ABSENCES & TIMEKEEPING RELATED TO CORONAVIRUS
WHAT IF I START FEELING SICK AT HOME?

• Stay home and call your doctor if you have symptoms like coughing, shortness of breath, fever or sore throat.

• If you do not feel better in 24-48 hours, seek care from your doctor.

• Avoid going out in public.

• Do not go to school or to work until you have been fever-free for at least 72 hours.
WHAT IF I START TO FEEL SICK AT WORK?

• If you are at work and begin to feel sick, you should go home.

• If you have a fever, cough or shortness of breath, speak with the medical professional in your school & call your doctor.
WHAT IF THERE IS A CONFIRMED CASE OF COVID-19 AT MY SCHOOL OR OFFICE?

• If the NYC Department of Health and Mental Hygiene (DOHMH) determines that there is a need for investigation, closure, or other action at your work location, a state order says you must immediately be notified.

• The school must be closed for at least 24 hours, while the school is cleaned and DOHMH investigates to determine if a longer closure is necessary.

• The days will not count against you. You will be paid for those days, and there will be no deduction from your CAR.
TIMEKEEPING SCENARIOS

Secretaries have been told that they must now enter timekeeping on a daily basis (rather than waiting until the end of the week for example).

Days will be coded as non-attendance (paid, no deduction from CAR, sick leave or annual leave) for anyone who:

• Works in a school that has been closed.
• Has a confirmed case of COVID-19.
• Has been required to self-isolate or quarantine.
• Is symptomatic and under investigation for COVID-19 and has been directed to be absent by a medical authority.
• Has been in close contact (within 6 feet for a prolonged period of time) with a person who has a confirmed case.
• Has recently returned from China, Japan, Italy, South Korea or Iran.
WHAT IF I AM PREGNANT, OR I HAVE AN UNDERLYING CHRONIC CONDITION THAT LEAVES ME MORE SUSCEPTIBLE TO VIRUSES?

• Contact COVIDtimekeeping@schools.nyc.gov or speak with your supervisor to explore possible accommodations.

• DOE is working on a protocol for expedited approval of medical accommodation requests.

• Whether you report to work or not is between you and your doctor. We are still working on what that means for timekeeping if you are absent.

• More information to come.
WHAT IF MY OWN CHILD’S SCHOOL IS CLOSED AS A RESULT OF COVID-19?

• We are generally only able to use 3 CAR days in order to care for a sick family member.

• In this scenario, however, you could take a reasonable number of days from your CAR to care for your child while their school is closed.

• We continue to work with various authorities in the attempt to make these days non-attendance as well.
WHAT IF MY FAMILY MEMBER IS SICK WITH COVID-19?

• If your family member is a confirmed case, then you have had direct contact with a confirmed case, and your days will be coded as non-attendance.

• If your family member is under investigation, self monitoring or quarantine for COVID-19, you will be able to use CAR or sick days over the existing limit of three such days per year.
WHAT IF I AM TOLD THAT I HAVE TO BE TESTED?

• DOE staff who are determined by DOHMH to “present an imminent threat to public health” can be ordered by the NYC Health Commissioner to quarantine or be tested.

• DOE employees cannot refuse this.
CAN I BE DISCIPLINED FOR BEING ABSENT AT THIS TIME?

• During the COVID-19 outbreak period an employee’s absence related to their own health or for the care of a family member shall not be deemed excessive or used as the basis for discipline.
WHAT KIND OF DOCUMENTATION DO I HAVE TO PROVIDE FOR ABSENCES?

• You don’t need to provide documentation now, but you may need to later.

• When using CAR or sick days during the COVID-19 outbreak period, rules regarding the need to provide documentation will be relaxed.

• You can self-certify the reason for such absences, without the need to provide documentation.

• Supervisors can follow up later to request documentation regarding the reasonableness of time taken or other concerns.
I’VE EXHAUSTED MY CAR, AND I AM NOT IN A NON-ATTENDANCE SCENARIO. WHAT DO I DO?

• All employees who exhaust their CAR can now borrow up to 30 CAR days for COVID-19 related scenarios. This includes, and is not in addition to, the 20 that pedagogues could already borrow, or the 10 that paraprofessionals and administrative employees could already borrow.

• Similar to an extended Grace Period, a unique timekeeping code is being created that applies to all UFT titles and will:
  • Allow people to remain absent once days are exhausted.
  • Maintain benefits
  • Keep accruing seniority
  • Get paid for holidays and weekends. 10 month employees will continue to earn vacation pay.
LEARNING CONTINUUM

• We are working with the Department of Education to put a plan in place that ensures continuity of learning.