

**Updated September 2022**

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	<ul style="list-style-type: none"> <li>• Staff should notify their supervisor or director</li> <li>• Staff should not report to work</li> </ul>	<p>As per CDC guidelines, symptomatic staff are to return to work when they have maintained isolation for at least 5 days after illness onset (e.g., symptoms first appeared), have not had a fever for at least 24 hours without the use of fever-reducing medications, and do not have a runny nose or cough that prevents proper mask wearing.</p> <p>Staff are required to remain masked for an additional 5 days.</p> <hr/> <p>If staff have the ability to work remotely, they may return on day 11. Staff will be paid up to 14 days per NYS COVID pay guidelines.</p>
A staff member shows new or worsening symptoms of COVID-19	<ul style="list-style-type: none"> <li>• Staff should notify their supervisor or director</li> <li>• Consult with HC as needed</li> <li>• Test at home or see a doctor if needed</li> </ul>	<p>Staff <i>may</i> be asked to do one or more of the following:</p> <ul style="list-style-type: none"> <li>• Return a negative COVID test or</li> <li>• Provide a doctor's note clearing you to return to work</li> </ul> <p>If positive, staff will be paid for the first 14 days of isolation, and need to use accrual time after that.</p>
<p>A staff member has been in <b>close contact</b> with someone who has a <b>confirmed</b> case of COVID-19</p> <p>(Close contact is less than 6 feet for more than <u>15 minutes cumulative time</u> over contact tracing period.)</p>	<ul style="list-style-type: none"> <li>• Staff should notify their supervisor or director</li> <li>• Staff can be tested at the HC if symptomatic</li> </ul>	<p>Staff are NOT required to quarantine.</p> <p>Staff should self-monitor for symptoms.</p> <p>Staff who have the ability to work remotely should do so while monitoring symptoms.</p> <hr/>
A staff member feels sick (24-72 hours) after receiving the COVID-19 vaccine or booster.	<ul style="list-style-type: none"> <li>• Staff should contact their supervisor or director</li> </ul>	<p>You may still report to work unless you have a fever.</p> <p>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.</p> <hr/> <p>A staff member who is unwell post-vaccination will be required to use accrued sick time.</p>

<p>A staff member shows new or worsening symptoms of COVID-19 <u>more than 72 hours past final vaccination.</u></p>	<ul style="list-style-type: none"> <li>• See section for 'A staff member shows new or worsening symptoms of COVID-19'</li> <li>• Staff should notify their supervisor or director</li> <li>• Contact your doctor</li> </ul>	<p>Staff may be asked to do one or more of the following:</p> <ul style="list-style-type: none"> <li>• Return a negative COVID test or</li> <li>• Provide a doctor's note clearing you to return to work</li> </ul> <hr/> <p>If positive, staff will be paid for first 14 days of quarantine, and need to use accrual time after that.</p>
<p>A staff member is <b>NOT</b> showing the specific COVID-19 symptoms, but has other ailments. (<i>e.g., stomach bug, ear infection, pink eye</i>)</p>	<ul style="list-style-type: none"> <li>• Staff should contact their doctor, if appropriate, and their supervisor or director</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. <u>Sick time policies have not changed and can be found in the Employee Handbook.</u></p> <p>All staff are to use accrual time.</p>

**\*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.**