



Town of Lancaster
Office of the Board of Selectmen
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Lancaster, MA 01523

Jason A. Allison, Chairman
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**TOWN OF LANCASTER – UPDATED PROTOCOL FOR TOWN
EMPLOYEES – EFFECTIVE 1/18/2022**

IMPORTANT INFORMATION - COVID-19 AND WORKPLACE POLICY

IF YOU TEST POSITIVE FOR COVID-19:

1. You must isolate for at least 5 days, regardless of your vaccination status.
Isolation is different than Quarantine. Isolation is used to separate people infected with COVID-19 from those who are not infected.
2. When you isolate:
 - a. Stay in a specific “sick room” or area, and use a separate bathroom (if available).
 - b. Avoid contact with other members of the household and pets.
 - c. Don’t share personal household items, like cups, towels, and utensils.
3. You may leave isolation after 5 days if you have NO symptoms. If you have a fever or other symptoms, continue to stay home until your symptoms resolve.
4. To calculate your 5 full day isolation period:
 - a. Day 0 is your first day of symptoms. Day 1 is the first full day *after* your symptoms developed.
 - b. If you test positive for COVID-19 and **never** develop symptoms, day 0 is the day of your positive viral test (based on the date you were tested) and day 1 is the first full day *after* your positive test.
 - c. If you develop symptoms after testing positive, your 5-day isolation period must start over. Day 0 is your first day of symptoms. Day 1 is the first full day *after* your symptoms developed.

5. You must continue to wear a mask around others for 5 additional days. In addition, please note that the Town of Lancaster Mask Mandate remains in effect.

IF YOU HAVE BEEN EXPOSED TO SOMEONE WITH COVID-19:

1. If you have received the booster shot, have completed the primary series of Pfizer or Moderna vaccines within the last 6 months, OR have completed the primary series of J & J vaccine within the last two months:
 - a. Wear a mask around others for 10 days.
 - b. Get tested on day 5.
 - c. Watch for fever (100.4 F), cough, shortness of breath, or other symptoms of COVID-19. If you develop symptoms before day 5, get tested.
 - d. Stay home if you test positive or continue to have symptoms.
2. **If you are unvaccinated, completed the primary series of Pfizer or Moderna vaccine over 6 months ago and have not received the booster shot, OR completed the primary series of J & J over 2 months ago and have not received the booster shot:**
 - a. **Quarantine** for 5 days after your last contact with a person who has COVID-19.
 - b. Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19.
 - c. If you develop symptoms before day 5, get tested.
 - d. If possible, stay away from people you live with, especially people who are at higher risk for getting very sick from COVID-19.
 - e. Get tested on day 5. Stay home if you test positive or continue to have symptoms.
 - f. Continue to wear a mask around others for 5 additional days after that.
 - g. If you can't quarantine you must wear a mask for 10 days.

Please note:

1. If you are quarantining or isolating, you are required to let your supervisor know. Supervisors are required to confidentially let the Interim Director of Human Resources know. The Town will comply with applicable federal and state laws in respecting the privacy of this information.
2. **If you have symptoms or test positive for COVID-19, you may not return to your office, any town building, or town vehicle until you have complied with the conditions set out above. If personal items are needed, someone will retrieve them for you.)**

SYMPTOMS OF COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

**ADDITIONAL INFORMATION FROM THE CDC and the MASSACHUSETTS
DEPARTMENT OF PUBLIC HEALTH:**

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>

<https://www.mass.gov/info-details/isolation-and-quarantine-guidance-for-the-general-public>

If you have questions or need additional information about COVID-19, including vaccine, booster and test availability, please contact Lancaster Board of Health Chair Jeffrey Paster at jefflbopaster@gmail.com or (508) 380-5185.