

## COVID Process for Diocesan Employees *updated 1/13/22*

As we are all aware, the spread of the coronavirus is rapid and, on the rise, particularly after the Christmas and New Year holidays. To keep each other safe and healthy, we ask that you remain vigilant with the protocols: ***mask wearing and hand washing. Please be mindful of your own health and stay at home if you have any cold symptoms.***

***Please contact Rosemary Smith, the Human Resources department or Danielle Cummings for guidance as you navigate through employee scenarios.***

### **If Employee Tests Positive:**

- HR and manager to be notified immediately.
- If employee worked in the last 48 hours prior to positive test or symptoms:
  1. Notify all employees who were in contact with the individual in the last 48 hours if unmasked and longer than 10 minutes.
  2. If the results were from an at home test, please keep a picture of your test results.
  3. Employee completes mandated isolation period as required by the county they reside in. (i.e. Onondaga County 5 days from the day after symptoms or date of positive test).
  4. The employee must complete the attestation form via the link below:  
<http://www.ongov.net/health/documents/IsolationAffirmation.pdf>
  5. Along with the attestation form, a picture of the positive test result and employee's driver license must accompany the attestation form to be eligible for NY Covid sick leave.
  6. HR will notify the Payroll Department of any applicable NY Covid Paid Sick Leave for the employee.
  7. If employee feels well and has the ability to work from home (based on position and department need) and **approved by manager** they may work from home during isolation.
  8. HR will track dates and confirm with employee/manager/payroll if applicable prior to return.

### **If Employee Household Member Tests Positive or Employee is Exposed to Someone Positive**

- HR and manager to be notified.
- Depending on vaccination status and any symptoms we will follow the guidance from Onondaga County per the chart below:

<http://www.ongov.net/health/documents/ExposureVaxUnvax.pdf>

A negative PCR test is not required upon return to work. The CDC has deemed the infectious period is from two days prior to your symptoms and three days after your positive test

**Testing locations:**

<https://covid19.ongov.net/appointments/>

- Asymptomatic Testing- The OnCenter (appointment needed)
- Asymptomatic Testing- Community Locations (appointment needed)
  - East Syracuse Village Hall
  - Fayetteville Village Hall
  - Lafayette Community Center
  - North East Community Center
  - Shove Park
  - Town of Clay Senior Center
  - Town of Onondaga Town Hall
  - Moyers Corners Fire Department
- Symptomatic/Exposure Testing- CNY Regional Market F-Shed (appointment needed)
- Asymptomatic/Symptomatic Testing- Syracuse Community Health Center
- Well Now Urgent Care
- Walgreens