

Temporary Employee Procedures for COVID-19 Period (Effective 3/17/20, Revised 4-16-21):

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 CDC guidance for more details and updates.

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.

When to Quarantine due to COVID-19:

Quarantine should occur if an employee tested positive for COVID-19 or if an employee has been directly exposed to a positive case for a total of 15 minutes (or more) and was within 6 feet of the infected person. 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. 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, 231 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.

Revised Quarantine guidelines by DOH for people who are either vaccinated or previously had COVID-19

Asymptomatic individuals who have been fully vaccinated against COVID-19 do not need to quarantine, if the following criteria are met:

1. Person is **fully vaccinated** (i.e., ≥ 2 weeks following receipt of the second dose in a 2-dose series, or ≥ 2 weeks following receipt of one dose of a single-dose vaccine); AND
2. Have remained asymptomatic since last COVID-19 exposure.

Individuals who do not meet all two (2) of the above criteria and who have been exposed to someone with confirmed or suspected COVID-19 are required to quarantine for 14 days after exposure, or ten days if they meet the criteria for a reduced quarantine. Consistent with previous CDC guidance, there is no testing requirement to end the quarantine if no symptoms have been reported during the quarantine period. An employee may be asked by a Human Resources representative to provide a copy of their vaccination.

A person who is 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.

How long to quarantine:

An employee exposed to a positive COVID-19 person and is asymptomatic will need to quarantine for 10 days as per Department of Health. If an employee has any COVID-19 related symptoms an employee must remain out for 14 days. An employee cannot test out of the quarantine period. Only if ACLD deems an employee critical to the services for the Agency can an employee return back to work sooner. This will be determined on a case by case basis as per the guideline's issues by either the oversight agency and/or the Department of Health. If any exceptions need to be made, a Director or designee of the employee's program in conjunction with an HR management representative will make a decision on whom can return back to work sooner than the full length of the quarantine period.

If an employee has COVID-19 symptoms or tested positive, an employee will be required to provide documentation from a medical provider or Department of Health in order to return to work. The documentation will need to clarify the length of time an employee will remain absent from work.

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

If an employee is required to be quarantined by a medical professional or by a government entity he/she should provide documentation. 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. 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 except when an employee has voluntarily travelled outside of New York (refer to travel restrictions in this document).

COVID-19 Prevention in the workplace:

All employees and visitors are required to wear masks while on an ACLD property or conducting business for ACLD. 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.

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.

All Absences from all illnesses:

If an employee is absent due to illness the employee must not report to work. A medical note for a one-day absence will not be needed unless it is related to COVID-19. A medical note must be sent to an HR representative and can be faxed to 516-495-7070 or emailed to benefits@acld.org. The note should include the dates the employee will be out and communication that the employee is 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 leave under New York State legislation signed by Governor Cuomo will be determined on a case by case basis. The appropriate documentation will be required for New York State Paid leave. For more information you can visit New York State's government website at ny.gov/COVIDpaysickleave.

Day Services Employees working in Residential homes:

Employees in Day Services may be required to work in Residential homes during the reopening phase for Day Service programs. 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

Scenario	Advanced Notice Prior to the Beginning of the Shift
<i>Evening & 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 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. An employee may receive disciplinary action up to and including termination if an employee reports to work while waiting for the test results. This would include an employee who either has symptoms or has no symptoms (asymptomatic) for the virus. An employee **should not report to work** even under the exceptions mentioned below if they either have COVID-19 symptoms, been exposed to a positive case or travelled outside of New York (refer to information called “travel restrictions” in this document

First exception for reporting to work while being testing:

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:

If an employee either lives or works in a designated town that is in a cluster zone (yellow, orange or red) as per New York State’s Executive order 202.68, we strongly encourage an employee to seek testing for COVID-19. If an employee takes a COVID test due to being in a cluster zone, an employee can continue to work for the Agency. Since testing is voluntary, ACLD will not cover any costs associated with COVID-19 testing.

Third exception for reporting to work while being testing:

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

Fourth exception for reporting to work while being testing:

An employee who was exposed to a positive case of COVID-19 in the workplace and works in a direct care capacity may seek testing and continue to work as long as all protocols are followed as per OPWDD (created July 29 and revised Nov. 10). The employee will need to remain asymptomatic if they are allowed to continue working. This will be decided on a case by case basis due to the needs of the people we support. A program supervisor will communicate with an employee about this decision. For example, employees who work in a residence where there is a positive case from a person supported will typically be allowed to continuing working in this scenario. 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.

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.

Absence for employee (formerly called Voluntary absences for employees):

As of May 11, 2020, all ACLD essential employees are expected to complete his/her required hours at a designated location. If an employee's primary location is closed, a supervisor from the employee's program will coordinate a new worksite. If you are unable to report to work and believe you qualify for Family Medical Leave, Paid Family Leave or New York State Paid leave for COVID-19 or some other accommodations please contact a benefits representative in Human Resources at (516) 822-0028 ext. 205 or ext. 203 or by email at benefits@acld.org. If an employee voluntarily chooses not to report to work and/or fails to either contact a supervisor or Human Resources about an absence, it may be addressed with disciplinary action up to including separation.

Visitors:

To ensure the health and safety of all employees in the workplace, visitors may be restricted based upon Agency oversight, federal, state or local authority guidelines/law. This may include restrictions on visitors such as children, family and/or friends. The only people who can regularly be at an ACLD property or an ACLD place of business would be employees who are conducting business for the agency.

Clocking in and out:

All non-exempt employees are still required to clock in and out for his/her shift.

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.

*** 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.*

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. 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 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.

Medical and other benefits:

Payroll will continue to deduct payment for benefits from a paycheck in order to maintain benefits. If you exhausted your accrued time and you are not receiving a paycheck you will be required to make payments for benefits. These payments will be reflective of the same payroll payments you already participate in through benefit deductions. ACLD will notify you if this applies. Payments are necessary in order to continue benefits. If an employee needs to make payment, it can be sent to Attention: Benefits at 807 S. Oyster Bay Road, Bethpage, NY 11714. Payments can be made by either check or money order and made payable to ACLD. Benefits may be discontinued if payments are not received.

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.