<table>
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<th>SITUATION</th>
<th>WHAT TO DO?</th>
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| You have tested positive for COVID – 19 | • Do not report to work. For additional information, please check [https://www.mass.gov/coronavirus](https://www.mass.gov/coronavirus)  
• You may use regular sick leave, if available  
• If you do not have enough sick time to cover your absence MASSDOT will advance you up to 10 days of sick time  
• If you require additional (>10 days) sick time may be advanced subject to the approval of MASSDOT’s Chief HR Officer  
• 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  
• If you have tested positive but are not exhibiting symptoms, you may telework (if able). You should discuss these options with your manager. | Your Manager |
| You are sick but have not tested positive for COVID-19 | • Do not report to work  
• 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  
• If you do not have enough sick time to cover your absence MASSDOT will advance you up to 10 days of sick time  
• 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  
• 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. | Your Manager |
| You are 1. in quarantine 2. are isolated 3. or have been sent home but have no symptoms of COVID-19 | • If you are able to work from home then you should. Contact your manager for further instructions on telework.  
• If your current assigned work is not possible from home, your manager may give you an alternative work assignment.  
• 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. | Your Manager |

- 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](https://www.mass.gov/coronavirus) emotional support helpline toll-free 24 X 7 at 866-342-6892