satisfied.
- c. In the event the employee terminates employment with the City of Milford before the amount of the Advanced Sick Leave has been satisfied, the City of Milford will be authorized to deduct the remaining amount of the Advanced Sick Leave from the employee's final paycheck.
- d. Employees with more than 24 months of service are not eligible for Advanced Sick Leave, but may be eligible for Donated Sick Leave.

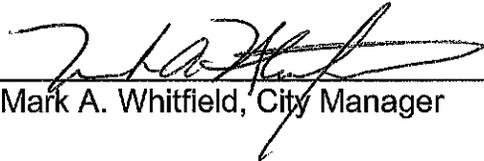
**6. What should I do if I test positive for RSV or the Flu?**

You will need to notify your supervisor and remain out of work as instructed by your health care professional. A return-to-work note is required.

*\*\*Supervisors: If temporary remote work is an option, please discuss with the employee.*

Protecting all employees and visitors from the spread of COVID-19, Flu, and RSV is dependent upon each of our individual actions. If you are sick in any way, please notify your supervisor and do not report to work.

Please check with your health care professional if you are interested in vaccines for COVID-19, Flu, and RSV.

A handwritten signature in black ink, appearing to read 'Mark A. Whitfield', is written over a horizontal line. The signature is stylized and cursive.

Mark A. Whitfield, City Manager