Town of Winthrop

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 acute 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.

As a precaution and consistent with the CDC’s recommendations, the Town of Winthrop is encouraging sick employees to stay home if they exhibit symptoms of acute respiratory illness. These employees should stay home and not report 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 may send them home with the same restrictions on returning listed above.

Sick Leave Policy

At this time, due to the current seasonal flu and COVID-19, the Town is temporarily modifying its Attendance Leave Policy. We will announce when this temporary modification is suspended.

The following temporary modifications will be observed for employees who are absent due to symptoms consistent with the flu or COVID-19 and who provide medical documentation consistent with the Town’s Attendance Policy within five (5) working days of the employee’s return to work:

- Employees with insufficient sick leave will be permitted to use other leaves of absence such as personal, vacation and floating holidays without required pre-notice;
- The consecutive absences covered by the doctor’s note will be treated as one (1) instance; and
- Employees who have exhausted all leaves and fall into a sick no pay status may not be subject to discipline.

Please note, employees will be required to use Sick Time absences consistent with this policy. If an employee exhausts all leave time and falls into a sick no pay status, they will be allowed to incur a negative Sick Time balance. Such employees shall earn back Sick Time upon their return.
to work; however, employees may not use additional Sick Time if their Sick Time balance remain in a deficit.

Employees, Department Heads and 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 washing their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty. Also, 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).

All other provisions of the Town’s attendance policy remain in full effect and employees continue to be required to follow call-in procedures.

Falsification of medical documentation is a disciplinable offense, up to and including termination. Should you have any questions about this time off please contact the Human Resources Department.