

COVID-19 Response Updates

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Where can I find information about the impacts of COVID-19 to my HR needs?

Important:

During this difficult and sensitive time of the global pandemic of COVID-19, the DOE is working hard to ensure that the health and well-being of our students and staff remains our top priority.

On behalf of all of us here at HR Connect, we hope that you stay safe and well.



For comprehensive FAQs, please see attachment, "COVID-19 Timekeeping Frequently Asked Questions" located at the bottom of this page.

This article will be updated as information changes. To stay informed, subscribe to this article by clicking on the "Notify Me" button at the bottom of this page. You'll receive an email notification any time there's an update.

DOE Response to COVID-19 Outbreak

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DOE Response to COVID-19 Outbreak

The New York City Department of Education has had to adapt its policies due to the COVID-19 outbreak. These procedures are still evolving as the City of New York and the DOE work to ensure that the needs of its students and employees are met in the best possible way. As these policies are updated, they will be documented here.

Key points to remember:

- Maintain **distance** of at least 6 feet from other adults, and from students when feasible;
- Regularly wash and sanitize hands;
- Wear a mask/face covering; and
- Stay home when sick or after being in **close contact** with a person with COVID-19.

Reporting Concerns:

If you have any concerns regarding non-compliance, COVID-19 safety issues, supply issues, or other COVID concerns, please e-mail covid19virus@schools.nyc.gov or stayinghealthy@schools.nyc.gov.

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COVID-19 Testing Sites with Priority for DOE Staff

Acceptable Forms of Testing:

Acceptable forms of COVID-19 tests now include 1) a NAAT or molecular test, such as PCR, or 2) a lab-based antigen test, or 3) an in-home FDA authorized antigen diagnostic test including tests distributed by the DOE.

Listing of COVID-19 Testing Sites:

The following COVID-19 testing sites are priority for DOE staff, including sites exclusively for DOE staff. Please note, at these sites testing is prioritized (or exclusively for) for staff only and does not include students, family, or friends.

Sunday January 2 onward for the next week

Sites open 7am to 7pm:

Gotham	Belvis	545 East 142nd Street, Bronx, New York 10454
Gotham	Cumberland	100 North Portland Avenue, Brooklyn, New York 11205
Gotham	East New York (ENY)	2094 Pitkin Avenue, Brooklyn, New York 11207
Gotham	Gouverneur	227 Madison Street, New York, New York 10002
Gotham	Morrisania	1225 Gerard Avenue, Bronx, New York 10452
Gotham	Vanderbilt	165 Vanderbilt Avenue, Staten Island, NY 10304
H+H Acute	Bellevue	462 First Avenue, New York, New York 10016
H+H Acute	Coney Island	2601 Ocean Parkway, Brooklyn, New York 11235
H+H Acute	Elmhurst	77-04 41st Avenue, Elmhurst, New York 11373
H+H Acute	Harlem	506 Lenox Avenue, New York, New York 10037
H+H Acute	Jacobi	1400 Pelham Parkway South, Bronx, New York 10461
H+H Acute	Kings County	T-Building, Room T-110 1st floor (Corner of Clarkson Avenue & New York Avenue) 451 Clarkson Avenue Brooklyn, New York 11203
H+H Acute	Lincoln	234 East 149th Street, Bronx, New York 10451
H+H Acute	Metropolitan	1901 First Avenue, New York, New York 10029
H+H Acute	North Central Bronx (NCB)	3424 Kossuth Avenue, Bronx, New York 10467
H+H Acute	Queens	82-68 164th Street, Jamaica, New York 11432

H+H Acute Woodhull 760 Broadway, Brooklyn, New York 11206

Sites open 9am to 7pm:

Staten Island 57 Cleveland Place 57 Cleveland Place, Staten Island, NY 10305
Queens Sorrentino Rec Center 18-48 Cornaga Avenue, Queens, NY 11691
Brooklyn Bay Ridge 5th Ave 8511 and 8515 5th Avenue, Brooklyn, NY 11209
Brooklyn Fort Hamilton 4002 Fort Hamilton Parkway, Brooklyn, NY 11218
Brooklyn Bensonhurst 14th Ave 6315 14th Avenue, Brooklyn, NY 11219
Staten Island Greenbelt Recreation Center 501 Brielle Avenue, Staten Island, NY 10314
Brooklyn Starrett City 1279 Pennsylvania Ave, Brooklyn, NY 11239
Staten Island St. George Ferry 1 Bay St, Retail Space 103, Staten Island, NY 10301
Manhattan Times Square 20 Times Square, 3rd Floor, New York, NY 10036
Brooklyn Midwood 1223 Coney Island Avenue, Brooklyn, NY 11230
Manhattan Sydenham 264 W 118th St

Sites Exclusively for DOE Staff

In addition, beginning January 2, you will have access to five testing sites exclusively for DOE staff.

Launch date	Borough	Site	Hours
Sunday, 1/2	Queens	Hillcrest High School, 160-05 Highland Ave	9am-5pm (Sun-Fri)
Monday, 1/3	Manhattan	145 Stanton St, New York, NY 10002	7:30am-7pm (Sun-Sat)
Monday, 1/3	Brooklyn	Bushwick Educational Campus 400 Irving Ave	7:30am-7pm (Sun-Sat)
Tuesday, 1/4	Staten Island	TOTTENVILLE HS & AF, 100 LUTEN AVENUE	9am-5pm (Sun-Fri)
Tuesday, 1/4	Bronx	IS 184, 778 FOREST AVE	9am-5pm (Sun-Fri)

These sites are walk-in only. There is no need to make an appointment prior to your visit.

What to Bring

- Verification of DOE employment (School/DOE ID OR paystub OR offer letter)
- Insurance card (insurance will be billed for testing services where possible; cost to employees with or without insurance will remain \$0).

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Important Vaccination Updates

For vaccine information, please see: [COVID-19 Vaccination Updates](#).

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Employees Volunteering to Work in COVID-19 Vaccine Hubs

The City is seeking volunteers from all city agencies to staff COVID-19 Vaccine Hubs. DOE employees may have already received an email from the New York City Department of Health and Mental Hygiene inviting them to volunteer and providing guidance for those interested in volunteering.

DOE employees who wish to volunteer to work in a Vaccine Hub must first have written permission from their supervisors. Those approved to volunteer will be compensated as per the appropriate collective bargaining agreement, and will also have the opportunity to be vaccinated.

While this is a City priority, when schools are in session, school-based staff should only be approved to do this work after regular work hours or on weekends. Supervisors in non-school locations may also decline to approve volunteer shifts during regular working hours if the employees requesting to volunteer are needed during that time.

DOE staff will be eligible to receive overtime or other appropriate compensation only for those hours they volunteer in a COVID-19 Vaccine Hub beyond their normal work hours. As noted above, this compensation will be in accordance with collective bargaining agreements. DOE staff who are part of the managerial pay plan are not eligible for additional compensation; however, they are eligible for managerial flex time.

The City has created emergency timesheets to allow volunteers to record their time. Volunteers must have their timesheet signed by the Vaccine Hub supervisor and then hand it in to their regular timekeeper for processing. These timesheets must be kept in the employee's file for audit purposes. [Payroll Memorandum #12](#) provides details on how to properly track time.

Thank you for your service to the City and to one another.

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Health Screenings and Temperature Checks

Daily Health Screening for Staff

In alignment with NYS Department of Health guidance, a health screening (including temperature checks) must be completed by all students, staff, and visitors before entering DOE school facilities--preferably at home. This health screening must be completed each day. School-based staff, visitors, and families cannot enter the building if they have:

1. experienced any symptoms of COVID-19, including a fever of 100.0°F or greater, a new cough, new loss of taste or smell or shortness of breath, within the past 10 days;
2. in the past 10 days, received a positive result from a COVID-19 diagnostic test (measured from the day they were tested);
3. to the best of their knowledge, in the past 10 days, been in close contact with anyone who tested positive for COVID-19.

As of April 10, asymptomatic travelers entering New York from another country, US state, or territory are no longer required to test for COVID-19 or quarantine. Any symptomatic travelers, even those fully vaccinated, must immediately self-isolate, contact their health care providers, and get tested for COVID-19.

The questions included in the health screening are subject to change. Please check the online screening tool for the most current version, available at <https://healthscreening.schools.nyc>.

DOE employees can complete the health screening in the following ways:

- **Online Health Screening Tool:** DOE employees are encouraged to use our online tool to pre-screen themselves before entering a DOE building. Upon entering the facility, you will be asked to provide the

results of your screening either by showing the email on your phone or a printout of the results. The online health screening application can be found here: <https://healthscreening.schools.nyc/>.

- **In-person Health Screening at a Building:** If DOE employees are not able to pre-screen themselves using the online tool, they will be required to complete a screening assessment in-person at all buildings. Administrators and school staff can find hard copies of the form [here](#).

The screening results are valid until midnight that day. You must show your clearance every time you reenter a DOE building. Any employee who fails their health screening will be refused entry to the building by the School Safety Agent/DOE Safety Officer.

What should an employee do if they fail the screening questionnaire?

Consistent with DOE attendance policy, the employee should notify their supervisor that they are not cleared to enter the facility. If remote work is available, the supervisor and employee should discuss the option of the employee working remotely during their absence.

If remote work is not available, the employee may use [Excused Leave at Full Pay](#), if eligible, to cover their absence. If the employee is ineligible for Excused Leave at Full Pay, the employee will need to use their CAR/sick time to cover their absence.

While the employee does not need to disclose medical information based on the failed screening alone, supervisors may request additional documentation if there are questions about the length or the circumstances of absences.

Daily School Site Temperature Checks

In addition to at home daily health screenings, schools will be instituting random temperature checks upon entry using non-touch thermometers.

- Schools will be screening people entering the building at random.
- Face coverings and gloves will be worn by designated staff taking temperatures.
- School-based staff members with a temperature of 100.0°F or higher will be directed to leave the building. The school should strongly encourage the staff member to visit a doctor and get tested for COVID-19.

*Please note that schools are prohibited to record or track staff or student temperatures or other health information.

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COVID-19 Tracking System

COVID-19 has affected New York City Department of Education (DOE) staff members across the city. In order to ensure a uniform agency-wide response, DOE will record and track COVID-19 case information for employees in a new restricted-access, secure database, the [COVID-19 Tracking System](#). Access is limited to designated administrators.

Central and District Offices

Designated administrators (executive superintendents, superintendents, chief operating officers, human resources directors) can enter data into the COVID-19 Tracking System. Administrators should enter the most recent health status and emergency contact information for the employee in the tracking system, and they should update the system if employee status changes.

Please contact your supervisor or human resources director if you need to report a COVID-19 case.

Schools

Principals and REC supervisors should call and report COVID-19 cases (including emergency contact information and staff supervisor) to the Emergency Information Center (EIC) at (718) 935-3210. EIC will enter that information in the COVID-19 Tracking System. The EIC also will create a report on the Online Occurrence Reporting System (OORS).

For more information, [visit the InfoHub](#). If you have questions, please email stayinghealthy@schools.nyc.gov.

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Absences and Leaves Due to COVID-19

Please see the following article for information: [Absences and Leaves Due to COVID-19](#).

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'New York State of Health' Health Insurance

If you, or any New York State resident, lose your health insurance coverage as a result of the COVID-19 outbreak, you may be eligible for health insurance coverage through 'New York State of Health'.

Please see the attachment entitled 'NY State of Health Letter to Families' at the bottom of this page for more information.

If you have further questions, you should reach out to New York State of Health Marketplace at (518) 486-9102 or email NYSOH@health.ny.gov.

[Visit the New York State of Health website](#).

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45 Day Extension for Health Benefits Program For Dependents

Eligible dependents of City employees that passed away due to COVID-19 may continue to receive City health benefits coverage for 45-days from the date of death of the City employee. Dependents will receive a letter in the mail notifying them of this, along with a 45-Day Extension of Health Benefits Form. A copy of this form is available at the bottom of this page.

The 45-Day Extension of Health Benefits Form can be submitted directly by the eligible dependent. The completed form, along with a copy of the death certificate, as well as a positive COVID-19 test result if the death certificate does not list COVID-19 as cause of death, must be submitted via secure e-mail to <https://nycemployeebenefits.leapfile.net>.

Upon receipt, the Health Benefits Program will process the request and notify the health insurance carrier of the 45-day health benefits coverage extension for the deceased City employee's dependent(s). The Health Benefits Program will also send a confirmation letter to the eligible dependent(s) advising them that their coverage has been extended along with information on available COBRA coverage options, which can be purchased after the 45-day extension period ends. If COBRA has already been purchased, the COBRA coverage will start on day 46 after City coverage ends. Any COBRA payments which may have previously been paid will be refunded.

For more information, eligible dependents may visit the [Health Benefits Program website](#) or call Valerie Berry, NYC Health Benefits Representative, at 212-306-7342.

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Extension of 30-day Period to Request to Add/Drop Dependents Following Qualifying Event

On May 4, 2020 the Employee Benefits Security Administration ("EBSA") in the Department of Labor ("DOL") and the Internal Revenue Service ("IRS") issued a Joint Notice providing new guidance on delays due to COVID-19 affecting all health and retirement plans, with implications for governmental plans. The Joint Notice designates a period of time, called the "Outbreak Period," that begins on March 1, 2020 and ends 60 days after the announced date of the end of national emergency related to COVID-19 or such other date announced by EBSA and IRS. Thus, the end date of the period is currently unknown.

As a result, the 30 day period to request to add/drop dependents has been extended for changes in family status. Employees should report all changes in family status no later than 30 days after the end of the Outbreak Period.

Changes include adding a dependent due to marriage, domestic partnership, birth or adoption of a child, and to drop dependents due to death, divorce, termination of domestic partnership, or a child reaching an ineligible age.

For more information visit the [website of the Office of Labor Relations](#).

For more information see:

[Enrolling or Changing Health Benefits - Qualifying Life Events \(6631\)](#)
[Health Benefits Overview \(9086\)](#)

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Resources for Staff Wellness

Employee Assistance Program:

NYCDOE employees and their family members are eligible for benefits provided by the New York City Employee Assistance Program (NYC EAP), which offers education, information, counseling and individualized referrals to assist with a wide range of personal and social problems, including issues related to the Coronavirus Pandemic. These services are free, voluntary, and confidential.

The NYC EAP is currently offering all services remotely and have extended their hours: 8am – 11pm, Monday through Friday.

For information about NYC EAP, please see: [Employee Assistance Program \(EAP\)](#) (6630).

Hotlines:

- NYC Well – 1-888-NYC-WELL
- National Suicide Prevention Lifeline - 1-800-273-8255

Calmcast App for DOE

- Download from app store
- Sign in with any username of your choice and school code (DBN)

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More Information

["COVID-19 Timekeeping Frequently Asked Questions"](#) - A helpful FAQ about timekeeping and other COVID-19 information. This attachment is located at the bottom of this page.

For more information and regular updates, visit the following sites:

[Coronavirus Updates on the DOE Website](#)

[Coronavirus Communications on the DOE Infohub](#)

[Coronavirus Page on the Department of Health's website](#)

[COVID-19 School Health Policy on the InfoHub](#)

For information on COVID-19 testing, tracing, and how to safely quarantine, visit the New York City Test & Trace Corps website at [testandtrace.nyc](https://testandtrace.nyc.gov).

If you have any concerns regarding non-compliance, COVID-19 safety issues, supply issues, or other COVID concerns, please e-mail stayinghealthy@schools.nyc.gov.