



## **TOWN OF HOPKINTON HEALTH DEPARTMENT**

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### **Hopkinton Employers - COVID-19 Employee Attendance Decision Tree**

The purpose of this document is to provide employers within the Town of Hopkinton guidance on how to determine whether an employee is fit for work during the COVID-19 event. Businesses such as hair salons, barber shops and nail salons, with one-on-one public interactions could also use this decision tree to pre-screen clients with scheduled appointments.

The Hopkinton Health Department recommends that you continue to monitor the Town of Hopkinton COVID-19 web-site for updates and implement the recommended personal-level actions: which include practicing effective handwashing, demonstrating proper cough etiquette, and following social distancing guidelines.

### **Employee Attendance Decision Tree**

Do you have any of the following symptoms:

- Fever or subjective fever of 100.4 or above
- Shortness of breath
- New dry cough
- Runny nose
- Sore or irritated throat
- Chills
- Muscle aches

- Nausea or vomiting
- Headache
- Abdominal pain
- Diarrhea (more than 3 loose or watery stools)
  
- Yes - If yes, do not come into the workplace. Contact your supervisor and the Hopkinton Health Department for further instructions.
- No - Proceed below

Have you or anyone in your household had contact with a known or suspected case with Covid-19 or an undiagnosed respiratory/illness?

- Yes - If yes, do not come into the workplace. Contact your supervisor and the Hopkinton Health Department for further instructions.
- No - Proceed below

Has anyone on your team reported or been observed to have any of the symptoms consistent with COVID-19?

- Yes - If yes, do not come into the workplace. Contact your primary care physician and contact the Health Department for further recommendations
- No - Proceed below

If you have answered NO to all of these questions, you are approved to come to work. You are encouraged to monitor and communicate your current health status to your supervisor and or Hopkinton Health Department.

We want to provide support to all of Hopkinton's businesses during this current public health emergency. It is critical that employees stay home if they are feeling ill and then continue to follow social distancing guidelines when in the workplace. Guidelines are available at the Town of Hopkinton's COVID-19 web portal (see below).

<https://www.hopkintonma.gov/covid-19>