

**OFFICE OF THE COUNTY EXECUTIVE
ALL-EMPLOYEES MEMORANDUM**

DATE: JANUARY 4, 2022

**COVID 19 LEAVE REQUESTS AND UPDATED RETURN-TO-WORK PROTOCOLS
FOR ESSENTIAL VACCINATED EMPLOYEES**

In accordance with the Governor's recent directive, vaccinated essential employees may be directed to return to work after day 5 of their isolation period provided they:

- have not had a fever for at least 72 hours;
- symptoms have improved;
- do not have a runny nose and have no more than a minimal, non-productive cough.

Your Department head will make the determination as to who is essential.

While at work, employees are reminded of the following:

- Employees should practice social distancing from coworkers at all times except when job duties do not permit such distancing.
- If employees must remove their respirator or well-fitting facemask, for example, in order to eat or drink, they should separate themselves from others.
- Cloth masks are not recommended. Your department will supply KN95 or surgical masks if needed.
- Employees should self-monitor for symptoms and seek re-evaluation from occupational health or their personal healthcare provider if symptoms recur or worsen.

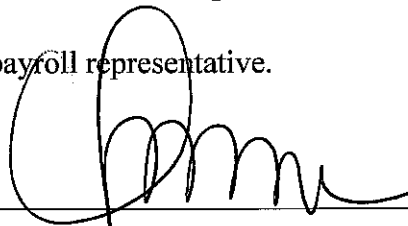
Note that this guidance only applies to returning to work and does not change other aspects of the required 10-day isolation once leaving work. Moreover, testing prior to return is not required.

Home Tests:

As an accommodation, employees who have tested positive using a home test may apply for COVID-19 leave without obtaining a follow-up positive result from a medical professional, however, the employee must obtain an isolation order through the Department of Health portal at

<https://suffolkcountyny.force.com/public/request/DOHSCVHOMETEST/details>, and upload a photo of the positive home test through the portal. Please write the date and name of the employee on the test itself when submitting a photo. *Note that home tests will only be accepted for the month of January 2022 and the administration will revisit this policy next month.

For any questions please contact your department's payroll representative.

A handwritten signature in black ink, appearing to read 'L Black', written over a horizontal line.

LISA BLACK
CHIEF DEPUTY COUNTY EXECUTIVE

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ONE COPY PER EMPLOYEE