

April 5, 2024

Dear NPCSD Faculty and Staff:

The Centers for Disease Control and Prevention (CDC) recently updated its COVID-19 guidance which was adopted by the New York State Department of Health(DOH). Consequently, there is **no longer a requirement for a minimum five-day isolation period for those who test positive for COVID.**

Consistent with the updated CDC guidance, the recently issued DOH guidance advises as follows:

- Individuals should stay home if they have a fever (and stay away from others, including those within their households who are not sick, if they present with respiratory virus symptoms).
- Individuals can resume normal activities, including returning to their work/school environment when, for at least 24 hours (a) symptoms are improving, and (b) they no longer have a fever, without the use of fever-reducing medication.
- Upon returning to work/school, individuals should take added precautions for the next five days, including enhanced hygiene and wearing masks.

Instructions for recording your absence due to COVID:

If you are absence due to having COVID you are eligible to receive NYS COVID-19 paid leave days. You are no longer required to isolate for 5 days if you test positive for COVID. In order for your sick days to be converted to quarantine days you need to:

1. Enter the days in Frontline as sick days. In the notes state it is for COVID.
2. Complete a yellow leave request form, marking “Other” and writing “COVID”. The dates requested must be specified and attach proof of a positive COVID test **from a certified lab or a doctors certificate. (Home tests are not longer allowed.)**
3. Your leave request form must be signed by your supervisor and submitted to the Business Office for review and approval. If approved, up to 5 of your sick days will be converted to quarantine days.
4. If the documentation does not support the dates requested, additional information will be required.

Please be advised that your sick time accruals will be used initially. Once a completed leave request form is received and approved up to 5 sick days will be converted to quarantine days. **You are able to do this only three separate times dating back to the start of COVID, after the third time you will have to use your own sick days.**