



## Advocates Mentors: COVID-19 Work Guidance

Effective 4/1/21 - Revisions are highlighted

Advocates COVID-19 Work Guidance is an agency safety measure intended to reduce the spread of COVID-19 in our community while prioritizing the health and safety of the people and families that we support and our employees. This is adapted for the Advocates workforce from guidance issued by OPWDD on 1/22/21 and Department of Health's updated recommendations.

### Definitions:

Fully Vaccinated – At least 2 weeks from the date of the final dose of the COVID-19 vaccine. **For employees to be considered “fully vaccinated”, proof of vaccination must be on file with Advocates Human Resources** (Image of employee's vaccination card can be submitted to HR via [hrsecure@advocatesincorporated.org](mailto:hrsecure@advocatesincorporated.org) or via postal mail).

Confirmed/Positive – Person has tested positive for COVID-19 within the last 10 days.

Direct Exposure – Person has been directly exposed to someone else who has tested positive within the last 10 days.

## Advocates Mentors: COVID-19 Work Guidance

### If Mentor has tested positive for COVID-19:

- Advocates prohibits any Mentor who has tested positive for COVID-19 from working until they are cleared to return to work by a healthcare professional/authority.

### If an individual receiving services has tested positive for COVID-19:

- Advocates will work with the Care Manager and Planning Team to implement the individual's emergency back-up plan to suspend in-person Advocates' services until they are cleared by a healthcare professional/authority.

### If Mentor has a direct exposure to someone who has tested positive for COVID-19:

- Any mentor who has been directly exposed to a confirmed case of COVID-19 will be prohibited from working for 10 days from the date of her/his last direct exposure to the COVID-19 positive person.

Exception:

If Mentor is instructed in writing by **Department of Health** that they are not required to quarantine due to being fully vaccinated **AND** proof of vaccination is on file with Advocates' Human Resources, then they are permitted to continue to provide services.

**If an individual receiving services has a direct exposure to someone who has tested positive for COVID-19:**

- Advocates will work with the Care Manager and Planning Team of any individual directly exposed to a confirmed case of COVID-19 to implement their emergency back-up plan to suspend in-person Advocates' services for 10 days from the date of his/her last direct exposure to the COVID-19 positive person.

Exception:

If individual receiving services is instructed in writing by **Department of Health** that they are not required to quarantine due to being fully vaccinated, services may continue as scheduled.

All Mentors, individuals and families/designees will be informed when someone they work with has been directly exposed to confirmed case of COVID-19 so that each may make an informed decision about continuing to provide or receive services.

**Travel:**

Effective April 1, 2021

Per NY State Department of Health:

Domestic travelers will no longer be required to quarantine after entering New York from another U.S. State or U.S. Territory starting April 1st. While no longer required, the NYS Department of Health still recommends quarantine after domestic travel as an added precaution. Mandatory quarantine remains in effect for international travelers. All travelers must continue to fill out the [Traveler Health Form](#). Individuals should continue strict adherence to all safety guidelines to stop the spread - wearing masks, socially distancing and avoiding gatherings.

**Please contact Human Resources at (315) 802-3117 or [hr@advocatesincorporated.org](mailto:hr@advocatesincorporated.org) with any questions on Advocates COVID-19 Safety Measures.**

Adapted for the Advocates' workforce from OPWDD and Department of Health guidance