



Updated Covid 19 Policy October 5, 2021

City of Milford Employees,

On August 10, 2021, Governor Carney announced additional measures that will be taken to reduce the spread of COVID-19 and ensure the health, safety and well-being of our workforce and our community. To that end, the following changes are being implemented to slow the spread of Covid 19.

Effective **September 7, 2021**, City of Milford employees and visitors, regardless of vaccination status, will be required to wear masks when in public areas at all indoor City facilities; in all indoor meetings when there are two or more people in the room, and; in all City vehicles when there are two or more persons in the vehicle.

Additionally, effective **September 7, 2021**, City employees will be required to show proof of vaccination status to their supervisor. Unvaccinated employees will be required to submit weekly negative COVID-19 test results to their supervisor. Failure to submit test results will result in use of vacation time or unpaid leave until tested.

Any information that employees provide about their vaccination status is considered medical information and will be kept confidential.

COVID-19 Testing Locations:

1. Rite-Aid- 677 N Dupont Blvd, 302-422-3341, Appointment Required. Schedule Appointment Online: <https://www.riteaid.com/pharmacy/services/covid-19-testing>
2. Walgreens -648 NW Front Street, 302-424-6300. Appointment Required. Schedule Appointment Online: <https://www.walgreens.com/findcare/covid19/testing>
3. Milford State Service Center-253 Northeast Front Street. Appointment Required: Schedule Appointment by Phone: 302-424-7140.
4. Permanent and Temporary Testing Sites throughout Delaware- <https://coronavirus.delaware.gov/testing/>
5. Upon approval of the HR Administrator, test may be administered by The Lab at Seascope, 605 N DuPont Blvd, Milford, DE. Employees obtaining tests at The Lab at Seascope without approval of the HR Administrator will be personally responsible for testing costs.

Frequently Asked Questions:

1. What should I do if I have COVID-19 symptoms?
If you are having symptoms of COVID-19, or if you are sick in any way, please notify your supervisor and do not report to work. Please report to a testing site and notify your supervisor once you receive the test results. (Symptoms include: fever or chills, cough,

shortness or breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or running nose, nausea or vomiting and diarrhea.)

2. Should I get tested if I have had close contact (within 6 feet for a cumulative total of 15 minutes or more over a 24-hour period) with an individual who has tested positive for COVID-19?

Regardless if you are vaccinated or not, you will need notify your supervisor and remain out of work until you receive a negative test result, which should be done 3 – 5 days after exposure. Upon having a negative test result, you may return to work, but must wear a mask for 14 days after the exposure date.

3. What should I do if I test positive for COVID-19?

Employees must immediately notify their supervisor if they test positive for COVID-19. Unvaccinated and vaccinated employees must remain off work for 10 days following a positive test, however an asymptomatic employee may report to work in less than 10 days, upon receiving a negative test. After the 10 days, asymptomatic employees may return to work without a test. Any employee with symptoms shall not return to work, regardless of test results. (Symptoms include: fever or chills, cough, shortness or breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or running nose, nausea or vomiting and diarrhea.)

***Supervisors: If temporary remote work is an option, please discuss with the employee.*

4. Is Emergency Paid Sick Leave still available?

No, this provision ended December 31, 2020; however, the City voluntarily extended this provision until March 31, 2021. Employees are required to use personal sick time, benefit time, or unpaid FMLA for time off.

Protecting all employees and visitors from the spread of Covid19 is dependent upon each of our individual actions. First and foremost, employees need to get vaccinated, not just for yourself, but for your fellow employees and your family members. While there are breakthrough cases of the Delta variant of Covid 19, the severity of the infection is diminished with the vaccine. Second, the wearing of masks has proven to significantly reduce the spread of the virus, whether vaccinated or not. Lastly, if you are sick or possibly exposed, stay home and get tested. Don't jeopardize the health of others or the entire workgroup by coming to work sick or possibly infected.

Thank you for your service and dedication during the pandemic. Together, we continue to provide excellent customer service with limited resources. For that, I thank you.



Mark Whitfield, City Manager