

COVID-19 Protocol Updates and Paid Leave

Below are some of the most common questions/inquiries being made as we continue to navigate the impact of the COVID-19 pandemic.

**COVID-19 exposure-vaccinated staff:**

**Q: I am fully vaccinated and have been officially notified that I was exposed to someone who has tested positive for COVID-19. May I report to work?**

**A:** Yes, per current CDC guidance, you may report to work, **if** you are symptom free and remain that way. Please contact [Covid@ceoempowers.org](mailto:Covid@ceoempowers.org) to discuss agency policy and expectations.

*\*Agency policy will follow CDC recommendations and request that you be tested for COVID-19 between 3-5 days after your exposure. You may continue to work while awaiting test results. Employees will be eligible for paid work time to be tested.*

**COVID-19 exposure-unvaccinated staff:**

**Q: I am not vaccinated; I am symptom free but I have been directly exposed to a positive COVID-19 case.**

**May I report to work?**

**A:** Per CDC guidance, you may **not** report to work. You must notify your manager of your absence and then email [Covid@ceoempowers.org](mailto:Covid@ceoempowers.org) for further guidance. An HR representative will be in touch to evaluate the details of your exposure.

**Will I be paid for this absence from work?**

If you are subject to a mandatory order of quarantine or isolation issued by DOH or approve entity, you may be eligible for paid leave. Available sick leave or PTO may be utilized if COVID-19 leave time has been exhausted.

**Personal Illness-not related to COVID-19**

**Q: I am not feeling well today with symptoms completely unrelated to COVID-19. Can I utilize sick time?**

**A:** Yes. Please follow the unscheduled absence procedures established by your Manager. Documentation or HR follow-up is not required, unless you have an FMLA-related matter or will be out of work in excess of 3 days. Please review the employee handbook for further guidance.

Employees who receive an alternative diagnosis may utilize any available sick leave and return to work when feeling well.

**Personal Illness including COVID-19 symptoms**

**Q: I am not feeling well and am experiencing symptoms that could be related to Covid-19, what should I do?**

**A:** Do not report to work. Contact your medical provider or United Concierge Telemedicine for guidance. You may return to work with a negative COVID test result or alternative diagnosis. You should remain masked if exhibiting cold-like symptoms. If you test positive, you must quarantine for 10 days.

**Will I be paid for this absence from work?**

Available sick leave or PTO may be utilized. If you test positive for Covid-19 additional paid leave may be available.

**Personal School/Daycare Impact**

**Q: Will I be paid if I am unable to work because of my child’s school/daycare closing?**

**A:** Use of your PTO may be utilized to pay yourself for this absence.

**Q: My child has been quarantined and I am unable to work. Am I eligible for pay?**

**A:** As of October 1, 2021, you may apply for NYS Paid Family Leave, if deemed eligible. Available sick leave time or PTO may also be utilized.

**Customer Transportation**

When deemed necessary for service delivery or required deliverables, staff may transport a customer in an agency vehicle. Staff and customers must remain masked while in the vehicle regardless of vaccination status. They will also be required to remain masked while performing any services or interacting within the community unless it is completed outdoors.  Director approval is required prior to conducting any customer transportation.

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