



City of Easthampton
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413-529-1400



Public Health
Prevent. Promote. Protect.

Nicole LaChapelle
Mayor

Bri Eichstaedt,
REHS/RS

City Hall COVID-19 Protocols

General

- Masks are required to be worn inside of city hall, over the nose and mouth, per a [BOH Order](#), by the public and all city employees, regardless of vaccination status.
- Masks are available to the public and city employees in the Health Department.
- Employees in their offices, who can maintain 6 feet of distance, may remove their mask.
- Social distancing shall be maintained at all times, when possible, including during COVID-19 testing, meetings, interacting with the public/city employees, etc.
- During COVID-19 testing, doors leading to the main floor shall remain closed (& unlocked) and signage shall be posted directing those seeking testing to report to the basement level only.
- Those seeking COVID-19 testing shall attempt to make an appointment ahead of time to limit time spent in city hall.
- Those seeking COVID-19 testing shall immediately leave city hall after being tested.
- Employees and members of the public shall utilize the wall-mounted hand sanitizer as much as possible in addition to washing hands with soap and water.
- Frequently touched surfaces shall be [cleaned and disinfected in accordance with current CDC standards](#).
- Air purifying units shall remain on and functional, at all times, on each floor of the building.

COVID-19 Cases, Quarantine, & Isolation Requirements

- The public and city employees **shall not report to city hall if experiencing [COVID-19 symptoms](#), regardless of vaccination status.**
- Symptomatic individuals may not return to work unless a negative COVID-19 test is received.

Positive COVID-19 Cases

- City employees who are notified of a positive COVID-19 test shall immediately notify their supervisor and leave work.
- Supervisors shall contact the Health Department for assistance with proper contact tracing.

- Positive COVID-19 cases are required to isolate in accordance with the [MA Department of Public Health Isolation Requirements](#) and may not return to work until the criteria to end isolation is met.
- Supervisors may request a letter from the Board of Health, in the city/town that the positive case lives, stating their isolation period has ended and they may return to work.

Close Contacts

- Employees shall immediately report to their supervisor if they are a close contact to a positive case.
- A close contact is defined as: Someone who was less than 6 feet away from an infected person/positive case for a cumulative total of 15 minutes or more over a 24-hour period (for example, *three individual 5-minute exposures for a total of 15 minutes*). An infected person can spread the virus starting 48 hours **before** their symptoms began or 48 hours before the date they were tested, whichever came first, until they meet the criteria for ending isolation.
- Unvaccinated close contacts are required to quarantine in accordance with the [MA Department of Public Health Quarantine Requirements](#).
- [Fully vaccinated close contacts are not required to quarantine](#), as long as they remain asymptomatic, and continue to monitor for symptoms. It is recommended that fully vaccinated close contacts get tested 5-7 days from initial exposure.
- If fully vaccinated close contacts begin to experience COVID-19 symptoms, they shall immediately leave work, seek out testing, and quarantine until a negative test is received.

COVID-19 Vaccines

- It is highly recommended that the public and city employees be vaccinated.
- To find a vaccine, please visit: <https://vaxfinder.mass.gov/>
- Information on vaccines can be found here: <https://www.mass.gov/covid-19-vaccine>

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