

## Temporary Modifications to City of Boston Attendance Policy (as of March 6, 2020)

We are currently in an active Influenza season in the City of Boston and preparing for the potential increase in COVID-19 (also known as coronavirus) cases. The flu virus can be transmitted from person-to-person in your home, community, or schools if people infected with the virus come in close contact with other people. Symptoms of the flu include:

- Fever (100.4° F or greater using an oral thermometer)
- Cough
- Sore throat
- Runny or stuffy nose
- Muscle or body aches
- Headaches
- Fatigue (tiredness)
- Some people may have vomiting and diarrhea

Coronaviruses are respiratory viruses and are generally spread through respiratory secretions (droplets from coughs and sneezes) of an infected person to another person. Symptoms are similar to the seasonal flu as are preventative measures.

Any employee experiencing flu-like symptoms should stay home utilizing their sick leave until they are free of fever and any other flu-like symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). Employees should notify their supervisor if they are staying home sick with flu-like symptoms, as the City will be monitoring the incidents of flu throughout the organization. If an employee develops these symptoms while at work, they should be required to go home. Please go to [www.bphc.org](http://www.bphc.org) for more information on flu-like symptoms.

In order to prevent the spread of flu and cold:

- Wash hands often with soap and warm water for at least 20 seconds.
- Avoid touching your eyes and face.
- Clean things that are frequently touched (like doorknobs and countertops) with household cleaning spray or wipes.
- Cover coughs and sneezes with a tissue or the inside of your elbow.
- Stay home when feeling sick.
- Get a flu shot.

At this time, due to the current seasonal flu and COVID-19 the City 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 City's Attendance Policy within five (5) working days of the employee's return work:

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- Employees with insufficient sick leave will be permitted to use other leaves of absence such as personal, vacation and floating holidays with less than the forty-eight (48) hours 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.

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

Falsification of such documentation shall be subject to discipline, up to and including termination. Should you have any questions about this time off please contact your Department Personnel Officer/Human Resources Department or the Office of Human Resources at 617-635-3370.