



March 13, 2020

Guidance for OPWDD Employees Regarding Time and Attendance Related to COVID-19

The following provides guidance for OPWDD employees relating to attendance and leave questions and concerns that may arise as a result of the COVID-19 virus. All employees who are fit for duty are expected to report for duty, as assigned, unless otherwise directed. Employees should maintain open lines of communication with supervisors and monitor email and the OPWDD internet site for further announcements.

Absences from work are subject to the NYS Attendance and Leave Rules. Employees who do not report for duty must charge appropriate leave accruals and must continue following required call-in procedures.

A necessary quarantine of any kind related to COVID-19 is determined by the New York State Department of Health or Local Health Departments (LHDs) after analysis of the below criteria:

1. Precautionary Quarantine applies to persons who:

- have travelled to China, Iran, Japan, South Korea, or Italy while COVID-19 was prevalent, but who are not displaying symptoms, or
- are known to have had a proximate exposure to a person who has tested positive for COVID-19 but have not had direct contact with said person AND are not displaying symptoms of the virus.

Employees placed in precautionary quarantine by State or Local health officials should work from home if arrangements can be made. If this is not possible, the employee will be placed on leave with pay for all workdays within the 14-day quarantine period. Documentation from a State or Local Health Official will be required to qualify for leave without charge to accruals.

2. Mandatory Quarantine applies to persons who:

- have been in close contact (within 6 feet) with someone who has tested positive for COVID-19, or,
- have travelled to China, Iran, Japan, South Korea, or Italy AND are displaying symptoms of infection.

Any employee who is placed in mandatory quarantine by State or Local health officials will be placed on leave with pay for all workdays within the 14-day quarantine period. Documentation from a State or Local Health Official will be required to qualify for leave without charge to accruals.

Confirmation of quarantine status can be obtained by contacting the DOH Hotline at 1-888-364-3065.

Anyone who feels they may meet the above criteria for quarantine should immediately contact their local health department in the county in which they reside. **Employees who have symptoms associated with COVID-19 should also immediately call their healthcare provider for further guidance.**

As has been stated in previous communications, the New York State Department of Health is working across the state to ensure plans are in place to minimize the spread of the novel coronavirus. However, cold and flu viruses are much more prevalent in New York right now. You are far more likely to contract one of these viruses than the novel coronavirus. You already know the steps to take to stop the spread of these viruses. These steps include:

- avoiding contact with people who are ill;
- avoid touching your eyes, nose or mouth with unwashed hands, especially before you eat;
- stay home when you feel ill; and
- wash your hands often with soap and water.

Employees who have questions are encouraged to contact their local Human Resources Office.