# Policy: COVID-19 Health & Safety Protocols

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| **Governed by:** Human Resources |  |
| **Approval Date:** September 1, 2022 | **Last Updated:** September 1, 2022 |
| **Purpose: To inform staff on updated COVID-19 Health & Safety Guidance** | |

**Policy:** Effective September 1, 2022, CEO will be following the updated and streamlined COVID-19 protocols consistent with recommendations from the CDC and NYS DOH.

HR notification will only be required if you test positive for COVID-19 and are quarantined; all other notifications of illness or potential exposures will require a negative test result and masking to remain at work as outlined below.

**If you are feeling sick and experiencing ANY COVID-19 symptoms prior to arriving at work or during the workday**:

* **Notify your supervisor**
* Do not report to work or leave immediately until you obtain a negative test result. You can elect to take an onsite test to remain at work but will otherwise be asked to go home until an official test result is received.
* You may report to work or remain at work if you can provide a negative test result and have improving symptoms or an alternative diagnosis.
* Wear a quality/well-fitted mask for all interactions with co-workers and the public.
* Limit any unnecessary group activities or in-person meetings.

Please note: Medical notes indicating an alternative diagnosis **cannot** be provided to your supervisor and must be emailed to HR at [Covid@ceoempowers.org](mailto:Covid@ceoempowers.org).

**If you are exposed to someone who has been diagnosed with COVID-19 and are asymptomatic:**

* **Notify your supervisor** and continue to report to work daily if you remain asymptomatic.
* Wear a quality mask (or another non-cloth well-fitting mask) at all times throughout the day without exception, and
* Observe social distance (where possible), and
* Limit unnecessary group activities/in-person meetings
* Take a COVID test on day 1 and day 5
* You may remove your mask while working after receiving the second negative test on day 5.

**If you test positive for COVID -19:**

* **Notify your supervisor and email a copy of your test results to Covid@ceoempowers.org.**
* Do not report to work. Follow all recommendations from the CDC /NYSDOH on isolation, and quarantine guidelines by staying home and away from others for 5 full days.

**Return to work requirements:**

After completing a recommended quarantine period of 5 full days, staff will be required to:

* Wear a KN-95 mask (or another non-cloth well-fitting mask) at all times throughout the day without exception and;
* Observe social distance (where possible) and;
* Limit unnecessary group activities/in-person meetings until day 10.

You may be eligible for paid COVID Leave with verification of a positive test from a medical office or laboratory. A positive home test will still require a verified PCR result.

**To calculate your COVID-19 positive quarantine period:**

If you test positive and have no symptoms:

* Day 0 is the day you were tested (not the day you received results).
* Day 1 is the first full day following the day you were tested.
* If you develop symptoms within 10 days of when you were tested, the clock restarts at day 0 on the day of symptoms began.

If you test positive and had symptoms:

* Day 0 of quarantine is the day symptoms began, regardless of when you tested positive.
* Day 1 is the first full day after the day your symptoms began

The updated protocols outlined above will supersede all previous communication relating to Health and Safety guidelines and are subject to change based on community spread and conditions.