

Criteria for Working or Returning to Work

6/22/2020

As we begin to transition departments/programs back to work, we need to communicate guidelines that will be in place.

Purpose: To ensure people supported and staff working during COVID-19 outbreak are protected and working in a safe environment.

Guidance:

- Any staff suspected of or exhibiting the following symptoms while at work must leave the site immediately and seek medical attention. If unable to leave immediately, staff must be separated from everyone at the site until able to leave.
 - Fever (100.0 or above)
 - Cough
 - Respiratory issue, i.e. shortness of breath,
- Staff must contact their doctor **or** access Teladoc/TeleHealth if on the agency's insurance and have a doctor's note clearing them to return to work if doctor will provide one.
- Staff refusing to seek medical care will not be allowed to use benefit time.
- Staff with a diagnosis other than COVID-19 (e.g., tested positive for influenza), will follow the criteria for returning to work based on that diagnosis from their doctor
- Staff not able to report to work due to other illnesses must follow medical advice consistent with their diagnosis for their return to work.
- All staff working directly with people supported will have their temperature taken at the work site upon the start of their shift, where possible. Where supply shortages (such as covers, etc.) make this impossible, staff should check their own temperature before reporting to work. If temperature is below 100°, staff will work. Staff reporting to a worksite other than residential will take their own temperature prior to starting their work day.
- All staff reporting to work will be required to complete an Attestation Form attesting that they do not have a fever and have not travelled outside of the United States or "hot spot" listed by the CDC. Staff with a temperature of 100° or above will not be allowed to work and must contact their doctor. **These practices are to ensure the safety of everyone in the workplace. If you are experiencing any of these symptoms remain home and contact your doctor. Keep your supervisor informed about your status.**
- Staff who are ill with COVID like symptoms (includes sore throat, cough, fever of 100.0 or above, shortness of breath) will be allowed to utilize their benefit time if available.
- Staff on precautionary or mandated quarantine or isolation for COVID 19 mandated by the Department of Health or Government health agency will get up to 14 sick days of sick time (days are given based on hours normally worked during a 2 week period) as ordered by the governor of NYS. These days are not part of the regular accruals. Unless otherwise notified, our normal attendance and leave policies will remain in place.

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- Non-exempt staff working in an office and/or not a DSP whose job allows them to work from home will be scheduled on an odd even day schedule for their department. Half of the staff will be assigned to even days for coming to work and odd days' work from home, and half of the staff will be assigned to report to work on odd days and work from home on even days. Supervisors will have to submit a waiver to the Executive Director if a staff's responsibilities cannot be performed based on this schedule, where the day of the week matters.
- While at work you will be required to wear a mask when not at your desk or not in your office and/or when someone approaches your desk or enters your office. Masks will be provided by the agency or you can wear your own.
- It is expected that staff will maintain social distancing of 6 feet.
- Common areas such as break or lunch rooms will remain closed. There is to be no Community dining inside. Staff may use outside table areas to eat while practicing social distancing.
- Kitchens will be accessible but limited to one person at a time. Personal dishes, plates, etc. are to be cleaned and removed by the person who used them. No dishes are to remain unwashed in the sink.
- Kitchens **MUST** be sanitized by the person exiting before the next person goes in.
- We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets

These are interim guidelines and may be changed as the situation changes. Any staff found violating any of the rules outlined above will face disciplinary action up to and including termination of employment. Effective 6/22/2020 as of 8:30 a.m. and supersedes previous versions.

