



REMINDER FOR ALL CITY & BOE EMPLOYEES

COVID-19 Specific Operations Directives

Over the past several months all City and BOE employees and supervisors have been provided with specific COVID-19 directives. These directives were developed based on CDC guidelines and directives issued by the State of Connecticut. The purpose of this document is to provide a reminder of your responsibility.

- **FOR ALL EMPLOYEES:**

If you are sick or experiencing symptoms:

1. DO NOT come to work.
2. Call your supervisor and report your absence along with your symptoms. Make arrangements for a **PCR COVID-19** test. Test results should be submitted to HR as soon as possible.
3. If you test positive, let your supervisor know. Human Resources will ensure that you receive any FFCRA benefits for which you may be entitled.

There are City resources available to assist you or your family with unmet needs so be sure to let us know.

Other exposures:

1. If someone you live with or have had close contact with someone who developed COVID-19, call your supervisor and do not report for work.
2. If you have gone for a **PCR COVID-19 test**, do not come to work and wait for test results.
3. If you travel outside CT, you must follow all State of CT Travel Advisory requirements.

- **FOR ALL SUPERVISORS:**

If your employee is sick or experiencing symptoms prior to coming to work:

1. Give your employee a direct order not to come to work.
2. All employees have been instructed to report their absence with symptoms to you.
3. If employees need information pertaining to testing, refer them to HR.

If an employee experiences symptom while working:

1. Have employee put on a mask and notify your chain of command up to the Department Head.
2. The City will assist with a COVID-19 test.
3. Ensure that the employee does not interact with others – employees, students, public and etc.
4. **HELP YOUR EMPLOYEE.**
5. Stay in touch with employee.
6. Contact HR.

Covid-19 impacts everyone differently. Supervisors with questions or concerns regarding an employee's return after testing positive or quarantine should contact Human Resources for specific guidance.

Instructions pertaining to COVID-19 may change from time to time. To ensure that you always have the most up to date and accurate information, the City and BOE have posted updated directives on their websites as follows: **WATERBURYCT.ORG** or **WATERBURY.K12.CT.US**