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 CDC and NYSDOH.**

Scenario	Action to Take	Returning to Work
A staff member has a confirmed case of COVID-19	• Staff should notify their supervisor or director • Staff should not report to work • Staff should notify DOH in their county	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 24 hours, without the use of fever-reducing medications, and with other respiratory symptoms improving.) Asymptomatic staff are to return to work when 10 days have passed since the date of their first positive COVID-19 diagnostic test and the staff has had no subsequent illness. Staff will be paid up to 14 days, and not required to use accrued time with the exception of illness/quarantine due non-work related travel. Illness or quarantine that extends past 14 days will require the use of accrual (sick) time. Staff may be asked to produce documentation for the purposes of contact tracing or payment for time off without using accrued time.
A staff member shows new or worsening symptoms of COVID-19	• Staff should contact their doctor by phone • Staff should notify their supervisor or director • Consult with HC as needed	Staff may be asked to do one or more of the following: • Return a negative COVID test • Provide a doctor's note clearing you to return to work • Maintain 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) If awaiting testing, staff need to work from home or use accrual time while awaiting results. If positive, staff will get paid for first 14 days of quarantine and need to use accrual time after that (this does not apply to cases after elective travel).
An *UNVACCINATED* staff member has been in *close contact* with someone who has a **confirmed** case of COVID-19 (Close contact is less than 6 feet (indoors) for more than <u>10 minutes cumulative time</u> over contact tracing period.)	• Staff should contact their doctor by phone (if that hasn't been done already) • Staff should notify their supervisor or director • Staff can be tested at the HC if needed	Staff should remain quarantined for 10 days from last exposure and not report to work. If **NO** symptoms developed, staff may return to work on day 11 while following strict protocols and continuing monitoring for symptoms through day 14. A negative test result does not lift a quarantine. Staff should work from home as his/her job allows. Some exceptions will be made, with DOH permission, in order to staff youth on isolation/quarantine. *(continued on next page)*

		Staff should self-monitor and report any symptoms to their supervisor. Staff should be in communication with their supervisor and the Director of Nursing.
		Staff will be paid up to 14 days, and not required to use accrued time with the exception of illness/quarantine due non-work related travel. Illness or quarantine that extends past 14 days will require the use of accrual time.* Staff may be asked to produce documentation for the purposes of contact tracing or payment for time off without using accrued time.
A *VACCINATED* staff member has been in *close contact* with someone who has a **confirmed** case of COVID-19 (Close contact is less than 6 feet for more than <u>15 minutes cumulative time</u> over contact tracing period.)	• Staff should notify their supervisor or director • Staff can be tested at the HC if desired • See section for individuals who are fully vaccinated.	Staff are NOT required to quarantine; however during times of high community transmission or spread on campus, vaccinated individuals may be asked to quarantine for 10 days. Staff should self-monitor and report any symptoms to their supervisor. Staff should be in communication with their supervisor and the Director of Nursing. Staff who have the ability to work remotely, should do so while monitoring symptoms. Staff that cannot work from home may be asked to take time off while awaiting testing results. If asked to quarantine, the same rules apply regarding accrual time as for non-vaccinated staff. *OMH guidance requires testing
A staff member has been in *close contact* with someone **suspected** of having COVID-19 (Close contact is less than 6 feet for more than <u>15 minutes cumulative time</u> over contact tracing period.)	• Staff should contact their doctor by phone (if that hasn't been done already) • Staff should notify their supervisor or director • Staff can be tested at the HC if needed	Staff should self-monitor and report any symptoms to their supervisor. Staff should be in communication with their supervisor and the Director of Nursing. Staff can work while the suspected person awaits test results. Follow the above recommendations for a confirmed case until a test result: • If results are positive, follow guidelines above for "a staff member has close contact with a person positive for COVID-19." • If results are negative, the staff should continue to work and resume regular procedures. If a staff member is tested because of concern about exposure, but is not considered a contact, he/she may work. If they remain home while awaiting results staff must either work from home or use accrual time.*
A staff member **LIVES IN THE SAME HOUSEHOLD** with someone **suspected** of having COVID-19 and has NO symptoms themselves.	• Staff should notify their supervisor or director	It is recommended that a staff member stay out of work, or work remotely, until the suspected person's test results are in. Follow the above recommendations for a confirmed case until a test result: • If results are positive, follow guidelines above for "a staff member has close contact with a person positive for COVID-19." • If results for suspected person are negative, the staff may return to work and resume regular procedure. If staff remain home while awaiting results, staff must either work from home or use accrual time.*

A staff member is **NOT** showing the specific COVID-19 symptoms, but has other ailments. *(e.g., stomach bug, ear infection, pink eye)*	• Staff should contact their doctor, if appropriate, and their supervisor or director	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.
		All staff are to use accrual time.
A staff member plans to travel	• Staff should disclose their travel plans to their supervisor when requesting time off • Staff should follow current NYS/DOH travel guidelines for domestic and foreign travel	INTERNATIONAL TRAVEL For staff who are not vaccinated and/or in a 90-day window of a positive COVID infection: • Upon arrival in the U.S., travelers must either quarantine for 7 days, with a test 3-5 days after travel, or quarantine for the full 10 days without a test.
		Staff must work from home or use accrued time for quarantine period.
A staff member is fully vaccinated (2 weeks post 2nd vaccine or single dose of J & J version)	• Staff need to give their department supervisor the dates and locations of their vaccinations per DOH/OCFS mandate • Staff still need to complete ezSCRN and follow all protocols (masks, distancing, etc.)	Staff who are vaccinated do NOT need to quarantine if they are a contact for a positive case. During times of high community transmission or increased cases on campus, precautions may be recommended at the discretion of the Director of Nursing or DOH. Staff who are vaccinated do not need to test or quarantine after travel.
		A staff member may be required to use accrued time.
A staff member feels sick (24-72 hours) after receiving the COVID-19 vaccine	• Complete the ezSCRN • Contact your supervisor or director	You may still report to work unless you have a fever. If you have a fever, stay home until the fever resolves. You do not have to wait for a full 24 hours post-fever to return.
		A staff member who is unwell post-vaccination will be required to use accrued sick time.
A staff member shows new or worsening symptoms of COVID-19 *more than 72 hours past final vaccination.*	• See Section 'A staff member shows new or worsening symptoms of COVID-19' • Complete ezSCRN • Contact your doctor • Contact your supervisor or director	Staff may be asked to do one or more of the following: • Return a negative COVID test • Provide a doctor's note clearing you to return to work • Maintain 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)
		If awaiting testing, staff need to work from home or use accrual time while awaiting results. If positive, staff will get paid for first 14 days of quarantine and need to use accrual time after that (this does not apply to cases after elective travel).

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

- Residential/youth counselors/direct care workers (includes shelter & CT programs), unit & assistant unit supervisors, RAs
- Teachers, Teacher's assistants, 1:1 aides (includes Nature's Nursery)
- Integrative Support workers
- Nurses, Nurse's aides
- Food Services, Environmental Services, Maintenance, Security, Information Technology
- Farm animal caretakers

*If you need to be absent and use accrued time but have exhausted your own accrued time, you are encouraged to follow our existing personnel policies and apply for assistance through our sick bank or apply for paid family leave, if applicable to your situation. Please contact HR directly if you have questions or need assistance doing either one of these things.