

# MASSDOT COVID- 19 UPDATE

## Instruction Sheet for Employees

SITUATION	WHAT TO DO?	WHOM TO CONTACT?
<p>You have tested positive for COVID – 19</p>	<ul style="list-style-type: none"> <li>Do not report to work. For additional information, please check <a href="https://www.mass.gov/coronavirus">https://www.mass.gov/coronavirus</a></li> <li>You may use regular sick leave, if available</li> <li>If you do not have enough sick time to cover your absence MASSDOT will advance you up to 10 days of sick time</li> <li>If you require additional (&gt;10 days) sick time may be advanced subject to the approval of MASSDOT’s Chief HR Officer</li> <li>Employees who are advanced sick time will have sick leave reduced as it is accrued each pay period until advancement is paid back in full</li> <li>If you have tested positive but are not exhibiting symptoms, you may telework (if able). You should discuss these options with your manager</li> </ul>	<p>Your Manager</p>
<p>You are sick but have not tested positive for COVID-19</p>	<ul style="list-style-type: none"> <li>Do not report to work</li> <li>Contact your health care provider if you have any symptoms and follow their advice for treatment and guidance around when you may be able to return to work</li> <li>If you do not have enough sick time to cover your absence MASSDOT will advance you up to 10 days of sick time</li> <li>If you require additional sick time, greater than the 10 days, it may be advanced subject to the approval of MASSDOT’s Chief HR Officer</li> <li>Employees who are advanced sick time will have sick leave reduced as it is accrued each pay period until advancement is paid back in full</li> </ul>	<p>Your Manager</p>
<p>You are</p> <ol style="list-style-type: none"> <li>in quarantine</li> <li>are isolated</li> <li>or have been sent home but have no symptoms of COVID -19</li> </ol>	<ul style="list-style-type: none"> <li>If you are able to work from home then you should. Contact your manager for further instructions on telework.</li> <li>If your current assigned work is not possible from home, your manager may give you an alternative work assignment.</li> <li>For more guidance regarding how to code your timesheet, please review the guidance on the HR Portal regarding how to code your timesheet during the COVID-19 pandemic</li> </ul>	<p>Your Manager</p>

- All GIC plans are waiving or reimbursing co-pays and deductibles for COVID-19 testing based on CDC guidelines
- All employees may call the Commonwealth’s **MASS4YOU COVID-19** emotional support helpline toll-free 24 X 7 at **866-342-6892**