



Office of the West Seneca Town Supervisor
Hon. Gary A. Dickson

Memorandum

To: All Employees
From: Gary A. Dickson, Supervisor
Date: January 27, 2021
Subject: Updated COVID-19 Quarantine/Isolation Policy

As we continue to navigate through this ongoing pandemic, I wanted to send an update of the Town's policy on COVID-19 Quarantine & Isolation procedures. This Town-wide policy is the same for all Departments and applies to all employees. To help prevent the spread, please ensure that you continue using masks and social distancing.

Below are guidelines to follow related to COVID-19 Quarantine & Isolation:

- Sick employees are encouraged to stay home. Sick employees should work in conjunction with the DOH and their healthcare provider to follow all CDC guidelines. They should not return to work until they meet the criteria to discontinue home isolation and have been approved by Human Resources to return to work.
 - An employee who has been exposed to a confirmed COVID-19 individual, but is NOT experiencing symptoms, should quarantine for 10 days after their last contact with that individual. Employees are encouraged to go for testing.
 - However, even if the employee tests negative for COVID-19, they should still quarantine for 7 days from the first point of exposure and/or onset of symptoms since symptoms may appear 2 to 14 days after exposure to the virus.
 - An employee who has been exposed to a confirmed COVID-19 individual AND is experiencing symptoms, can return to work upon completing 10 days of isolation from the onset of symptoms, providing symptoms are no longer present.
- If an employee becomes ill upon arriving to work, they must be immediately separated from their colleagues and will be asked to leave work. The employee may return to work upon completing 10 days of isolation from the onset of their symptoms or upon receipt of a negative COVID-19 test. Any return to work must be approved by Human Resources.

The following are scenarios that would necessitate a self-quarantine situation:

- You or someone in your household is experiencing common symptoms for COVID-19 (*i.e.* fever/chills, persistent cough, shortness of breath/difficulty breathing, fatigue, muscle/body aches, headache, sore throat, loss of taste/smell, nausea/vomiting, and/or diarrhea) with

- testing or test results pending; or
- You or someone in your household has tested positive for COVID-19; or
- You had close contact with a COVID-positive person (*i.e. stood within 6ft. of the person for 15 minutes or more without wearing a mask, provided care, touched/hugged/kissed, shared eating/drinking utensils, were sneezed/coughed on by person, or other close contact*); or
- You have otherwise been ordered to quarantine by the Erie County Department of Health or New York State Department of Health; or
- You are returning from travel to a state designated by the Governor of New York State as requiring self-quarantine, and you are not an essential worker and spent more than 24 hours in the designated state.

Both NYSDOH and ECDOH offer tests to New York State and Erie County residents, respectively, who are displaying symptoms of COVID-19 or who have been in close contact with a COVID-19 positive person and is under quarantine. These tests are free to county residents and do not require a doctor's referral. However, residents need to have an appointment. You can visit <https://coronavirus.health.ny.gov/covid-19-testing> or call 1-888-364-3065 to schedule with the NYSDOH. To schedule with the ECDOH call 716-858-2929 to make an appointment.

As of January 20, 2021, the Town will be following the provisions of the NYS COVID Paid Sick Leave. Specifically, employees are eligible for up to 14 consecutive calendar days of paid sick leave and unpaid leave for the remainder of the period of the quarantine order. Employees need only be paid for those days during that 14 consecutive day period, which they would normally have been scheduled to work.

On January 20, 2021, the New York Commission of Labor issued additional guidance explaining that a single employee may be eligible for the full paid leave entitlement on more than one occasion. **An individual may be subject to a mandatory or precautionary order of quarantine due to exposure to an individual who tested positive for COVID-19.** In this case, the individual would be entitled to job protected sick leave as set forth above, even if this individual does not test positive him/herself. If, at a later date, the same employee actually tests positive he/she will once again be subject to a mandatory order of quarantine and will be entitled to the job protected sick leave set forth above for a second time. To receive this second entitlement to sick leave the employee must submit documentation from a licensed medical provider or testing facility demonstrating that the employee tested positive for COVID-19.

The guidance makes is clear that in no case shall an employee be eligible for more than 3 periods of entitlement to COVID-19 sick leave. It also makes clear that the second and third period of entitlement must be based on a positive COVID-19 test.

If an employee needs to take the NYS Paid COVID Leave, they should contact Human Resources at lsuibetta@ebchcm.com. Human Resources will provide the application the employee must complete (*COVID-10 Leave Request Form*). Before an employee is eligible to return to work (for employees out of work due to being exposed to and/or sick with COVID-19), they will need to complete the *COVID-19 Return to Work Attestation Form*. Forms submitted to Human Resources must be completed and returned within three (3) business day.

This memo was drafted in coordination with EBC HR and the Town Attorney.