



HUDSON CITY SCHOOL DISTRICT

Rachel M. Risetto, Human Resource Manager

215 Harry Howard Avenue

Hudson, NY 12534

Phone: (518) 828-4360 ext. 2115

Fax: (518) 697-8315

To: Faculty and Staff

Fr: Rachel Risetto
Human Resource Manager

Re: NYS COVID Leave

Da: January 10, 2022

On January 4, 2022, Interim Superintendent Dr. Maria Lagana Suttmeier sent all employees a memo via email that explained the updated guidelines adopted by the CDC on December 23, 2021 and the NYS Department of Health on December 24, 2021, allowing for a reduced 5 -day Mandatory Quarantine for all **vaccinated** school district employees under certain circumstances. This memo was updated on January 4, 2022 and was extended to **unvaccinated** employees who test positive for COVID-19.

There have been several questions posed to me regarding how the changes in the CDC and NYSDOH guidance affects NYS COVID-19 Leave.

Here is a summary of how the new guidance affects leave time:

1. All employees who test positive for COVID-19 on an over the counter at home test **must** follow the guidance outlined in Dr. Lagana Suttmeier's January 4, 2022 and January 7, 2022 memos and **must isolate themselves for 5 complete days.**
2. All employees who test positive for COVID-19 on a lab test (PCR or Rapid Antigen) **must** follow the guidance outlined in Dr. Lagana Suttmeier's January 4, 2022 and January 7, 2022 memos and **must isolate themselves for 5 complete days.**
3. All employees must immediately contact me at rissettor@hudsoncsd.org, 518-828-4360 Extension 2115 or 518-369-5779 (cell) to report a positive test result (both at home test and lab tests).
4. All employees must put their time into wincap as sick time.



5. Employees will potentially be eligible for NYS COVID-19 Leave **if they submit proof of a lab test**; both PCR and Rapid Antigen lab positive tests will be accepted. Eligibility will be in accordance with the parameters outlined in the regulation.
6. If an employee elects to **not** have a lab test conducted (and are solely relying on the home test), they **will be required to isolate**, as provided for in the January 4, 2022 and January 7, 2022 memos, **but will not be eligible for NYS COVID-19 leave**. Therefore, sick time taken will be their own sick leave.
7. The local Departments of Health have indicated that they will not be contact tracing and providing Mandatory Quarantine Orders for all COVID-19 positive individuals. I will therefore determine your return to work date after discussing with you the specific circumstances regarding the positive test result.
8. If you have any questions at all, please do not hesitate to ask. Thank you!

