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### Memorandum

**To:** ESBOCES Employee  
**From:** Chris Cook  
**Date:** January 20, 2022  
**Re:** COVID-19 – Steps related to Positive Tests, Close Contact, COVID-Leave Requests

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**If you have a positive test on an at home test,** you must:

- Contact your supervisor
- Assure the Suffolk County Department of Health is notified:
  - If test conducted by medical provider, the provider reports your result to local Dept. of Health
  - If you conducted a self-test, report the positive case to your local Dept. of Health via the link:
    - <https://suffolkcountyny.force.com/public/request/DOHSCVHOMETEST/details>

**If you are deemed a close contact:**

- Contact your supervisor

**If you are a positive case or you are a close contact:**

- Isolate/Quarantine in accordance with the Suffolk DoH guidance and/or as directed by ESBOCES
- Enter your absence per usual as sick time
  - For units using AESOP, please continue to update AESOP each day
  - For units that do not use AESOP, contact your supervisor and communicate accordingly

**If you are seeking to use NYS COVID leave, please do the following:**

- Go to this link and complete the appropriate request for release letter:
  - <https://health.suffolkcountyny.gov/covidreleaseletters/Release.aspx>
- Please forward/email a copy of the form to [HRCOVIDRequests@ESBOCES.org](mailto:HRCOVIDRequests@ESBOCES.org):
  - In the subject, please write: Your Name – COVID Leave Request
  - In the body of the email, please briefly describe the conditions that led your leave request

**If you are included in our protocol to comply with NYS's Weekly COVID-Testing Mandate:**

- Complete testing with OnSite as soon as possible each week and upload accordingly
  - You must download the new OnSite App:
    - **Apple:** <https://apps.apple.com/us/app/onsite-health/id1576221444>
    - **Android:** <https://play.google.com/store/apps/details?id=com.geniemd.onSite>
  - Or you must upload information via the hyperlink below:
    - <https://www.geniemd.net/apps/patient/#!/100787/intro?appName=onsiteMaster>

**OR**

- Complete testing off-site under supervision of medical provider and upload to SchoolFront.com

**Important note:** At this time, the rapid home test does not take the place of the mandated weekly testing that staff involved in that protocol must complete. As always, use the following email to communicate about testing mandate: [HRCOVIDTESTING@esboces.org](mailto:HRCOVIDTESTING@esboces.org)

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Should you have additional questions not covered here, first reference this *What If* document:  
<https://www.esboces.org/whatifscenarios>

If you have questions beyond those answered please email: [COVID-Qs@esboces.org](mailto:COVID-Qs@esboces.org)