

**Updated September 2020**

This chart provides guidance for staff who find themselves in one of the following scenarios. If you do not fall into one of these categories, please contact your manager or supervisor. They will work with you to identify the next steps to take. **The grid is aligned with guidance from the Department of Health.**

Scenario	Action to Take	Returning to work
A staff member shows symptoms of COVID-19	<ul style="list-style-type: none"> <li>• Staff should contact their doctor by phone</li> <li>• Staff should notify their supervisor and or director</li> <li>• Staff should NOT report to work</li> <li>• If needed, staff can be tested at the HC</li> </ul>	<p>As per CDC guidelines, staff are to return to work when they have had a negative test or maintained isolation for at least 10 days after illness onset (e.g., symptoms first appeared) and at least 3 days (72 hours) after recovery (e.g., have not had a fever for at least 72 hours, without the use of fever-reducing medications, and with other respiratory symptoms improving.)</p> <p>Ideally, isolation should be maintained for this full period to the extent that it is practicable under rapidly changing circumstances. Staff should stay in communication with their supervisor.</p>
A staff member has been in <i>close contact</i> (less than 6 feet for more than 10 minutes) who has a confirmed case of COVID-19	<ul style="list-style-type: none"> <li>• Staff should contact their doctor by phone (if that hasn't been done already)</li> <li>• Staff should notify their supervisor or director</li> <li>• Staff can be tested at the HC if needed</li> </ul>	<p>Staff should self-monitor and report any symptoms to their supervisor. Staff should be in communication with their supervisor and the Director of Nursing.</p> <p>Non-essential staff should remain quarantined for 14 days and not report to work. You should work from home as your job allows.</p> <p>Essential staff <b>only</b> may return to work after a negative test result is obtained AND, in addition, <i>for 14 days from the exposure</i> staff must:</p> <ul style="list-style-type: none"> <li>• Wear a mask AND maintain distance at all times</li> <li>• Not join other staff for breaks or meals</li> <li>• Return to the HC for another temperature check if your shift is longer than 8 hours</li> <li>• Regularly clean their work areas</li> <li>• Quarantine outside of working hours</li> </ul> <p>Staff should use accrued time as needed.</p>
A staff member has been in <i>close contact</i> (less than 6 feet for more than 10 minutes) with someone suspected of having COVID-19	<ul style="list-style-type: none"> <li>• Staff should contact their doctor by phone (if that hasn't been done already)</li> <li>• Staff should notify their supervisor or director</li> <li>• Staff can be tested at the HC if needed</li> </ul>	<p>Staff should self-monitor and report any symptoms to their supervisor. Staff should be in communication with their supervisor and the Director of Nursing.</p> <p>*Essential Staff can work while the suspected person awaits test results.</p> <p>Follow the above recommendations for a confirmed case until a test result:</p> <ul style="list-style-type: none"> <li>• If the results are positive, follow guidelines above for "a staff member has close contact with a person positive for COVID-19."</li> </ul>

		<ul style="list-style-type: none"> <li>If results are negative, the staff should continue to work and resume regular procedures.</li> </ul>
<p>A staff member has a confirmed case of COVID-19</p>	<ul style="list-style-type: none"> <li>Staff should notify their supervisor</li> <li>Staff should not report to work</li> <li>Staff should notify DOH in their county</li> </ul>	<p>As per CDC guidelines, symptomatic staff are to return to work when they have maintained isolation for at least 10 days after illness onset (e.g., symptoms first appeared) and at least 3 days (72 hours) after recovery (e.g., have not had a fever for at least 72 hours, without the use of fever-reducing medications, and with other respiratory symptoms improving.)</p> <p>Asymptomatic staff are to return to work when at least 10 days have passed since the date of their first positive COVID-19 diagnostic test and the staff has had no subsequent illness.</p> <p>Staff should stay in communication with their supervisor.</p>
<p>A staff member is <b>NOT</b> showing the specific COVID-19 symptoms, but has other ailments. (e.g., stomach bug, ear infection, pink eye)</p>	<ul style="list-style-type: none"> <li>Staff should contact their doctor, if appropriate, and their supervisor.</li> </ul>	<p>Staff are to return to work when they are well and no longer contagious. During this time, staff will be asked to use sick time for absent days. Sick time policies have not changed and can be found in the Employee Handbook.</p>
<p>A staff member plans to travel to a state included on New York State’s COVID-19 travel advisory (<a href="#">see here</a>) or CDC website for international travel.</p>	<ul style="list-style-type: none"> <li>Staff should disclose their travel destinations to their supervisor when requesting time off.</li> <li><b>The staff member/essential employee is required to report travel to DOH.</b> <a href="https://coronavirus.health.ny.gov/covid-19-travel-advisory">https://coronavirus.health.ny.gov/covid-19-travel-advisory</a></li> </ul>	<p>Upon return, non-essential staff must self-quarantine for 14 days, and not report to work during this period. If staff is able to work remotely, they should do so.</p> <p>If their job duties must be done on-site, they should be tested immediately, and not return to work until a result is attained.</p> <ul style="list-style-type: none"> <li>If the results are positive, follow guidelines above for “a staff member had a confirmed case of COVID-19.</li> <li>If the results are negative, use the protocol below:</li> </ul> <p><i>For 14 days after returning to NY:</i></p> <ul style="list-style-type: none"> <li>Wear a mask AND maintain distance at all times</li> <li>Do not join other staff for breaks or meal</li> <li>Return to the HC for another temperature check if your shift is longer than 8 hours</li> <li>Regularly clean individual work area(s)</li> <li>Quarantine outside of working hours</li> </ul> <p>The staff member should use accrued time while awaiting test results.</p>

Green Chimneys has determined the following personnel as ESSENTIAL and can report to work when other coverage cannot be found:

- Youth counselors (includes shelter & CT programs), unit & asst. supervisors, therapeutic support, RAs
- Teachers, Teacher's assistants, 1:1 aides, student support (includes Nature's Nursery)
- Respite counselors

- Nurses, Nurse's aides
- Food Services, Environmental Services, Maintenance, Security, Information Technology
- Farm animal caretakers