



MEMORANDUM

TO: All Staff
FROM: Health and Safety Committee
RE: Agency Sick Policy Update – ***AS IT RELATES TO COVID ONLY***
DATE: 12/10/21

We are writing to share important updates regarding Green Chimneys' staff COVID sick policy, vaccination status, and 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 Department of Health guidelines, the following policy applies to all staff working on the Brewster and Clearpool campuses.

STAFF COVID 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 be symptom-free and either provide a negative COVID test result OR remain excluded from work for a minimum of 10 calendar days from symptom onset, and until at least 24 hours fever-free.
- 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 tests in the Health Center; if a PCR is warranted, staff will not be able to return to work until test results are returned. A negative rapid test for a symptomatic person does not clear a sick person to return to work.
- 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 COVID testing requirement.

COLLECTION OF COVID VACCINE CARDS

- Green Chimneys is required to collect proof of COVID vaccination for all staff; therefore, staff are required to submit a copy of their COVID vaccination card to Human Resources. If you have not turned in your card, please contact Michele Knauer at mknauer@greenschimneys.org or x148.
- Departments should 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.

MANDATORY STAFF TESTING

- Green Chimneys is required to provide mandatory weekly COVID testing of all unvaccinated staff as per regulations from New York State Department of Health.
- Unvaccinated staff and their directors have received further information on the process that needs to be followed via email from AED of Human Resources Donna Kessler.