



Criteria for Working or Returning to Work for Staff with Symptoms or confirmed or Suspected COVID-19 or other illness as determined by healthcare provider

4/8/2020

These are interim guidelines and may be changed as the situation changes. This is effective 4/8/2020 as of 2:30 p.m. and supersedes previous versions.

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

Guidance: This guidance applies to staff reporting to and/or working in any agency building.

- 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 not report to work if exhibiting any of these symptoms prior to the start of their shift and must notify their supervisor immediately.
- Staff must contact their doctor **or** access Teladoc (available as of May 1st, 2020 to staff who have worked for the agency 60 days and not currently on our medical insurance) or TeleHealth (if on the agency's insurance. Available for 90 days) 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 and/or reporting to any work site 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 will be required to complete an Attestation Form attesting that they do not have a fever and have not visited a hot spot i.e. Westchester, Long Island, or NYC. Staff with a temperature of 100° or above will not be allowed to work and must contact their doctor. Staff who have been to a hot spot will have to wear a mask while at their worksite. **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 have no benefit time will be allowed to go into the negative.
- 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 (this time is equivalent to what the staff's regular hours are in 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.

FOR STAFF VISITING A BUILDING INCLUDING THOSE STAFF CURRENTLY WORKING FROM HOME

- Staff must contact their supervisor prior to visiting the worksite if visiting outside normal business hours.
- Your supervisor will ask you the following questions:
 1. Have you traveled to a country for which the CDC has issued a Level 2 or 3 travel designation within the last 14 days?
 2. Have you traveled to NY City or Westchester County in the last 14 days?
 3. To your knowledge, have you had any contact with any Persons under investigation (PUIs) for COVID-19 or known to have COVID-19 within the last 14 days?
 4. Do you have any symptoms of a respiratory infection (e.g. cough, sore throat, fever or shortness of breath)?
- If you answer “no” to all of these questions, you will be allowed to visit the building. If you answer “yes” to questions 1 and 2 you will need to wear a mask for the duration of your visit. If you answer “yes” to questions 3 or 4 you will not be allowed to visit the building until you have been symptom free without fever reducing medication for at least 72 hours. Once cleared to visit you will be required to wear a mask for the duration of your visit.
- Any staff visiting buildings during normal business hours (i.e. to pick up more work, get mail, etc.) must enter the buildings through the main entrance (i.e. Cimarron-door by Human Resources; 162 Broadway-front entrance; Campbell Hall – door by Marie; GRC-entrance by Katherine; NWPLS-entrance by Kari; MAC entrance by Fizzy)

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