What is the process to receive COVID Pay?

1. Notify your supervisor that you are going to be out of work.
2. Follow the normal process for reporting your absence. Your supervisor will put illness or unpaid illness on your timecard as the absence will be assumed to be illness initially.
3. Get tested for COVID:
    a. If you have never used COVID pay before, you can use a home test.
    b. If you have used COVID pay before, you will need to have a positive test from a lab or a note from your doctor that you are positive for COVID.
4. Complete the NYS COVID Attestation form. You can also scan the QR code to the right once you have returned to work.
5. If your absence is 4 or more working days, you must submit a Certificate of Personal Illness (CPI). You can use the CPI form OR you can submit a note from your doctor as long as it states you were unable to work due to your own COVID infection and subsequent symptoms and includes the date you are cleared to return to work. If you were out less than 4 days – you can skip this step.
    a. Please note this requirement for a CPI for 4 absences or more is required for instances of COVID only and applies to all staff and in all unions. For non-COVID illness absences, refer to your union contract for requirements.
6. Email benefits@rcsdk12.org or fax 585-295-2614 the positive test, completed attestation form, and the CPI if you were out 4 or more days.

Where can I go for a COVID Test if I cannot submit a Home Test for COVID pay?

If you need a COVID test to qualify for COVID pay, you will need to find a testing site that is convenient for you. You can click one of the links below for information about testing options. Alternatively, you can consult your doctor for recommendations.

Walgreens   CVS Testing   CDC Not Cost Testing Search

If I have COVID – How long do I remain home?

You should stay home while you are sick. Specifically, you are permitted to return to work when both items below are true:

- You are fever free for 24 hours without medication **AND**
- Any symptoms you have are improving

Example 1: if you tested because you have family members in your house who are sick and you tested positive but are not sick yourself. You DO NOT have to isolate – we ask that you wear a mask for 10 days while at school.

Example 2: You are not feeling well and test Monday evening and it comes back positive for COVID. On Tuesday you stay home because you have a fever, have a cough, and chills. Tuesday night, you check your temperature before you go to bed and it is back to normal (98.6F). You should remain home Wednesday because you need to be fever free for 24 hours before returning to work.

Example 3: You do not have a fever but have had a cough for 2 days. You test for COVID on Wednesday before you come into work, and it comes back positive. While you never had a fever, you have a cough until Friday afternoon. You would remain home through Friday because your COVID Symptom did not improve until Friday.

How many times can I be paid NYS COVID Pay?

New York State allows for a person to be paid up to 3 times per person. Each instance does not have to be a minimum number of days. If you feel you may only be out one or two days and do not want to use one of your 3 instances for that, you are not required to submit for COVID pay and can use your personal illness days. But any use of COVID, regardless of the number of days, will be considered one of your 3 instances.

Do I still have to wear a mask?

While masking is no longer required, it is strongly encouraged, especially if you are experiencing minor symptoms. Please wear a tight-fitting mask while you are unwell and for 10 days after recovery to protect yourself and others.

Do I get COVID pay when I stay home with a Child who has COVID?

No, NYS Paid COVID Leave only covers employees who are ill with COVID. If you need to care for a sick family member, you may use family illness days or personal illness days as per your union contract.

Is there a timeline for submitting requests for COVID pay?

Yes, New York State requires that requests for COVID Pay to be submitted within 30 days. Any requests received more than 30 days after your first absence, may not be honored. You will be able to use Illness time for your absence, you just may not receive the COVID pay if the required paperwork is not submitted timely.