



October 19, 2021

As rules evolve regarding sick leave policies and COVID-19, effective today, Oct. 19, 2021, SHORE UP! is modifying its sick leave policy regarding employees who are in quarantine or isolation due to the pandemic. **Please note that this policy does not replace the agency's other COVID policies on quarantine and isolation, international travel, proof of vaccination/COVID testing or revised mask guidance.**

This modification is a direct result of the end of the Families First Coronavirus Response Act, which afforded employees, for specified reasons related to COVID-19, two weeks of paid sick leave at their regular rate of pay. It is also necessary as we have begun to phase out telework and as some facilities, such as Head Start and Early Head Start centers, begin to reopen. While wearing masks, vaccinations and weekly testing are our front lines of defense against the pandemic, exposure could still occur, and SHORE UP! would like to be as fair as possible regarding leave.

The Human Resources Department currently utilizes contact tracing to help identify times and places in which employees have been exposed to an infected person. If an employee is believed to have contracted COVID-19 or has been exposed to the virus **in the workplace**, he/she must take a COVID test **at least three days** after exposure to the virus. If the test is positive, the employee will receive their regular rate of pay for the designated days of quarantine or isolation required by SHORE UP! **If the test result is negative, the employee must return to work in accordance with our quarantine and isolation policy dated Sept. 2, 2021. He/she will still receive their regular rate of pay for the designated days of quarantine or isolation. The employee will also receive their regular rate of pay for the number of days they waited to obtain the negative test result.**

If contact tracing indicates that a staff member contracted COVID-19 or was exposed **external** to SHORE UP!, the employee must use their sick or annual leave.

As soon as you believe you have been exposed to COVID-19, contact Human Resources immediately. For any additional questions regarding the modified sick leave policy, please also contact Human Resources. **A copy of all COVID policies and procedures are on the employee portal at www.shoreup.org.**

Sincerely,

Freddy L. Mitchell, Executive Director

Self-Help On Rural Economics and Urban Problems

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