



Greater Syracuse Land Bank COVID-19 Vaccination Policy

Adopted: December 21, 2021

Vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and in the nation as a whole. The Greater Syracuse Land Bank has adopted this policy on vaccination to safeguard the health of our employees from the hazard of COVID-19. We are requiring vaccination or testing of employees for their own safety, the safety of fellow employees and their families, our customers, and others we interact with in the community.

This COVID-19 Vaccination Policy applies to all employees of Greater Syracuse Land Bank. All employees must be fully compliant with this policy no later than January 15, 2022. All employees covered by this policy are required either 1) to be and remain fully vaccinated against COVID-19 or 2) to complete weekly COVID-testing as a term and condition of employment at Greater Syracuse Land Bank. See below for information on what constitutes fully vaccinated and alternative weekly testing requirements.

Vaccination

Employees are considered “fully vaccinated” two weeks after completing primary vaccination with a COVID-19 vaccine, with, if applicable, at least the minimum recommended interval between doses. For example, this includes two weeks after a second dose in a two-dose series, such as the Pfizer or Moderna vaccines, two weeks after a single-dose vaccine, such as the Johnson & Johnson vaccine, or two weeks after the second dose of any combination of two doses of different COVID-19 vaccines as part of one primary vaccination series. To remain “fully vaccinated” employees must obtain a booster shot within 30 days of becoming eligible for the booster (all adults over 18 years of age are now eligible 6 months after your primary vaccination series is completed).

The vaccine is available at no cost to you and is fully covered by our group health insurance plan or any other health plan you are covered by (all health insurance plans are required to cover the vaccine at no cost to the insured). Employees may schedule their vaccination appointments through their own medical provider, at most drug stores and pharmacies, or with a mass-vaccination clinic. This policy has been adopted by the Board of Directors, is maintained by the Executive Director, and is available for your reference anytime in the Documents section of paychexflex.com and posted to our website at <http://syracuselandbank.org/about/#policies-and-guidelines>.

All employees are required to report their vaccination status and to provide proof of vaccination. Employees must provide truthful and accurate information about their COVID-19 vaccination status, and, if applicable, their testing results. Employees not in compliance with this policy will be subject to discipline, including the potential for suspension and/or termination.

Proof of Vaccination

All vaccinated employees are required to provide proof of COVID-19 vaccination. Proof of Vaccination Status* should be shown to Katelyn Wright in the office. She will sign off on a tracking sheet that she has reviewed

your documentation and confirmed that you are fully vaccinated. To protect your privacy, we will not maintain a copy here.

*Acceptable Proof of Vaccination Status is:

1. The record of immunization from a healthcare provider or pharmacy;
2. A copy of the COVID-19 Vaccination Record Card;
3. A copy of medical records documenting the vaccination;
4. A copy of immunization records from a public health, state, or tribal immunization information system; or
5. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine(s).

Proof of vaccination should include the employee's name, the type of vaccine administered, the date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these data fields, such as clinic site; in those circumstances Greater Syracuse Land Bank will still accept the state immunization record as acceptable proof of vaccination.

Time for COVID-19 Vaccination

Most staff should be able to obtain a vaccine outside of regular work hours. However, an employee may take up to four hours of duty time per dose to travel to the vaccination site, receive a vaccination, and return to work if they are receiving the vaccine during regular work hours, up to a total of 8 paid hours for all vaccinations. If an employee spends less time getting the vaccine, only the necessary amount of duty time will be granted. Employees who take longer than four hours to get the vaccine must send kwright@syracuselandbank.org an email documenting the reason for the additional time. Any additional time requested will be granted, if reasonable, but will not be paid; in that situation, the employee can elect to use PTO to cover the additional time.

Inform Katelyn Wright in advance of your scheduled vaccine appointment if it falls during regular work hours. If, after the vaccine, you are experiencing side effects that require you to take sick leave, a call, text, or email must be made early on the first day of absence to notify the Executive Director. If the onset of symptoms occurs while you are at work, notify Katelyn then.

Employer Notification of COVID-19 and Removal from the Workplace

Employees must promptly notify Katelyn Wright if/when they have tested positive for COVID-19. You must email your positive test results or other documentation of your diagnosis to kwright@syracuselandbank.org. If you have tested positive STAY HOME. In the event you test positive, you should be under a mandatory quarantine order and will qualify for "COVID leave." See "COVID-Related Quarantine Guidelines" handout for info on paid leave during mandated quarantine. All Greater Syracuse Land Bank employees must stay home from work until the mandatory order of quarantine is lifted.

COVID-19 Testing

If an employee covered by this policy is not fully vaccinated (they are taking steps to become fully vaccinated or they have been granted an exemption from the mandatory vaccination requirement), the employee will be required to comply with this policy for testing:

Employees who report to the workplace at least once every seven days:

- (A) must get a COVID-19 PCR test* at least once every seven days; and
- (B) must provide dated documentation of the most recent COVID-19 PCR test result to Katelyn Wright no later than the seventh day following the date on which the employee last provided a test result. If you test positive, do not come to work.

Any employee who does not report to the workplace during a period of seven or more days (e.g., if they were teleworking for two weeks prior to reporting to the workplace):

- (A) must get a COVID-19 PCR test within seven days prior to returning to the workplace; and
- (B) must provide dated documentation of that test result to Katelyn Wright upon return to the workplace. If you test positive, do not come to work.

If an employee does not provide documentation of a COVID-19 PCR test result as required by this policy, they will be removed from the workplace until they provide a negative (“not detected”) test result.

You can find walk-in and by-appointment testing locations here: <https://covid19.ongov.net/appointments/>.

*Testing must be done by a pharmacy or lab. Results of at-home rapid tests will not be accepted.

Any testing costs not covered by your insurance provider are the employee’s responsibility.

Face Coverings

If an employee covered by this policy is not fully vaccinated (either they have opted not to take the vaccine or they are not yet fully vaccinated), Greater Syracuse Land Bank will require the employee to wear a face covering whenever indoors or in a vehicle with another person.

Face coverings must: (i) completely cover the nose and mouth; (ii) be made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source); (iii) be secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they should have two layers of fabric or be folded to make two layers; (iv) fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and (v) be a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings.

Employer provided face coverings are available in the conference room at 431 E Fayette Street, Suite 375; Syracuse, NY 13202.

The following are exceptions to Greater Syracuse Land Bank’s requirements for face coverings:

1. Employee is fully vaccinated.
2. When an employee is alone in a room with floor to ceiling walls and a closed door.
3. For a limited time, while an employee is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements.
4. When an employee is wearing a respirator or facemask.
5. Where the Greater Syracuse Land Bank has determined that the use of face coverings is infeasible or creates a greater hazard.

Employees who fail to comply with this policy regarding face coverings will be subject to discipline, up to and including termination.

New Hires

All new employees are required to comply with the vaccination requirements outlined in this policy as a condition of employment. Candidates for employment will be notified of this policy when a job offer is made; we will expect new hires to be fully vaccinated or otherwise in compliance with this policy prior to their first day of work.

Confidentiality and Privacy

All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy.

Questions

Please direct any questions regarding this policy to Katelyn Wright.



COVID-Related Quarantine Guidelines

Do you need to Quarantine?

Employees are expected to follow Onondaga County's guidelines for quarantine and isolation: <https://covid19.ongov.net/isolation-quarantine/> periodically check this website for updates. A helpful flow-chart is attached.

Should you need to test

Onondaga County provides a number of options for testing: <https://covid19.ongov.net/appointments/>

Leave for Quarantine

NYS Law guarantees job-protected paid leave to workers who are subject to a mandatory or precautionary order of quarantine or isolation for COVID-19, issued by the state of New York, the Department of Health, local board of health, or any government entity duly authorized to issue such order [hereafter "mandatory or precautionary order of quarantine"], or whose minor dependent child is under such an order. As a public employer, we must provide an initial 14 days of paid "COVID leave" to be used in the event that you are under a mandatory or precautionary order of quarantine AND you cannot work from home. These days are separate from your annual allotment of PTO. If you are not showing symptoms and are physically able to work through remote access or similar means, you are not eligible for COVID leave.

Assuming you meet the criteria above and cannot work remotely, you are entitled to up to 14 days of paid COVID leave in the event of your first mandatory or precautionary order of quarantine, as long as you remain under such order.

If you are subject to a mandatory or precautionary order of quarantine a second or third time, you can use any remaining days from that initial 14-day allotment to cover the time. If you test positive for COVID during that instance, you are eligible for an additional 14 days of COVID leave. If you do not test positive, but stayed home under a precautionary order of quarantine until your test results came in, you can use regular PTO to cover the time that you were out of work. You cannot claim COVID leave for more than three instances of ordered quarantine and can only claim it more than once in the event of a positive test. If you have exhausted all NY COVID leave, and are still unable to return to work you may be eligible for Paid Family Leave or subsequently, NYS Disability.

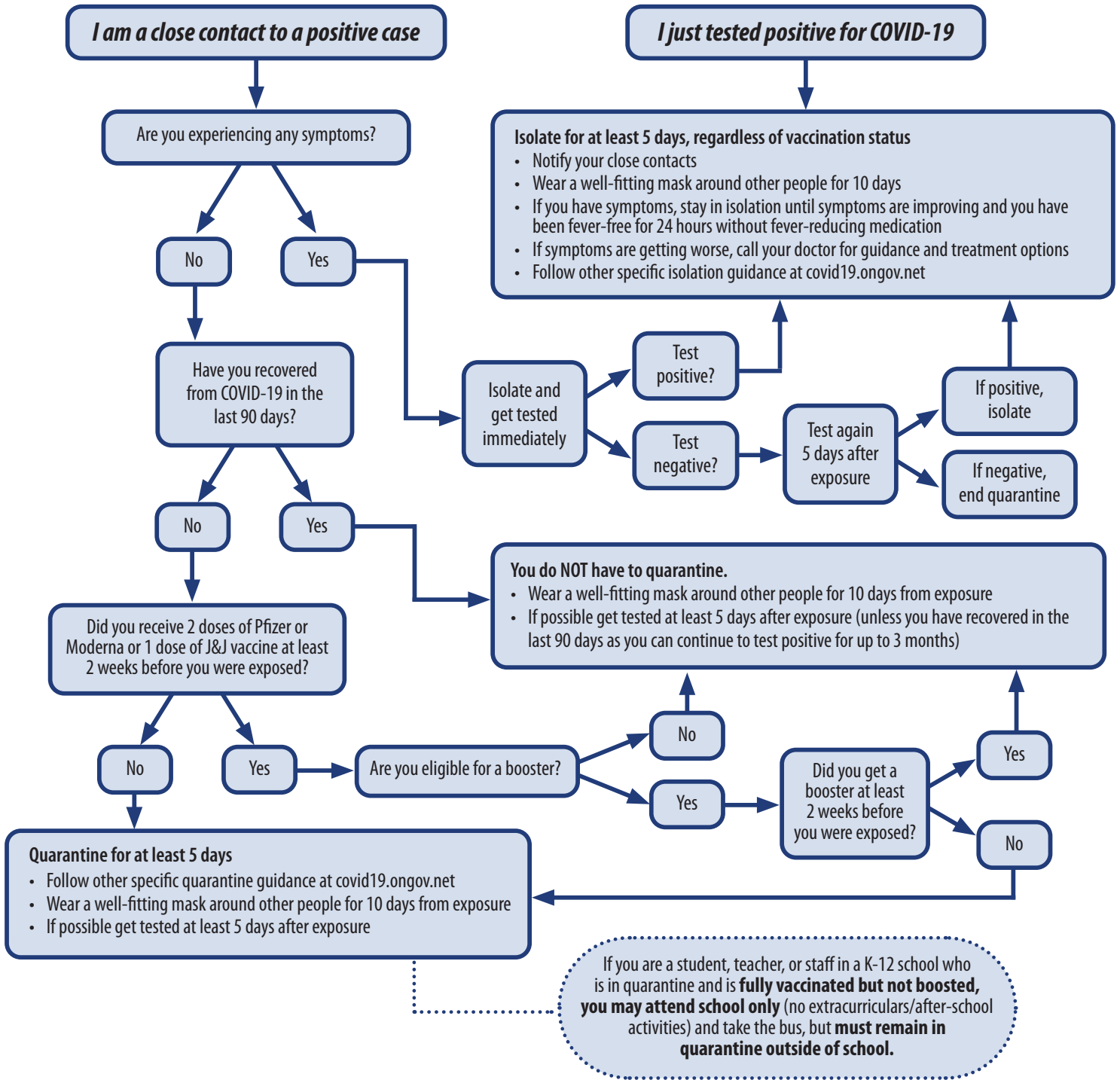
If your dependent minor child is under mandatory quarantine AND you are unable to do your job remotely, you can file for Paid Family Leave. You can learn more about this here:

<https://paidfamilyleave.ny.gov/COVID19>

Contact Katelyn Wright if you need to make arrangements to work from home during your mandated quarantine or during a self-quarantine required by Onondaga County if you're symptomatic and waiting for test results. She will advise you as to whether you're eligible for COVID leave or regular PTO. If your job duties cannot be performed remotely and/or you're too sick to work from home and need COVID leave, direct your time off request to Katelyn Wright. You must provide a copy of the order of quarantine to claim COVID leave.

COVID-19 Isolation and Quarantine

Updated 1-12-22



If you are a student, teacher, or staff in a K-12 school who is in quarantine and is **fully vaccinated but not boosted**, you may attend school only (no extracurriculars/after-school activities) and take the bus, but **must remain in quarantine outside of school.**

Definitions and Notes

- For detailed guidance about isolation and quarantine and when you can be released, including self-attestation forms, visit covid19.ongov.net.
- A close contact is someone who was less than 6 feet away from an infected person for a cumulative total of 15 minutes or more over a 24-hour period. For example, three individual 5-minute exposures for a total of 15 minutes. In K-12 schools this excludes students who were between 3 to 6 feet with proper mask-wearing.
- After a positive test or exposure, wear a well-fitting mask around other people at home and in public for 10 days (where day 0 is the day of symptom onset; positive test if asymptomatic; or last day of exposure).
- Residents of congregate settings and individuals not able to wear a mask should isolate or quarantine for 10 days.
- Following an exposure, monitor for symptoms for 10 days. If you develop symptoms, get tested immediately and isolate until you receive your test results. If you test positive, or if testing is not done, follow isolation recommendations.
- After positive test or exposure, avoid people who are immunocompromised or at high risk for severe disease, and nursing homes and other high-risk settings, until after at least 10 days.
- Please see guidance document at covid19.ongov.net for details regarding return to childcare and other high-risk settings.

