



OFFICE OF THE
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Essential Employee Guidance COVID-19 Response

You are healthy.

- Stay home if you do not have an essential role.
- Stay home if you are able to work from home, otherwise you may report to work. You should discuss this option with your employer.
- Monitor your health.
- Take your temperature before every shift.
- Do not come to work if your temperature is above 100.3 degrees.
- Do not come to work if you are symptomatic including having a fever, cough, sore throat, or trouble breathing.

Your primary care doctor recommends that you stay home or quarantine because you are vulnerable to the COVID - 19 virus because of age or pre-existing health condition.

- Stay home.
- Do not report to work until you have been cleared by your primary care doctor or health care provider.
- If you are feeling well, you may work from home (if able). You should discuss these options with your primary care doctor and your employer.

You are 65 years of age or older or have a pre-existing health condition.

- Consult your primary care doctor or health care provider for guidance as to whether you should stay home.
- Consider taking time-off.
- Stay home if you are not an essential employee.
- Stay home if you are able to work from home, otherwise you may report to work. You should discuss this option with your employer.
- Monitor your health.
- Take your temperature before every shift.
- Do not come to work if your temperature is above 100.3 degrees.
- Do not come to work if you are symptomatic including having a fever, cough, sore throat, or trouble breathing.

You have tested positive for COVID – 19.

- Follow the instructions of your primary care doctor or health care provider.
- Isolate for 14 days from the last day you show signs and symptoms of the virus. Isolate for a longer period as directed by your primary care doctor or health care provider.
- Do not report to work until you have been cleared by your primary care doctor or health care provider.
- If you tested positive but are not exhibiting symptoms and you are feeling well, you may work from home (if able). Discuss these options with your primary care doctor and your employer.

You have signs and symptoms but have not tested positive for COVID – 19.

- Stay home.
- Do not report to work until you have been cleared by your primary care doctor or health care provider.
- Follow the treatment advice from your primary care doctor or health care provider.
- If you are feeling well, you may work from home (if able). You should discuss these options with your primary care doctor and your employer.

You are in quarantine, in isolation, or have been sent home but have no symptoms of COVID – 19.

- Stay home.
- Do not report to work until you have been cleared by your primary care doctor or health care provider.
- If you are feeling well, you may work from home (if able). You should discuss these options with your primary care doctor and your employer.

You are asymptomatic but you have had “close contact” with someone who tested positive for COVID – 19.

“Close contact” may include but is not limited to being within six (6) feet of a person who has tested positive for COVID-19 for approximately 20 minutes, caring for a person who has tested positive for COVID-19, or being in direct contact with secretions or respiratory droplets of a person who has tested positive for COVID-19 by cough, sneezing, sharing utensils, or other means, in environments where the exposed person was not wearing proper PPE (personal protective equipment).

- Stay home.
- Quarantine for 14 days or longer as directed by your primary care doctor or health care provider.
- Do not report to work until you have been cleared by your primary care doctor or health care provider.
- If you are feeling well, you may work from home (if able). You should discuss these options with your primary care doctor and your employer.

You are asymptomatic but you have had “close contact” with someone who has not tested positive for COVID – 19 but is showing signs and symptoms.

“Close contact” may include but is not limited to being within six (6) feet of a person who has tested positive for COVID-19 for approximately 20 minutes, caring for a person who has tested positive for COVID-19, or being in direct contact with secretions or respiratory droplets of a person who has tested positive for COVID-19 by cough, sneezing, sharing utensils, or other means, in environments where the exposed person was not wearing proper PPE (personal protective equipment).

- Consider taking time-off.
- Stay home if you are not an essential employee.
- Stay home if you are able to work from home, otherwise you may report to work. You should discuss this option with your employer.
- Monitor your health.
- Take your temperature before every shift.
- Do not come to work if your temperature is above 100.3 degrees.
- Do not come to work if you are symptomatic including having a fever, cough, sore throat, or trouble breathing.
- Practice social distancing as much as reasonably possible. Use different touch surfaces, arrange separate sleeping areas and wash your hands frequently.
- If the person becomes Positive for Covid-19 after testing, you must quarantine at home for 14 days and/or until cleared by MD.

A member of your family or household is asymptomatic but in quarantine because he/she had “close contact” with someone who has tested positive for COVID – 19.

- Consider taking time-off.
- Stay home if you are not an essential employee.
- Stay home if you are able to work from home, otherwise you may report to work. You should discuss this option with your employer.
- Monitor your health.
- Take your temperature before every shift.
- Do not come to work if your temperature is above 100.3 degrees.
- Do not come to work if you are symptomatic including having a fever, cough, sore throat, or trouble breathing.
- Practice social distancing as much as reasonably possible. Use different touch surfaces, arrange separate sleeping areas and wash your hands frequently.
- If your family or household member becomes Positive for Covid-19 after testing, you must quarantine at home for 14 days and/or until cleared by MD.

A member of your family or household is symptomatic but has not tested positive for COVID – 19.

- Consider taking time-off.
- Stay home if you are not an essential employee.
- Stay home if you are able to work from home, otherwise you may report to work. You should discuss this option with your employer.
- Monitor your health.
- Take your temperature before every shift.
- Do not come to work if your temperature is above 100.3 degrees.
- Do not come to work if you are symptomatic including having a fever, cough, sore throat, or trouble breathing.
- Practice social distancing as much as reasonably possible. Use different touch surfaces, arrange separate sleeping areas and wash your hands frequently.
- If your family member becomes Positive for Covid-19 after testing, you must quarantine at home for 14 days and/or until cleared by MD.

A member of your family or household has tested positive for COVID – 19.

- Stay home.
- Quarantine for 14 days or longer as directed by your primary care doctor or health care provider.
- Do not report to work until you have been cleared by your primary care doctor or health care provider.
- Attempt to maintain social distancing as much as possible from your family members or household.
- If you are feeling well, you may work from home (if able). You should discuss these options with your primary care doctor and your employer.

This guidance is not a standard or regulation, and it creates no new legal obligations. It contains recommendations as well as descriptions of safety and health standards. The recommendations are advisory in nature, informational in content, and are intended to assist employers in providing a safe and healthful workplace. The COVID-19 response is an evolving, rapidly changing situation. Please regularly review online resources and guidance documents published reliable sources such as mass.gov, cornovirus.gov, and cityoflawrence.com.