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HUMAN RESOURCES UPDATE 5/6/20

(Note: the list of employees is not included in this document; please contact HR for personal status)

Hello everyone,

Even though many doctors' offices are currently closed because of the COVID pandemic, OCFS and NY state still require that all employees who work in our industry get a health assessment and tuberculosis (mantoux) test this year. To attempt to help people who were due to have theirs done in April, May and June (months that we were closed for the whole month), our Brewster campus Health Center staff will complete basic health assessments FOR THOSE STAFF ONLY and ONLY WITH AN APPOINTMENT.

If your name is on the attached list and you want to have your health assessment done at our Brewster Health Center before the end of June, please contact Director of Nursing Leanne DiRusso at ldirusso@greenchimneys.org to schedule an appointment. The HC is working with limited staff and for limited hours so do not call the health center main number or nursing station and do not just stop into the health center expecting to be seen without an appointment. *All appointments must be made through Leanne directly.* The TB/mantoux test will require you to return to the health center within 72 hours of your original appointment to have it read so please only make an appointment if you're sure you can return. HR will only accept forms that are completed in full.

If your name is not on the attached list that means your health assessment was either due before April or is due after June. At this time, those staff need to make an appointment with their own doctors in order to be compliant with this state mandate. Please also remember that if you plan to have GC medical insurance in 2021 and want to have the most money in your agency funded MOHRA, you are required to have a completed health assessment between November 1, 2019 and October 31, 2020.

If you are not on the attached list and unsure when your health assessment is due, please contact HR Administrative Assistant Michele Knauer at mknauer@greenchimneys.org. Thank you for your patience and cooperation.

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