

Employee Process and Procedure for symptomatic and positive employees.

SYMPTOMATIC EMPLOYEE: Any symptomatic employee should not report to work. As the number of suspected and confirmed cases of COVID-19 increases, all New York State employees must monitor themselves for possible symptoms, such as:

- fever, cough, shortness of breath, or respiratory infection/distress.

MANAGER CONTACTS SYMPTOMATIC EMPLOYEE AND DISCUSSES POINTS 1-4 BELOW:

1. **Leave the premises or stay home** The employee should immediately go home or remain at home until test results are confirmed and a return to work authorization is received.
2. **Contact a health care provider** The employee should first contact their primary health care practitioner to see if they are available and able to collect a sample for testing. If not, the employee should contact the New York State COVID-19 hotline at 1-888-364-3065 to be referred to a regional testing site that can collect and submit a sample for testing.
 - a. If the employee is experiencing severe symptoms and requires urgent medical attention, the supervisor should call 911 and notify the dispatcher that the distressed employee may have COVID-19 symptoms, so that emergency medical service responders may use appropriate precautions.
3. **HR Follow-up Call** HR will follow-up with the employee for assistance. The HR official will remotely contact the employee via their contact information to
 - a. inquire about current symptoms,
 - b. verify that they have precautionarily quarantined, and
 - c. direct the employee to call a health care provider and seek testing
 - d. conduct 'Contact Interview' to determine potential exposure and submit to (Trish Meehan, Sue Keever NYPA, John Zacher Canals) [Contact Interview Form Below](#)
4. **Consult a physician and communicates course of treatment or Test Results to HR** The employee must notify HR of doctor assessment and if they are being tested for COVID 19 and/or Flu. The employee must notify HR of test results as soon as they are received. Test results will be verified by the New York State Department of Health (DOH). If not instructed by a medical doctor to receive COVID-19 test, then remain home until fever free for at least 24 hours.
5. **Potential employee Contacts** HR and EHS will assess the 'Contact Interview' for interactions with other employees of the agency/authority. People who have been in close contact with a symptomatic employee are at a greater risk of contracting COVID-19, if the employee tests positive. As a precaution while the employee awaits test results, in consultation with DOH – will identify the employees who may have been in close, sustained contact with the employee after they became ill. These close professional contacts will be notified by EHS of their potential exposure and directed to self-quarantine.
 - a. EHS will consult staff to determine close and personal contact in accordance with State "Guidance on the Contacts of a Close or Proximate Contact of a Confirmed or Suspected Case of COVID-19" at www.ny.gov/coronavirus. (Form Below)
 - b. Professional contacts shall remain quarantined until the symptomatic employee's test results are received, and HR provides further notice.

2. Communication:

- a. **Symptomatic Employee** (see 1-4 verbal above)
- b. **Potential Contacts** Verbal using script below
- c. **NYPA/Canals ALL** and Site Email below

The {INSERT AGENCY NAME} has received notification that a building occupant had flu-like symptoms at {INSERT LOCATION}. This individual is not at work. This information has been communicated to the NYS Department of Health and the local health department with jurisdiction over this work location and they are taking necessary steps.

Please note, the employee has not yet been diagnosed and we are waiting for further information and will communicate to you as more information becomes available.

We have already reached out to the appropriate facility managers requesting that they provide extra cleaning on high touch areas such as handles, doorknobs, elevator buttons, bathroom stall doors, faucets, handrails, swipe areas, keypads etc. consistent with guidance issued by the NYS Department of Health.

As a reminder, steps that you can take to prevent the spread of germs and protect yourself include:

- Avoid close contact with people who are sick.
 - Avoid touching your eyes, nose, and mouth.
 - Stay home when you are sick.
 - Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
 - Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
 - Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
 - If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Always wash hands with soap and water if hands are visibly dirty.

For information about handwashing, see [CDC's Handwashing](https://www.cdc.gov/coronavirus/2019-ncov/index.html) website. If you would like to stay up to date on the response to the latest information please continue to follow at: <https://www.cdc.gov/coronavirus/2019-ncov/index.html> and <https://www.health.ny.gov/diseases/communicable/coronavirus/>. If you have symptoms associated with COVID-19, you should immediately contact your healthcare provider for further guidance. (Add site specific content as needed)

TEST RESULT:

1. **NEGATIVE Result :**

- a. **Return to Work** If the test results for the employee are negative (-), HR official will promptly direct the employee to return to work after they have recovered from their illness and direct the professional contacts under quarantine to resume their daily activities and return to work.
- b. HR will initiate a return to work **questionnaire** to ensure the employee is fit for duty according to policy.
- c. **Communication:**
 - **Symptomatic Employee** Verbal communication Return to Work point 1(a) above to symptomatic employee
 - **Potential contacts** Verbal to Supervisor and EMAIL below

In response to an earlier announcement, I wanted to provide you with an update about the individual, with flu-like symptoms, who was a building occupant at (Location)

We are very pleased to report that there was no instance of COVID-19.

This good news serves as a useful reminder to take all the necessary measures to prevent the spread of germs and protect yourself, including:

- Avoid close contact with people who are sick
- Avoid touching your eyes, nose, and mouth
- Stay home when you are sick
- Cover your cough or sneeze with a tissue, then discard the tissue
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing or sneezing.
- If soap and water are not available, use an alcohol-based hand sanitizer. Always wash hands with soap and water if hands are visibly dirty

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2. **POSITIVE Result**

- a. HR official will immediately direct the employee to **maintain their quarantine for fourteen (14) days and advise the professional contacts to maintain quarantine and, if they are symptomatic, seek testing from their health care provider.**
- b. HR will also notify the supervisor of the positive test result and send a notice to all employees who work within the nearby work location determined in the Contact Interview in 3(d) above.
- c. **Communication:**

- **Potential Contacts:** Verbal communication below
- **NYPA/CANALS ALL** Email below

The {INSERT AGENCY NAME} has received notification that a building occupant has tested positive for COVID-19 at {INSERT LOCATION}. This individual is not at work. This information has been communicated to the NYS Department of Health and the local health department with jurisdiction over this work location and they are taking necessary steps. We have already reached out to the appropriate facility managers requesting that they provide extra cleaning on high touch areas such as handles, doorknobs, elevator buttons, bathroom stall doors, faucets, handrails, swipe areas, keypads etc. consistent with guidance issued by the NYS Department of Health.

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ACTIONS INTERNAL PROCESS FOR ALL CASES:

1. **GOER REPORTING:** The HR official will provide information on both the suspected employee and potential professional contacts to Karina Saslow, the Governor's Office of Employee Relations (GOER) and DOH. GOER can be reached at 518-474-6988 and will advise on appropriate policies and procedures depending on the specific circumstances of the situation, as well as track suspected and confirmed cases of COVID-19 within state agencies and authorities.
2. **DOH REPORTING:** DOH can be reached at 1-833-797-4968 and will contact the employee to verify and complete contact tracing and notify the employee's local health department.
3. **HR daily follow up** with employees quarantined daily to assess general health and follow up on any test results. Will notify EHS new health information and test results.
4. **CLEANING:** NYPA EHS will deploy facility maintenance personnel to clean and disinfect the suspected employee's work area, including their desk, chair, telephone, desktop and computer equipment. Facility maintenance staff should also clean the nearby common areas, including but not limited to door handles/push plates, light switches, elevator buttons, door handles/push plates, break room tables and chairs, as well as kitchen and restroom faucets. Additional cleaning guidance can be found at www.ny.gov/coronavirus. Facilities is required to maintain log of cleaning request and who performed.

INTERNAL PROCEDURE FOR COVID REPORTING
CONTACT INTERVIEW

Date Reported		Date of Interview	
Location/Site		Department/BU	
Employee Name		Employee Phone	
Supervisor Name		Supervisor Phone	
Interviewer Name		Interviewer Phone	
Last Date at NYPA office/facility		Date showing symptoms at a NYPA office/facility	
All locations at a NYPA/Office facility Traveled		What symptoms are you displaying? fever, cough, shortness of breath, or respiratory infection/distress.	

Type of Contact	Description	Y/N	Date of Contact	Duration of Contact
Mandatory Quarantine	Close Contact Have you been within 6 ft of a person displaying symptoms of COVID-19 or someone who has tested positive of COVID-19”			
Mandatory Quarantine	Have you been in close contact (6 ft.) with someone who is positive, but is not displaying symptoms for COVID-19			
Precautionary Quarantine	Have you traveled to China, Iran, Japan, South Korea or Italy while COVID-19 was prevalent, but is not displaying symptoms;			
Precautionary Quarantine	is known to have had a proximate exposure to a positive person but has not had direct contact with a positive person and is not displaying symptoms			
Precautionary Quarantine	Proximate Contact Have you been in the same enclosed environment such as a classroom, office, or gatherings but greater than 6 ft from a person displaying symptoms of COVID-19 or someone who has tested positive for COVID-19”			

Employees who you were in contact with during the last 5 business days? (including casual interaction) HR contacts Larry Mallory to identify card access location:

		Precautionary Quarantine	Mandatory Quarantine	Date of Contact	Duration of Contact
Name	Area of Facility	Proximate contact (Y/N) defined as “being in the same enclosed environment such as a classroom, office, or gatherings but greater than 6 ft from a person displaying symptoms of COVID-19 or someone who has tested positive for COVID-19”	Close contact (Y/N) (6 ft.) Close contact is defined as “being within 6 ft of a person displaying symptoms of COVID-19 or someone who has tested positive of COVID-19”		

- **Close contact** is defined as “being within 6 ft of a person displaying symptoms of COVID-19 or someone who has tested positive of COVID-19”
- **Proximate contact** is defined as “being in the same enclosed environment such as a classroom, office, or gatherings but greater than 6 ft from a person displaying symptoms of COVID-19 or someone who has tested positive for COVID-19”
- **Mandatory quarantine** is required for a person who “has been in close contact (6 ft.) with someone who is positive, but is not displaying symptoms for COVID-19; or person has traveled to China, Iran, Japan, South Korea or Italy and is displaying symptoms of COVID-19”
- **Precautionary quarantine** is required for a person who “meets one or more of the following criteria: (i) has traveled to China, Iran, Japan, South Korea or Italy while COVID-19 was prevalent, but is not displaying symptoms; or (ii) is known to have had a proximate exposure to a positive person but has not had direct contact with a positive person and is not displaying symptoms”