



**ANY COVID-19 Symptoms:**  
Fever ≥ 100F, Cough, Dyspnea, Sore throat, Myalgia, or Diarrhea

**IP&C Confirmed Work Exposure**  
(communicated by their supervisor or by IPC team)

Check if they are on the MASTER EXPOSURE LIST, which is read-only

**GO TO:**  
Community/General/Unknown COVID exposure

1. Employee should do home quarantine for 7 days and consult their physician  
 2. Employee **must call their own manager** to call in sick as per their usual policy  
 3. To return to work, employee must be fever-free without antipyretic for **3 days (72 hours) AND symptoms improved AND finished 7-day home quarantine**  
*Day Zero= First Day of Symptoms*  
 Permitted work on the 8<sup>th</sup> day  
 Employee must call the WHS hotline back then for RTW clearance  
 4. Fill out RTW form to place employee off-duty

Note: loss of smell/taste alone does NOT constitute CLI per WHS guidelines

1. 7-day home quarantine and consult their physician.  
 2. Fill out RTW form to place employee off-duty  
 3. To return to work: **must be fever-free for 72 hours AND symptoms must improve** AND finished 7-day home quarantine. Employee must call the WHS back for RTW clearance.

**If employee believes it is confirmed, but they are not on the master list:** If their manager added them to the exposure list, then they will be contacted by WHS staff soon. If they do not get contacted by WHD staff within 2 business days, then they should discuss their work-related exposure directly with their own manager, who can contact IP&C to start exposure confirmation/investigation

**Employees calling about RTW clearance**

**Community/General/ Travel/ CDC Level 2/3 Country\* COVID Exposure**  
 Employees who call-in with non-CLI Symptoms, but still not feeling well:  
**Please remember to stay home if you don't feel well.** Healthcare Personnel must not work sick. Follow usual steps for take sick day and contact their manager.  
 No RTW form needed for non-CLI

**IP&C or Supervisor Confirmed Exposure:**  
 1. Continue to work AND wear surgical facemask throughout shifts from now on and self-monitoring for fever before each shift and twice a day.  
 2. If they develop symptoms during the next 14 days, then they should stay home, *inform their manager*, and *call WHS hotline*. Do NOT come to work even with mild symptoms

If there are NO symptoms following exposure or travel, **don a surgical facemask** and self-monitoring for fever *before* each shift and 2x a day

**Community/General Exposure OR IP&C or Supervisor Confirmed Exposure**

1. Confirm that employee has finished 7-day home quarantine AND fever-free without antipyretics for 3 days (72 hours) AND symptoms have *improved*  
 2. Employee should wear surgical face mask during entire shift while at work going forward  
 3. If employee has been off-duty for **8 or more calendar days**, then email [COVIDAbsence@nyp.org](mailto:COVIDAbsence@nyp.org) with doctor's note simply stating that they sought care/treatment for COVID-like symptoms  
 4. Employee should update their manager  
 5. Fill out RTW

**Employees calling Support Care Time**

1. An employee can use "Support Care Time" for a maximum of 4 work weeks for their own COVID-19 related illness. Employees will not have to use their accrued sick time.  
 2. Employees who are physically unable to work due to a COVID 19 related illness can receive **up to 7 days of "Support Care Time" without providing a doctor's note.**  
 3. Contact the Workforce Health & Safety (WHS) Hotline if you are being cleared to return to work or if you have a confirmed workplace exposure.  
 4. **Beyond the first 7 days, you will be required to submit a doctor's note to [COVIDAbsence@nyp.org](mailto:COVIDAbsence@nyp.org) to continue receiving "Support Care Time."**  
 5. Employees who are sick beyond 4 consecutive weeks should follow the normal leave of absence process.  
 6. Support Care Time sick pay **excludes those who returned from travel to Level Two or Three countries** for non-work-related travel.