



# Tompkins County Department of Human Resources

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*Inclusion through Diversity*

## Updated Memo: 01/26/2023

The **New York State paid COVID-19 Quarantine leave** is only available to County employees who are subject to a mandatory isolation or quarantine order issued from the New York State Health Commissioner or local health department. Employees can only utilize this leave for up to three periods of isolation or quarantine. **Please note: The Tompkins County Whole Health Department is no longer issuing mandatory/precautionary orders of isolation or quarantine.**

To obtain an order of isolation or quarantine from the New York State Health Commissioner, you can find information on the NYS Health Site: <https://coronavirus.health.ny.gov/isolation> **AND** submit the required Laserfiche application with the appropriate documentation uploaded via this link: <https://lfweb.tompkins-co.org/Forms/COVID19PSL>

The **required documentation** to upload in the Laserfiche application:

1. NYS Affirmation form:  
[https://coronavirus.health.ny.gov/system/files/documents/2022/09/ct\\_affirmationofisolation\\_fillin\\_091322.pdf](https://coronavirus.health.ny.gov/system/files/documents/2022/09/ct_affirmationofisolation_fillin_091322.pdf) and;
2. A picture of your Home COVID-19 Positive Test Result or Document of proof for a Positive Test Result.

Employees who have a quarantine or isolation order but are asymptomatic and able to work from home should speak to supervisors or Department Heads about whether telework arrangements are available.

Employees who test positive for COVID-19 but who are without an order of isolation or quarantine or have used their three allotments of COVID quarantine leave, should speak to supervisors or Department Head about telework arrangements, flexible work arrangements, and/or use of other leave accruals/fringes.

Employees may be provided with paid COVID-19 quarantine leave at the employee's regular rate of pay for 5-14 calendar days.

**If you tested positive for COVID-19:** You should immediately isolate yourself, stay home and separate from others as much as possible for at least 5 days. You are likely most infectious during these first 5 days. Wear a high-quality mask if you must be around others at home and in public. Do not go places where you are unable to wear a mask. Do not travel. Use a separate bathroom if possible. Take steps to improve ventilation at home, if possible. Don't share personal household items, like cups, towels, and utensils. Monitor your symptoms. If you have an emergency warning sign (like trouble breathing), seek emergency medical care immediately.

**COVID-19 VACCINATION/BOOSTER:** An employee who is obtaining a COVID-19 vaccination or booster can utilize up to a maximum of **4** hours per dose/injection paid vaccination time, which includes travel to and from the distribution site. This leave is not to be used for symptoms/illness following COVID-19 vaccination/booster. Traditional accrued fringe leave may be used for that purpose. Employees who undergo vaccinations/boosters outside their regular work schedule do so on their own time. Employees must obtain approval from their supervisor/department head to take the time from work. COVID-19 Vaccination/Booster leave remains in effect through **December 31, 2023**. **You must apply and submit the required proof of Vaccination/ Booster using the Laserfiche form. (upload required proof when prompted within this Laserfiche form):** <https://lfweb.tompkins-co.org/Forms/COVID19PSL>

*Note: Employees are not entitled to reimbursement for unused New York State COVID-19 paid sick leave upon termination, resignation, retirement, or other separation from employment, nor is it cumulative.*