



MEMORANDUM

TO: All Staff
FROM: Health and Safety Committee
RE: Agency Sick Policy Update
DATE: 9/22/2021

We are writing to share important updates regarding Green Chimneys' staff sick policy, vaccination status, and an upcoming mandatory testing policy. Please take this time to review the procedures and reach out to your director or supervisor with questions or concerns.

In accordance with an update from the New York State Department of Health on September 2, 2021, the following policy applies to all staff working on the Brewster and Clearpool campuses.

STAFF SICK POLICY

- All students, teachers, and staff with new or worsening symptoms of COVID-19 must be excluded from work, regardless of vaccination status. In order to return to work, staff must either provide a negative COVID test result OR remain excluded from work for a minimum of 10 calendar days from symptom onset. The Department of Health asks that PCR tests be used to rule out COVID.
- Green Chimneys is obligated to provide diagnostic testing either on grounds or in the community to staff or students who are either symptomatic or exposed to COVID-19. We are able to administer PCR tests in the health center, staff will not be able to return to work until test results are returned, which is typically within 24-48 hours.
- Staff who can provide an alternate diagnosis from their health care provider, such as laboratory confirmed influenza, strep, or other chronic condition, may be excluded from the testing requirement.

COLLECTION OF VACCINE CARDS

- Green Chimneys is required to collect proof of vaccination for all staff, therefore staff will be required to submit a copy of their vaccination card.
- Directors will be working with their departments to coordinate collection of vaccination card copies, which will then be submitted to Michele Knauer in HR. **Please do NOT have submit directly to Michele.**
- Departments will continue to maintain an up-to-date spreadsheet of vaccinated vs. unvaccinated staff, which will match the staff who submit copies of their vaccination cards.
- Please submit a copy of your vaccination card according to your director's instructions. Copies must be submitted no later than Friday, October 1.

UPCOMING MANDATORY STAFF TESTING

- In the coming weeks, Green Chimneys will begin routine, mandatory testing of all unvaccinated staff as per requirement by the New York State Department of Health.
- We will communicate to staff over the next several weeks regarding how Green Chimneys will be implementing this mandate as we receive more information