



NEWS FROM THE CHAIR & GENERAL MANAGER

Dear Colleagues:

NYCHA has been in regular communication with New York City Emergency Management, the NYC Department of Health and Mental Hygiene, and other City agencies to discuss COVID-19 and how it could impact our agency operations, as well as the safety and well-being of NYCHA and its employees.

We recognize that a health matter like COVID-19 and the responses recommended by public health officials could impact some employees' ability to report to work in a safe manner. In consultation with the New York City Law Department, Department of Citywide Administrative Services, and the City's Office of Labor Relations, we issue this guidance on special leave policies applicable to NYCHA staff.

On March 7, 2020, NYCHA's Environmental Health and Safety Department issued guidance on COVID-19. Consistent with this guidance, below is a short summary that provides more specific information about NYCHA's leave policies as they apply to COVID-19. We will provide updated guidance as it becomes available.

If you have questions or need further guidance regarding NYCHA's leave policies, please email hr.covid19@nycha.nyc.gov in Human Resources for further guidance.

Employees who have been diagnosed with COVID-19

Employees who have been diagnosed with COVID-19 will receive excused time for the period that they are symptomatic, and 10 calendar days after resolution of their symptoms. After this period, time off will be charged against accrued leave balances. If an employee has exhausted his/her accrued leave balances, at the Authority's discretion, NYCHA may either advance annual leave or grant excused leave in accordance with the terms of NYCHA's HR manual. Employees will be required to submit proof of diagnosis.

Employees under a Department of Health and Mental Hygiene (DOHMH) (or another municipal health department) order or Centers for Disease Control (CDC) recommendation to isolate, quarantine, or home self-monitor

The CDC website is updated regularly with guidance about who is recommended to self-monitor. Employees directed to isolate, quarantine, or home self-monitor by CDC, DOHMH, or another municipal health department will receive up to 10 days excused leave to isolate, quarantine, or self-monitor. Employees will be required to submit proof that they were ordered or recommended

to isolate, quarantine, or self-monitor by CDC, DOHMH, or another municipal health department.

Employees who choose to self-monitor at home (i.e., are not self-monitoring based on a health department order or CDC recommendation)

Employees who choose to self-monitor at home (i.e., are not self-monitoring, isolating, or quarantined based on a health department order or CDC recommendation) must use accrued leave balances for such absences. If an employee has exhausted his/her accrued leave balances, NYCHA may, at the Authority's discretion, advance annual leave or grant excused leave in accordance with the terms of NYCHA's HR manual. If you believe you will or have exhausted your available annual leave during isolation, quarantine, or home self-monitor, please email hr.covid19@nycha.nyc.gov in Human Resources for further guidance.

Employees who are impacted by school closings

Employees who cannot report to work because their child's school has closed may use their accrued leave. Employees who do not have adequate accrued leave may request up to 10 days of advanced leave in accordance with the terms of NYCHA's HR manual. If you believe you will or have exhausted your available annual leave as a result of your child's school closing, please email hr.covid19@nycha.nyc.gov in Human Resources for further guidance.

Employees who exhibit flu-like symptoms

If an employee is exhibiting flu-like symptoms and NYCHA reasonably determines that the employee's health condition may threaten the safety of other employees, NYCHA can instruct the employee to go home and require the employee to provide a health care provider/doctor's note clearing the employee to return to work. The employee will be required to use annual leave. If the employee has exhausted his/her accrued leave balances, NYCHA may, at the Authority's discretion, advance annual leave or grant excused leave in accordance with the terms of NYCHA's HR manual.

Please keep in mind, information that an employee has been diagnosed with COVID-19 must be held confidential. The Americans with Disabilities Act prohibits the disclosure of confidential medical information unless a supervisor must implement work restrictions for public health and safety reasons.

As a reminder, an employee may seek a reasonable accommodation for a medical condition, including a COVID-19-related condition, by submitting a Request for a Reasonable Accommodation, consistent with the process described in SP 007:01:1. An employee requesting a reasonable accommodation must submit medical documentation in support of his/her request.

Employees who report to work despite a DOHMH (or other municipal health department) order to quarantine

If an employee reports to work despite a DOHMH (or other municipal health department) order to quarantine, isolate, or self-monitor at home, or NYCHA has reason to believe that the employee meets the CDC's criteria for recommended self-monitoring, the supervisor should contact NYCHA Human Resources. Human Resources will coordinate with the Environmental Health and Safety Department to notify DOHMH. DOHMH may order the person to quarantine or take them under supervision.

Except for those employees who are isolated or quarantined or self-monitoring (as described above) and those employees who have been diagnosed with COVID-19 (as described above), there is no obligation beyond NYCHA's Time and Leave Regulations to pay a sick employee who is instructed to stay home or who is sent home. Where an employee is advanced leave, it must be repaid according to the policy in NYCHA's Human Resources manual.

The well-being of our residents and employees is paramount. We know that we can count on your leadership during this ever-changing situation to keep our NYCHA community healthy and safe. We are informing NYCHA residents and employees of best practices for staying healthy and stopping the spread of germs, through ongoing direct outreach, notifications at our developments, and digital communications. We will continue to keep you up to date in the days and weeks ahead.

In the meantime, DOHMH recommends the following:

- It's not too late to get your flu shot! Although it will not protect you from COVID-19, it will help prevent the flu, which has similar symptoms to this Coronavirus.
- Cover your nose and mouth with a tissue or sleeve when sneezing or coughing – do not use your hands.
- Wash your hands with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer.
- Do not touch your face with unwashed hands.
- Stay home when you are sick.

For more information, go to **nyc.gov/coronavirus**.