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:

- Cover your nose and mouth with a mask or face covering when appropriate
- 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, chills, muscle pain, headache, diarrhea, nausea or vomiting, fatigue, sore throat and loss of sense of smell or 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 tests negative

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

C/C employee:  
- Calls Contractor/Consultant Hotline  
- Seeks medical care  
- Gets tested for COVID-19 (RT-PCR only)

Consultant/Contractor company:  
- Cleans and disinfects the workspace of their sick employee, per the company’s safety plan (waiting 24 hours, if possible)  
- Coordinates with duty officer to decide if others on site should be quarantined. Considerations include length and proximity of interaction, indoor or outdoor exposure, and pre-existing health conditions.  
- Informs local health department and NYSDOH

C/C employee exhibits the symptoms of COVID-19

Hotline:  
- Calls and emails specified agency personnel  
- Coordinates with relevant project staff to ensure appropriate actions for the project are taken

C/C employee:  
- Goes home  
- Informs their supervisor  
- Calls Contractor/Consultant Hotline

C/C employee tests positive or is awaiting test results

C/C employee:  
- Calls the C/C Hotline w/ test results, which informs the supervising agency/department  
- Self-isolates for 10 days from the date of the positive test or the onset of symptoms whichever is longer, is fever-free for 72 hours, and until cleared by their employer to return to work

Consultant/Contractor company:  
- Informs local health department and NYSDOH  
- Continues advancing the project to the maximum extent possible  
- Consult opposite page for further contact guidance
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:
    - Informs their supervisor
    - Calls the C/C Hotline, which informs the supervising agency/department
    - Self-isolate for 10 days

- 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 10-day isolation period
  - No further action is taken

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Other scenarios for contractors/consultants

If C/C employee has recently visited a non-contiguous state or Level 2, 3, or 4 country as designated by the CDC:
- C/C employee:
  - Calls the C/C Hotline and provides the details of their travel, including their return date to NYS.
  - Monitors themselves for symptoms
  - If able to work from home, self-isolate for 14 days from day of return
  - If unable to work from home, get tested on day 4 (RT-PCR only)

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 their quarantine
  - Remains out of work for the duration of the quarantine, or until they are symptom-free for 10 days, whichever is later

*C/C essential workers:
- Isolate for 4 days
- Obtain COVID test on day 4 (RT-PCR only)
- Return to work only if results are negative
- Wear a mask and continue to monitor for 7 days