

### **Temporary Employee Procedures for COVID-19 Period (Effective 3/17/20, Revised 1-19-22):**

*This procedure is only in place for the period of COVID-19 Pandemic. Please note that our business is considered an essential function due to the services we provide to the people supported. This procedure is subject to change due to Federal, State and local laws.*

#### **COVID-19 symptoms:**

COVID-19 is a highly communicable and rapidly evolving respiratory illness caused by the Corona Virus. COVID-19 illness may be mild to severe. Symptoms may appear as soon as 2 days and in as long as 14 days after exposure. Symptoms may include fever or chills, cough, muscle or body aches, new loss of taste or smell, headache, sore throat, congestion or runny nose, nausea or vomiting, diarrhea and shortness of breath. These symptoms are usually mild and begin gradually. Some people infected may remain asymptomatic. Please refer to Center for Disease Control (CDC) guidance for more details and updates.

#### **COVID-19 Prevention in the workplace:**

Employees are encouraged to wash their hands with soap and water for at least 20 seconds. Hand washing is especially important before and after eating, using the bathroom, after coughing, sneezing or blowing your nose and touching your face. If soap and water is not readily available for use, a hand sanitizer that contains at least 60% alcohol is recommended. Employees are encouraged to keep at least six (6) feet apart when applicable in a work setting.

#### **Hero's Act:**

On **September 6, 2021**, COVID-19 was designated by NY State as a highly contagious communicable disease that presents a serious risk of harm to the public. As a result, the Hero Act plan is in effect for ACLD. The Hero Act Plan is posted and available for review at every ACLD worksite, on Microsoft Teams and ADP homepage. If you have any questions about the Hero Act please contact the Human Resources Department at (516) 822-0028 extensions: 135, 194, 203 or 231.

#### **COVID-19 Vaccination Documentation**

Employees who have received their full COVID-19 vaccinations and a booster shot should send documentation of the vaccination to the Human Resources Department by either fax (516-495-7070) or email (benefits@acl.org). If the vaccination was administered by either CEC or ACLD, documentation is already on file and will not need any further action.

#### **Vaccination mandate for CMS**

All employees that work in either an ICF residence or in an Article 16 setting must comply with the CMS vaccination mandate for COVID-19. The first dose must be completed by January 27, 2022 and the second dose, if applicable, must be completed by February 26, 2022. The CMS mandate does not offer an opt out option but an employee can apply for either a medical or religious exemption. Employees who are not fully vaccinated will need to test every seven days. Refer to "Vaccination policy for CMS as per Federal Requirements" for more details.

#### **Mask wearing at ACLD**

ACLD continues to require **mask wearing for all ACLD employees** in all ACLD work settings **regardless of vaccination status**. All employees and visitors are required to wear masks while on an ACLD property or conducting business for ACLD. **Employees who are either unvaccinated or in an OPWDD setting must wear a properly fitting surgical mask, KN95 or N95 as applicable. Upon request, ACLD can provide masks to employees.**

Employees and visitors will only be permitted to take off a mask when there are no other people present within the same room except when either eating or drinking and then must be six feet away from each other. Employees working in a shared office setting must wear their masks at all times to ensure safety for everyone in the room. While an employee is on a break during a work shift, an employee is required to wear a mask when within 6 feet of another person. This would include leaving an ACLD worksite and going out for a meal.

#### **Employee Mask Wearing When Visiting an External Company/Organization**

An employee who conducts business at another company must follow their procedures for mask wearing. An employee who has not been vaccinated must wear a mask when performing their job.

#### **Pay for Employees who are obtaining their COVID-19 vaccination shot**

Under New York State law, employees who are receiving a COVID-19 vaccination shot during their scheduled work hours can receive up to four (4) hours of pay. Paid time for a vaccination shot is available immediately to all employees until December 31, 2022. An

employee will be asked to provide documentation of their vaccination to a Human Resources Representative. Additionally, an employee should make every effort to schedule a vaccination shot during non-working hours. Employees who experience side effects from the vaccine and are unable to work may use accruals as per the ACLD's policies in the employee handbook.

**When an employee should isolate due to testing positive for COVID-19:**

If an employee tests positive they cannot report to work for a minimum of five (5) days regardless of vaccination status. An employee who tested positive may return to work after five (5) days as long as they are symptom free or receive clearance documentation from a medical provider or Department of Health. Employees, who continue to have symptoms may be required to quarantine for ten (10) days.

**When an employee has to Quarantine due to exposure of COVID-19**

Quarantine should occur if an unvaccinated employee has been directly exposed to a positive case for a total of 15 minutes (or more within a 24-hour period) and was within 6 feet of the infected person as per CDC. An employee who is full vaccinated and eligible for a booster but not yet boosted will be required to quarantine for five days. An employee who is fully vaccinated and received a booster does not need to quarantine as long as they are symptom free. The CDC definition for exposure to COVID-19 would apply to all employees who do not work in an OPWDD setting. As per CDC, an infected person can spread COVID-19 virus starting 48 hours (or 2 days) prior to the onset of symptoms or a positive test.

OPWDD issued updated guidance on September 2, 2021 and defined exposure as "having had prolonged close contact with another person with confirmed or suspected COVID-19 while not wearing recommended personal protective equipment (PPE) per CDC Employees guidelines; having had close community contact within 6 feet of a confirmed or suspected case for a cumulative 15 minutes or more within a 24-hour period; or having been deemed to have had an exposure by a local health department." Therefore, as long as employee who work in an OPWDD setting, wears appropriate PPE they would not have to quarantine due to direct exposure regardless of vaccination status. Any employee working in an ACLD OPWDD setting would apply this definition to determine if an employee can continue to work. If an employee is not in an OPWDD setting they would not be able to provide the same standard.

If an employee needs guidance on whether or not to quarantine, please contact the Human Resources Department and speak with a manager at (516) 822-0028 extensions: 135, 194 or 203. Additionally, an employee can contact either Nassau or Suffolk County Department of Health to obtain guidance on whether or not it is necessary to quarantine. This information should be shared with a Human Resources representative.

If no symptoms are present, an employee does not need to provide a negative test or documentation to end the quarantine period after five days. An employee cannot shorten the quarantine duration for exposure with a negative test. An employee who was exposed, had to quarantine and had symptoms will need to provide a medical note or Department of Health clearance in order to return sooner than ten (10) days.

Employees who are asymptomatic, **who have previously been diagnosed with laboratory confirmed COVID-19** and have since recovered, are not required to retest and quarantine within three (3) months after the date of symptom onset from the initial SARS-CoV-2 infection or date of first positive diagnostic test if asymptomatic during illness. An employee may be asked for documentation from their last diagnoses in order to determine if an employee is within a three-month period.

**Documentation needed for an employee who is required to isolate or quarantine due to COVID-19:**

If an employee is required to be quarantined by a medical professional or by a government entity he/she must provide documentation. If an employee is absent due to either COVID-19 symptoms or a positive COVID result the employee must not report to work. A medical note or documentation must be sent to an HR representative and can be faxed to 516-495-7070 or emailed to [benefits@acld.org](mailto:benefits@acld.org). A secondary medical note may be requested to clear an employee to return to work. If an employee is absent for these reasons he/she can utilize sick, personal, vacation and/or floating holiday.

A medical note should include the dates the employee will be out and when the employee may be cleared to return to work. Please note that any employee who is home with COVID-19 or an illness **must not** visit any of our ACLD sites including our administration offices. Please refer to ACLD employee handbook for more specific details on an absence.

**Calling out from work:**

If an employee is going to be absent he/she must follow the specific program’s procedure for a call out (Please note the change in Day Services procedures). If an employee has a safety concern with their worksite they should speak with a member of management whom they are comfortable reporting an issue.

**Leave for all illnesses:**

If an employee is absent due to illness or out under FMLA or Paid Family Leave (PFL) he/she will be eligible to utilize sick, vacation, personal and/or floating holidays. Once accrued time is exhausted his/her absence will be unpaid unless covered under Paid Family Leave (PFL) or any other local, state or federal law. Please refer to the ACLD employee handbook on FMLA, PFL and disability. Any medical documentation should be submitted to the Human Resources Department by fax or email. Eligibility for paid COVID leave under New York State legislation signed by the NY State Governor will be determined on a case by case basis. An employee may be eligible for up to 14 days paid COVID sick leave. An employee should contact an HR representative to provide the appropriate documentation for New York State Paid leave. For more information you can visit New York State’s government website at <https://paidfamilyleave.ny.gov/covid19>.

**Day Services Employees working in Residential homes:**

Employees in Day Services may be required to work in Residential homes during the Pandemic. This will be based upon people supported attendance in the Day Service programs. Day Services will do their best to accommodate everyone’s residential preference. If a Day Services employee is going to be absent he/she must call his/her designated Day Services Supervisor. Day Services employees assigned to residential homes must follow the Residential attendance and tardiness procedure (refer to call out chart below). Day Services will receive his/her current pay rate while working in Residential.

**Employees working in Residential call out procedure**

<b>Scenario</b>	<b>Advanced Notice Prior to the Beginning of the Shift</b>
<i>Evening &amp; Night Shifts</i>	<i>At least 4 hours</i>
<i>Day (for shifts starting after midnight and before 9am)</i>	<i>At least 8 hours</i>
<i>Agency Designated Holidays</i>	<i>At least 8 hours</i>
<i>Emergencies Declared by the Executive Director or his/her Designee</i>	<i>At least 8 hours</i>

**Residential Employees:**

Residential employees are still expected to work in their residential homes and on their assigned shifts

## **Testing for COVID-19**

An unvaccinated employee who is being tested for COVID-19 **should not be reporting to work** (unless the testing falls under the exceptions listed below) while waiting for the test results to determine if he/she is currently positive for the virus. A **fully vaccinated employee** should not report to work if they have any COVID-19 symptoms while waiting for test results. An employee may receive disciplinary action up to and including termination if an employee reports to work while waiting for the test results. An employee **should not report to work** even under the exceptions mentioned below if they **have COVID-19 symptoms**.

### **First exception for reporting to work while being testing for a secondary job that requires it:**

If an employee works at another company where testing is required for a position he/she will be allowed to report to an ACLD worksite as long as the employee provides documentation from their secondary Employer. The documentation should provide information that explains COVID-19 testing is necessary for the job.

### **Second exception for reporting to work while being testing for a medical procedure:**

An exemption for testing can also be provided to an employee if COVID-19 testing is a requirement for medical procedure (like a surgery).

### **Third exception for reporting to work while being testing when employee works in an OPWDD setting with a positive case:**

An employee who works in a program with a positive or suspected case of COVID-19 and works in a direct care capacity may seek testing and continue to work as long as all protocols are followed as per OPWDD (Revised OPWDD guidance updated September 2, 2021). The employee will need to remain asymptomatic and wear a mask at all times in order to continue working. A program supervisor will communicate with an employee if there are any concerns about not reporting to work. ACLD strongly encourages employees to be tested in this scenario. Testing is voluntary and any costs associated with COVID-19 testing would not be covered by ACLD.

### **Fourth exception for reporting to work while being tested, for vaccinated employees:**

Employees who are fully vaccinated as per the CDC definition can continue to report to work while being tested as long as an employee remains asymptomatic of any COVID-19 symptoms.

In these exempt situations, an employee can continue to work based upon the documentation provided and reviewed by a Human Resources representative. After being cleared by an HR professional, an employee who continues to report work at an ACLD location will still have to successfully pass the health screening assessment. Any medical documentation can be sent to an HR representative by either fax to 516-495-7070 or email to [benefits@acld.org](mailto:benefits@acld.org).

### **Reporting to work at designated location:**

All ACLD employees are expected to complete his/her required hours at a designated location. If an employee seeks to work remote, an employee must obtain approval from a supervisor in their department. If an employee's primary location is closed, a supervisor from the employee's program will coordinate a new worksite.

## **Travel:**

Prior to leaving for a trip outside of New York, an employee should consult New York State's government website. ACLD strongly recommends not traveling outside of New York due to the vulnerable population we support and reducing the spread of COVID-19. Updated information can be found on the NY State's government website at <https://coronavirus.health.ny.gov/covid-19-travel-advisory>.

### **Domestic and International Travelers:**

Quarantine and testing are no longer required for asymptomatic travelers. Any symptomatic employees who travelled should not report to work and seek medical guidance.

*\*\* Any employee with COVID-19 symptoms should not report to work until documentation is provided to a Human Resources Representative for review and approval to return. Any medical documentation can be sent to an HR representative by either fax to 516-495-7070 or email to [benefits@acld.org](mailto:benefits@acld.org).*

### **Working more than two shifts:**

Previously employees were not permitted to work more than two (2) consecutive shifts without a break. Temporarily, due to the emergency circumstances, employees will be permitted to work more than two shifts if asked by a supervisor. This must be approved by the Assistant Director of the program or designee.

### **Required screening at an ACLD site for COVID-19 as per New York State:**

Employees and visitors must undergo a health check prior to entering any ACLD facility before the start of a shift. Temperature checks and screening questions will **apply to all ACLD work settings**. The temperature of each person must be taken and recorded on a designated form. If he/she registers 100°F or higher the person will not be permitted entry to the facility, or if a person fails to meet the criteria for any pre-screening questions. The screening questions will be provided by a designated supervisor to each worksite to ensure consistency throughout the Agency. If a person answers "yes" to any of the screening questions, that person would not be allowed to stay at an ACLD workplace. If an employee is denied entry to the facility, the chain of command must be notified. All employees are advised that if they develop a temperature of 100°F or higher, or any other symptoms of the COVID-19 virus, while on shift they should immediately contact the chain of command and will be instructed to leave the facility.

*Please note this document is subject to change at any time by Senior Management or a Human Resources Manager. Once this temporary procedure is no longer in effect, the Agency will notify employees.*