

Frequently Asked Questions:

Should employees stay home sick even if their symptoms are that of a common cold?

Prevention is our best defense and staying home when you are sick is the best way to prevent the spreading of germs and transmission of any illness or virus. Employees should stay at home until at least 24 hours after a fever is gone without the use of fever-reducing medicines, and after symptoms have improved. Employees will use their accrued sick leave when out sick.

*As a reminder, employees covered by EMBLEM Health (City of New York GHI CBP, VIP Premier and VIP Rx Carve Out plan members) now have access to Teledoc. ^[1]Teledoc is an easy, convenient way to access doctors for treatment of non-emergency conditions like a cold, allergies, skin problems, respiratory infections or bronchitis. If you need care now, are traveling out of town, or are considering going to the Emergency Room (ER) or Urgent Care for a non-emergency issue, Teladoc doctors can help right away. To use this service, go to Teladoc.com/emblemhealth or call 800-Teladoc (800-835-2362) (TTY: 711) to set up your account. \$10 copays apply.

What should an employee do if they are experiencing symptoms commonly reported in those who have tested positive for COVID-19?

In addition to staying home and notifying HR and/or their supervisors, employees should contact their healthcare provider for guidance if they:

- are sick with fever, cough, and/or exhibiting signs of shortness of breath
- have been in close contact with a person known to have COVID-19
- have recently traveled from an area with ongoing spread of COVID-19

To prevent the spread of COVID-19 employees who are sick and exhibiting symptoms of acute respiratory illness should stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines. Employees should notify their supervisor and/or HR and keep them informed of their absence. For the health and safety of all employees, staff members who report to work exhibiting these symptoms may be sent home and not be able to return to work until medical documentation is provided.

Should supervisors send their employees home if they are sick?

In general, supervisors should encourage employees who are sick to go home and stay home until after symptoms have improved. If an employee becomes sick at work or arrives to work sick and is showing signs of an upper respiratory infection or fever, the employee shall be asked to return home as soon as possible and encouraged to contact their healthcare provider. In such

cases, employees will use their accrued sick leave. Those with insufficient sick leave balances should contact HR to determine if they are eligible for other leaves (FMLA, etc)

If an employee is symptomatic and does not want to go home, managers/supervisors should contact HR to discuss the situation so that we can evaluate the circumstances and ensure that such matters are handled fairly and systematically.

In addition, managers/supervisors should report all COVID-19 related absences to HR as they are reported.

When should an employee self-quarantine?

Employees who have recently returned from a level 2 and 3 country (either personal or business travel) or is living with a person who has a confirmed positive test for COVID-19, should self-quarantine for 14 days from the date of return or confirmed test and not return to campus until the end of said period. Employees who fit this description will be paid provided they notify HR and provide appropriate documentation. If the employee develops symptoms during the quarantine period or requires medical care, they should contact their health care provider and notify HR.

Can employees work from home (telecommute)?

Telecommuting may be an option during a period of self-quarantine or when an employee has a disability (which includes a medical condition or underlying illness that would put them at greater risk) and is qualified for a reasonable accommodation under the American's with Disabilities Act (ADA), when it has been determined that the employees job duties can be performed from home and they have the necessary access to do so. In order to determine eligibility to telecommute, an employee must contact HR. These requests will be handled on a case by case basis and will require supporting documentation. Please see [CUNY's Reasonable Accommodation Policy](#) for more information.

Can staff work from home if he or she has a general concern about being exposed to the virus?

CUNY and the College are continuing to monitor and evaluate the situation as information is made available. At this time, staff are expected to report to work, and are still required to follow the College's time and attendance policies and procedures.

Can an employee stay home to attend to a family member who is symptomatic or diagnosed with COVID-19?

Employees are generally permitted by contract to use 3 sick days to care for a sick child or certain family members. Employees who need to stay home for more than 3 days to care for a sick family member should contact HR to determine if they are eligible for FMLA.

How will the College handle a situation in which an employee has to stay home due to their child's school being closed because of the virus?

Normal leave procedures would apply. If the child is not sick, then the employee can request annual leave to stay home with the child.

In case of a campus closure, will hourly workers be compensated?

The College and CUNY are discussing how hourly employees will be compensated should the campus close for an extended period. We will keep the campus community informed once this is determined.

What should an employee do if a student is symptomatic or indicates they have been in contact with someone who has either tested positive or may have been exposed to COVID-19?

Employees should guide students to call CSI Health and Wellness Services at extension 3045, their own health care provider, and/or 311 for over the phone screening and guidance for next steps. Faculty and staff should also provide the student's information (including Empl ID) to Student Affairs at studentaffairs@csi.cuny.edu or extension 2335 so they can follow up appropriately.