What to do if a consultant/contractor is sick

Protect yourself from COVID-19 and stop the spread of germs.
Simple steps help stop the spread of COVID-19 and other viruses:

- Wash your hands often with soap and water for at least 20 seconds, especially before eating.
- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick. Tell your supervisor immediately.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

Stay up to date by visiting www.ny.gov/coronavirus

Contractor/Consultant COVID-19 health hotline:
(877) 377-7059
Symptoms to look out for include fever, cough, shortness of breath and a lost sense of smell/taste

C/C employee does not exhibit the symptoms of COVID-19
- C/C employee goes on sick leave, per standard company protocol

C/C employee exhibits the symptoms of COVID-19
- C/C employee:
  - Goes home
  - Informs their supervisor
  - Calls Contractor/Consultant Hotline
  - Seeks medical care
  - Gets tested for COVID-19

Hotline:
- Calls C&D Duty Officer
- Emails specified agency personnel

Duty officer:
- Coordinates with relevant project staff to ensure appropriate actions for the project are taken
- Contacts Hotline to close out the call

C/C employee tests negative
- C/C employee:
  - Returns to work or goes on sick leave, per standard company protocol
  - Calls the C/C Hotline, which informs the supervising agency/department

C/C employee is not able to get tested, or is awaiting test results
- C/C employee:
  - Stays out of work until at least 3 days past recovery and at least 7 days past first symptoms, and until cleared by their employer to return to work

C/C employee tests positive
- C/C employee:
  - Goes/stays home
  - Seeks medical care
  - Informs their supervisor
  - Calls the C/C Hotline, which informs the supervising agency/department
  - Stays out of work for 14 days from the date of last positive diagnosis and until cleared by their employer to return to work

Consultant/Contractor company:
- Clears and disinfects the workspace of their sick employee, per the company's safety plan (workers may reenter the area once cleaned)
- Coordinates with duty officer to decide if others on site should be quarantined before COVID is confirmed.
- Considerations include length and proximity of interaction, indoor or outdoor exposure, and pre-existing health conditions.

Consultant/Contractor company:
- Quarantines all employees whose workspace is within 6 ft. of the sick employee, and those with prolonged close contact (>10 min) for 14 days
- Continues advancing the project to the maximum extent possible
What to do if a consultant/contractor had contact with an individual with confirmed COVID-19

Contact was indirect and employee is asymptomatic

- No further action is taken

Contact was close and prolonged (e.g. spouse, caregiver, coworker)

C/C employee:
- Goes home
- Informs their supervisor
- Calls the C/C Hotline, which informs the supervising agency/department
- Monitors themselves for symptoms over a 14-day period

C/C employee develops symptoms

C/C employee follows protocol for C/C employees who exhibit symptoms of COVID-19 (see opposite page)

C/C employee is still asymptomatic at the end of the 14-day monitoring period

C/C employee:
- Returns to work
- Calls the C/C Hotline, which informs the supervising agency/department

Other scenarios for contractors/consultants

If C/C employee has recently traveled to a Level 2 or Level 3 country as designated by the CDC (including layovers)

C/C employee:
- Calls the C/C Hotline and provides the details of their travel, including their return date to U.S.
- Monitors themselves for symptoms over a 14-day period
- Remains out of work for 14 days from day of return even if not designated to quarantine by a U.S. official

If C/C employee was directed to quarantine by Federal/State/Local Authorities

C/C employee:
- Calls the C/C Hotline and provide the details of the their quarantine
- Remains out of work for the duration of the quarantine, or until they are symptom-free for 14 days, whichever is later

If C/C employee was in close contact with someone ordered to quarantine, but that person had no symptoms

C/C employee:
- Continues to go to work
- Monitors themselves for symptoms over a 14-day period

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