

COVID-19 Quarantine Leave Guidelines

Information below was formulated based upon the guidance from the New York State Department of Health

******For purposes of Quarantine Leave, an occurrence is defined as a period of up to 14 calendar days in which time an employee is in isolation and is not to report to work. (This differs from what an occurrence is for adherence with Kaleida Health's Time and Attendance policy)***

Employees who shows signs/symptoms of COVID-19 and are turned away at the door when attempting to come to work because of fever, or who otherwise feel the need to be tested for COVID-19 should:

- Immediately notify their manager they are going to be tested for COVID-19
- Refer to KaleidaScope for testing sites and times
- Get tested as soon as possible (that day or the next based on site availability)
- Remain home under quarantine until test results are available, following regular call in procedures for each shift missed
- Employees that are asymptomatic should continue working while awaiting test results

How Employees Locate COVID-19 Test Results

- Test results will be available on the MyKaleida Patient Portal at www.kaleidahealth.org/mykaleida and on the MyKaleida app within 48 hours
- An email and text will be sent notifying an employee that his or her results are available. Employees will be notified via the email address and phone number provided when scheduling his or her test
- Self-enrollment is now available for access to the MyKaleida Patient Portal, enrollment link located on www.kaleidahealth.org/mykaleida
- Employees are expected to self-enroll in the Portal as soon as possible
- Forgot your password? Use the "Forgot Password?" link on the portal sign-in page
- Questions about logging in or need technical help? Call 859-7777

Negative Test Results

- Employees who test **negative** through a Kaleida Health testing site will receive quarantine pay for shifts missed from date of testing through date of results for their first occurrence. Employees are expected to return to work on their next scheduled shift. Any absence outside of this timeframe would follow regular call in procedures. Employee results will be uploaded to the patient portal; any employee undergoing testing should be checking the portal regularly
- Managers will not access employee results
- Employees who test **negative** through an outside testing site will have to provide laboratory results that include the testing date and date of results to receive quarantine pay for shifts missed from date of testing through date of results for their first occurrence. These results

should be forwarded to the Integrated Absence Department. Employees are expected to return to work on their next scheduled shift. Any absence outside of this timeframe would follow regular call in procedures

- Employees who tests negative after receiving quarantine pay for a prior occurrence, should have any lost time covered with PTU (excused), including negative PTU when available. Any NOBs resulting from an employee exhausting PTU time, while waiting on negative test results, should be forgiven
- Employees experiencing issues with the patient portal should contact the IT Service Desk at 859-7777

Positive Test Results

- Employees who test **positive** through a Kaleida Health testing site will receive a call from Employee Health to discuss/determine onset of illness/asymptomatic positive testing and expected return to work date. Employees will receive quarantine pay for all shifts missed (up to 14 calendar days) from date of testing, up to anticipated return to work date. Employee Health will email employee's manager and Integrated Absence Department to notify them of employee's absence and anticipated return to work date
- Managers will not access employee results
- Employees who test **positive** through an outside testing site will have to provide laboratory results that include the testing date and date of results. This should be forwarded to the Employee Health Office at Larkin. The employee should be directed to contact Employee Health to discuss/determine onset of illness/asymptomatic positive testing and expected return to work date. The contact number for the Larkin location is 859-8500. Employees should call this location and let the staff know they have tested positive for COVID-19 and need to discuss their return to work timeframe. Employees will receive quarantine pay for all shifts missed (up to 14 calendar days) from date of testing, up to anticipated return to work date. Employee Health will email employee's manager and Integrated Absence Department to notify them of employee's absence and anticipated return to work date
- If an Employee who tests **positive** feels they are not able to return to work on anticipated return to work date they should reach out to Employee Health to discuss next steps and/or new return to work date. Employee Health will evaluate the situation and will require supportive documentation from a primary care provider if the employee illness passes the initial 14 day quarantine period
- Quarantine Pay will be paid, up to 14 calendar days, to employees for their first occurrence as stated above. In order for an employee to receive quarantine pay for subsequent occurrences, they must test **positive**. An employee may receive quarantine pay for up to three occurrences if they test **positive** for the 2nd and 3rd occurrence. Any lost time for subsequent negative testing will be paid with PTU (excused) time

Screening Procedures

- Each site will have temperature screening checkpoints. Employees are required to have their temperature taken every day as they enter the building

Travel

- Anyone traveling to a contiguous state – Pennsylvania, New Jersey, Connecticut, Massachusetts and Vermont – is NOT required to be tested or quarantine upon return
- **Vaccinated employees** who travel to non-contiguous states (Contiguous states are Connecticut, Massachusetts, New Jersey, Pennsylvania and Vermont) are not required to be tested or quarantine if they meet all of the following criteria:
 - Are fully vaccinated (i.e., ≥2 weeks following receipt of the second dose in a 2-dose series)
 - Are within 3 months of being fully vaccinated
 - Have remained asymptomatic since their travel
 - **This guidance does NOT apply to vaccinated long-term care healthcare workers.** Vaccinated long-term care healthcare workers who travel to non-contiguous states should continue to follow current quarantine/testing guidance after travel
- **Vaccinated employees** who travel internationally (including Canada) must:
 - Test within 72 hours before return to New York State **OR** test within 24 hours of return to New York State
 - If test is negative and person is asymptomatic, they can return to work
 - Test four days after arrival to New York State
 - Can work as long as individual is asymptomatic, continue working unless test is positive
- **Individuals who recovered from COVID-19 infection** who traveled to a U.S. state other than those contiguous to New York (Contiguous states are Connecticut, Massachusetts, New Jersey, Pennsylvania and Vermont) will not need to quarantine if they meet the criteria below:
 - Recovered from COVID-19 illness due to laboratory confirmed (PCR or antigen) COVID-19 infection and has met the criteria to end isolation, **AND**
 - Within the first 90 days following the onset of symptoms of their initial laboratory confirmed COVID-19 infection or within the first 90 days of their first positive COVID-19 test result if they were asymptomatic during initial infection, **AND**
 - Remains asymptomatic since travel
 - **This guidance does NOT apply to long-term care healthcare workers who have recovered from COVID-19 infection.** Long-term care healthcare workers who have recovered from COVID-19 infection should continue to follow current quarantine/testing guidance after travel to a non-contiguous state
- **Individuals recovered from COVID-19 infection** who traveled internationally (including Canada) must:
 - Test within 72 hours before return to New York State **OR** test within 24 hours of return to New York State
 - If test is negative and person is asymptomatic, they can return to work
 - Test four days after arrival to New York State

- Can work as long as individual is asymptomatic, continue working unless test is positive
- Any **partially/unvaccinated employees** who travel internationally (including Canada) or to non-contiguous states (Contiguous states are Connecticut, Massachusetts, New Jersey, Pennsylvania and Vermont) must:
 - Test within 72 hours before return to New York State **OR** test within 24 hours of return to New York State
 - If test is negative and person is asymptomatic, they can return to work
 - Test four days after arrival to New York State
 - Can work as long as individual is asymptomatic, continue working unless test is positive
- **Any positive test result before or after travel will trigger mandated isolation according to New York State Department of Health guidelines**

Remote Work

- If an employee's job allows them to work remotely, the employee should contact their manager to discuss working remotely while in quarantine. At any time, if the employee does not feel well enough to work remotely, quarantine pay will be paid per above.

Family Members

- An employee who loses time from work due to a family member in quarantine will not receive quarantine pay. In such cases, employees are expected to follow regular call in procedures. If applicable, they may apply for FMLA/PFL, which will be subject to regular review process
- An employee who is advised by the Department of Health that they must quarantine due to contact with a COVID-19 positive person must provide the Integrated Absence Team with a Department of Health Quarantine Order in order to receive quarantine pay. An employee who has received quarantine pay previously will not qualify for additional quarantine pay for a Department of Health quarantine order. In such cases, lost time should be covered with PTU (excused), including negative PTU when available. Any NOBs resulting from an employee exhausting PTU time should be forgiven

***** New York State Department of Health and New York State Department of Labor Guidance on Use of COVID-19 Sick Leave for Health Care Employers:**

https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh-dol_covid19_healthcareguidance2.pdf

Quarantine Guidelines for COVID-19 Vaccinated Healthcare Workers Exposed to SARS-CoV-2

Vaccinated persons with an exposure to someone with suspected or confirmed COVID-19 are not required to [quarantine](#) if they meet all of the following criteria:

- Are fully vaccinated (i.e., ≥ 2 weeks following receipt of the second dose in a 2-dose series)
- Are within 3 months of being fully vaccinated
- Have remained asymptomatic since the current COVID-19 exposure

This guidance does NOT apply to vaccinated long-term care healthcare workers. Vaccinated long-term care healthcare workers with an exposure to someone with suspected or confirmed COVID-19 and persons who do not meet all three of the above criteria should continue to follow current quarantine guidance after exposure to someone with suspected or confirmed COVID-19.

Although the risk of SARS-CoV-2 transmission from vaccinated persons to others is still uncertain, vaccination has been demonstrated to prevent symptomatic COVID-19; symptomatic and pre-symptomatic transmission is thought to have a greater role in transmission than purely asymptomatic transmission. Additionally, individual and societal benefits of avoiding unnecessary quarantine may outweigh the potential but unknown risk of transmission, and facilitate the direction of public health resources to persons at highest risk for transmitting SARS-CoV-2 to others. This recommendation to waive quarantine for people with vaccine-derived immunity aligns with [quarantine recommendations for those with natural immunity](#), which eases implementation.

Fully vaccinated persons who do not quarantine should still watch for [symptoms of COVID-19](#) for 14 days following an exposure. If they experience symptoms, they should be clinically evaluated for COVID-19, including SARS-CoV-2 testing, if indicated. In addition, vaccinated persons should continue to follow [current guidance](#) to protect themselves and others, including universal masking, eye protection and social distance.

These guidelines may change as new COVID-19 information becomes available. Everyone, including fully vaccinated persons and persons who recovered from COVID-19 illness, must continue to wear masks, wash hands frequently, and practice social distancing.