



New York State Correctional Officers & Police Benevolent Association, Inc.

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If you have been exposed to someone who has tested positive for COVID-19, whether outside of work or in the course of your employment as a DOCCS or OMH employee, or you have been in close contact with someone who recently traveled to China, Iran, Japan, South Korea or Italy and is displaying symptoms of COVID-19:

- Immediately call your local health department (LHD) to notify them of your exposure. They will direct you whether or not to quarantine and/or isolate, as well as, arrange for testing (Please see page 3 for quarantine definitions). Hours are typically 8 am-4:30 pm. Use this link to find the phone number for your county health department.
<https://www.nyscho.org/directory/>
 - If local health department is closed, call the Department of Health (DOH) at 888-364-3065.
 - For record-keeping purposes, be sure to make note of who you speak with at either your LHD or DOH. If you are issued an order or directive by your LHD or DOH to quarantine or isolate, whether for mandatory or precautionary reasons, where possible, obtain written verification of such order.
 - Immediately notify your union representative and facility as to the directions you were given from your LHD or DOH. If you're able to, provide your facility with a copy of the order or directive issued by your LHD or DOH, otherwise provide the facility with the contact information for the individual at LHD or DOH that ordered and/or directed you to quarantine or isolate.
 - If you are directed by your LHD or DOH to quarantine or isolate, and your facility directs you to return to work anyway: 1) immediately request that your facility provide you with available PPE, i.e. gloves, face mask, face shield, goggles, and/or respirator; and 2) immediately contact a union representative to notify them.

- Notify your primary care physician of the direction you were given by your LHD or DOH.¹
- Complete injury/illness report at your facility. Be specific regarding when the exposure occurred, how it occurred, where it occurred, who you believe to be the source of the exposure, and where the exposure occurred – specifically, indicate whether you were informed by your facility of the exposure and whether Personal Protective Equipment (PPE) was provided, or whether the exposure occurred outside of work. In either scenario, be sure to provide your local health department or the Department of Health with a list of any individuals you came into contact with after your potential exposure to COVID-19 so they can be notified and taken the necessary precautions.
- If your potential exposure incident occurred *during the course of your employment*, you should call the Workers' Compensation Accident Reporting System (ARS) to notify them of the incident — 888-800-0029 (<https://goer.ny.gov/workers-compensation>)
 - Complete C-3 form online. This is your notification to the Workers' Compensation Board that you had an injury/illness.
<http://www.wcb.ny.gov/content/main/TheBoard/ClaimantInformationPacket.pdf>

¹ Please be advised that this informational document was prepared for you by NYSCOPBA in an effort to provide guidance to our members for notifying their facility, and preparing appropriate documentation, in the event of a potential exposure to COVID-19. Nothing in this document is intended to substitute for any medical advice or treatment you are given by your personal physician. Of course, if you are experiencing symptoms of COVID-19, you should seek medical help as soon as possible.

Local health departments (LHDs) must utilize the following definitions in determining whether or not to institute a mandatory or precautionary quarantine²:

Mandatory Quarantine

1. Person has been in close contact (6 ft.) with someone who is positive but is not displaying symptoms for COVID-19.
2. Person has traveled to China, Iran, Japan, South Korea or Italy and is displaying symptoms of COVID-19.

Mandatory Isolation

1. Person has tested positive for COVID-19, whether or not displaying symptoms for COVID-19.
2. LHDs must immediately issue an order for Mandatory Quarantine or Isolation once notified, which shall be served on the person impacted.

Precautionary Quarantine- Person meets one or more of the following criteria:

1. Has traveled to China, Iran, Japan, South Korea or Italy while COVID-19 was prevalent, but is not displaying symptoms.
2. Proximate exposure to a positive person but has not had direct contact with a positive person and is not displaying symptoms.
3. Any person the local health department believes should be quarantined that is not addressed through the interim guidelines, should contact the Department of Health.

NYSCOPBA is working continuously to provide updates for our members as often as possible. The above-provided information is based on what we now know. As the COVID-19 situation develops, NYSCOPBA will continue to provide information and guidance in a timely manner.