

**PROTOCOLS IF EMPLOYEE OR CONTRACTOR MAY HAVE
CONTRACTED OR BEEN EXPOSED TO A COMMUNICABLE
DISEASE THAT IS THE SUBJECT OF A HEALTH EMERGENCY**

As adopted October 19, 2020
As Re-Adopted February 3, 2025

These protocols outline the procedures to be followed if, during a health emergency with regard to a communicable disease, an employee or contractor exhibits symptoms of such disease, tests positive for such disease, or may have been exposed to such disease.

1. Notice and protection of others.

- A. If an employee or contractor performing work on any Authority property or with any Authority employees exhibits symptoms of such disease, or tests positive for such disease, or may have been exposed to such disease, such person shall immediately notify the Superintendent.
- B. The Superintendent, with the assistance of such person, shall then perform contact tracing to determine if any employees or other persons under then existing State or County health department ("health department) or Centers for Disease Control and Prevention ("CDC") guidelines should be notified. If any such persons should be notified, the Secretary shall notify such persons as soon as practicable.
- C. All work areas, equipment, and other surfaces that may have been infected by such person shall be disinfected as soon as practicable in accordance with health department or CDC guidelines.

2. Actions to be taken by such employee or contractor.

- A. Such employee or contractor, depending upon the then existing health department or CDC guidelines should self-quarantine and/or be tested to determine whether such person has the disease.
- B. If the person tests negative, the person may return to work.
- C. If the person tests positive, the person shall not return to work until a physician provides a written statement that the person may return to work without endangering other people.
- D. If, based upon the foregoing, no test is required, the person shall not return to work until the person no longer exhibits symptoms of the disease or obtains a written statement from a physician that the person may return to work without endangering other people.

3. **Employee Leave.**

- A. All time off from work shall first be attributable to such sick time and then vacation time to which the employee may be entitled for that year.
- B. Vacation time cannot be carried over to the following year for the time off.
- C. In the event that any Executive or other orders binding upon the Authority are enacted with regard to such time off, the Authority will abide by those orders.
- D. **NOTE** that in 2020 an Executive Order of the Governor of the State of New York has held that an employee who voluntarily travels to certain areas with high positivity rates shall **NOT BE ELIGIBLE** for certain paid sick leave and other paid benefits.