

# Employee & Managerial Guidance on Leave Policy Applicable to Employees at Risk for Coronavirus Disease 2019 (COVID-19)

This document provides the City leave policy and guidance with respect to City employees who are isolated, quarantined, or who are home self-monitoring in accordance with CDC recommendations and New York City Department of Health and Mental Hygiene (DOHMH) directions.

*NOTE: This is an evolving situation and this guidance may change.*

## Employee Notification to HREX

Employees who have had contact with symptomatic and laboratory confirmed COVID-19 individuals (see criteria below) must contact, or have their Unit head contact, Human Resources Employee Experience (HREX) immediately by phone at (212) 393-2010, or email at [COVID19StaffInquiry@buildings.nyc.gov](mailto:COVID19StaffInquiry@buildings.nyc.gov). This requirement applies to:

- An employee who is diagnosed as infected by COVID-19.
- An employee who lives in the same household as, or is an intimate partner of, or who has been providing care in a non-healthcare setting for a person with symptomatic, laboratory-confirmed COVID-19 infection.
- An employee who within the last 14 days has returned from countries designated as CDC Level 3 (including China, Iran, Italy and South Korea) or Level 2 (including Japan).
- An employee having close contact with a person with symptomatic, laboratory-confirmed COVID-19 infection.
- An employee who was seated on an aircraft within 6 feet of a traveler with symptomatic, laboratory-confirmed COVID-19 infection.
- An employee who was in an indoor environment (e.g., a classroom, hospital waiting room) with a person with symptomatic, laboratory-confirmed COVID-19 infection for a prolonged period of time but not meeting the definition of close contact.

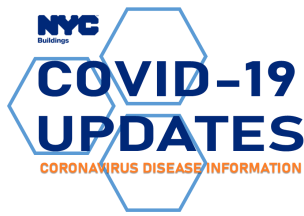
## Manager Notification to HREX

Managers must notify HREX if they become aware that an employee meets any of the above criteria or if an employee is exhibiting cold and flu-like symptoms and managers reasonably determine that the employee's health condition may threaten the safety of other employees.

## HREX Guidance

HREX will provide guidance to employees based on CDC's categories of risk (high, medium, low and no identifiable risk – defined below in this document). HREX may require an employee, who exhibits flu-like symptoms and arrives at work, to return home and provide a health care provider/doctor's note stating that the employee is cleared to return to work.

There is no special obligation beyond the standard sick leave policy to pay a sick employee who is instructed to stay home or who is sent home. However, where an employee is quarantined and provides medical documentation to HR showing that they meet the conditions for quarantine due to the coronavirus, such an employee is eligible for paid leave.



## Employees who have been diagnosed with COVID-19/COVID-19 Leave Policy

Employees who have been diagnosed as infected by COVID-19 will receive time off with pay and without charge to leave balances for the workdays that fall within the period that they are symptomatic and 10 calendar days after resolution of their symptoms or another number of days after the resolution of their symptoms. Thereafter, time off will be charged against leave balances.

## Temporary Workers and Consultants

Bureau heads with temporary workers and consultants who are at Risk for Coronavirus Disease 2019 (COVID-19) must adhere to the same notification to HREX. Sick leave and absences must be followed in accordance to leave policies under temporary workers and consultants contracts.

## CDC Categories of Risk

### *High Risk*

- A person who lives in the same household as, or is an intimate partner of, or who has been providing care in a non-healthcare setting for a person with symptomatic, laboratory-confirmed COVID-19 infection without using CDC recommended precautions for home care and home isolation; and
- A person who has traveled from Hubei Province, China within the last 14 days.

### *Medium Risk*

- The employee has arrived within the last 14 days from a country designated by the CDC as a Level 3 on their Travel Guidance (as of March 4, 2020, this covers Iran, Italy and South Korea) or from Japan (designated Level 2 as of the date of this Updated Guidance), and is asymptomatic.
- A person having close contact with a person with symptomatic, laboratory confirmed COVID-19 infection, other than exposures that meet the high-risk definition.
- A person who lives in the same household as, or is an intimate partner of, or has been providing care in a non-healthcare setting for a person with symptomatic, laboratory confirmed COVID-19 infection while consistently using CDC recommended precautions for home care and home isolation.
- A person seated on an aircraft within 6 feet of a traveler with symptomatic, laboratory-confirmed COVID-19 infection.

### *Low Risk*

- A person having been in an indoor environment (e.g., a classroom, hospital waiting room) with a person with symptomatic, laboratory-confirmed COVID-19 infection for a prolonged period of time but not meeting the definition of close contact.
- A person seated on an aircraft of a traveler with symptomatic, laboratory-confirmed COVID-19 infection but not within 6 feet.

### *No Identifiable Risk*

- Interactions with a person with symptomatic laboratory-confirmed COVID-19 infection that do not meet any of the high-, medium- or low-risk conditions above, such as walking by the person or being briefly in the same room or being in contact while wearing appropriate personal protective equipment (PPE).