



Welcome Back

A Recall Guide for
Clifton Springs YMCA Employees



The “New Normal”

As we return to work and begin this “new normal” in our workplace, we understand that many employees are concerned about safety as well as the changes to Association policies and procedures that we have implemented. We want every employee to be assured that we are taking your concerns and your well-being seriously.

What we are doing:

- All employees and visitors entering our buildings will be screened for COVID-19 symptoms and possible exposure.
- Common areas and frequently touched surfaces are being cleaned daily. Cleaning supplies will be available, and employees are required to clean and disinfect workspaces throughout the workday.
- Hand sanitizer is provided throughout the building.
- Posters are displayed with reminders on how to prevent the spread of germs.
- Business hours and our program menu have been modified to allow for staggered work shifts to reduce the number of people in the building at one time.
- Workspace layouts and seating arrangements are revised to allow for social distancing.
- Meeting rooms, break rooms and other communal areas have reduced seating and capacity limits.
- Business travel remains restricted to essential travel only.





What you can do:

- Stay home or go home if you are sick.
- Maintain social distancing practices in the workplace.
- Follow cleaning product instructions when cleaning your work areas.
- Wash your hands frequently or use hand sanitizer
- Cover your nose and mouth when sneezing or coughing.
- Avoid touching your face.
- Wear the face-covering provided to you.
- Replace handshakes with head nods and waves.
- Avoid using other employees' phones, desks, offices or other work tools and equipment, when possible.
- Talk to your manager if you have concerns specific to your circumstances, such as a health condition that places you or someone in your household at high risk.
- Follow all company policies and practices.
- Be kind. Understand that this is a stressful time for everyone, and an extra bit of kindness right now can go a long way.





Is it safe to return to work?

We are taking every precaution to ensure our workplace is safe. We are following federal health and safety guidelines as well as guidance from our state and local governments. We are implementing practices such as employee health screenings and social distancing practices to keep our workplace healthy.

Do I have to answer medical questions when reporting to work?

All employees and visitors will be required to answer questions regarding COVID-19 symptoms when entering the building. Individuals who refuse to answer health screening questions will not be permitted entry into the building. Employees will be marked with an unexcused absence in these circumstances and may be subject to disciplinary action.



What should I do if I feel sick?

Employees who feel ill should notify their manager per the attendance policy and not report to work. If you are already at work and begin feeling sick, you should notify your manager and go home immediately. Benefit eligible employees can utilize paid-time-off and/or other paid leave that may be available. Contact human resources for more information on available paid time off.

How will positive cases of COVID-19 be handled in the workplace?

Despite all precautionary measures, there is always a risk of workplace exposure to communicable diseases. Should an employee contract COVID-19 and expose others in our workplace, we will immediately inform all employees of the possible exposure. CDC and Department of Health guidelines will be followed and employees will be instructed on how to proceed. A thorough cleaning and disinfection of the workspace used by the infected individual will be conducted.

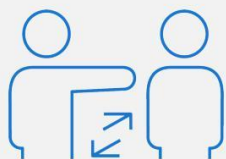


Do I have to wear a mask at work?

The health and safety of employees is our highest priority. Until further notice, employees will wear a mask or cloth face-covering that covers his or her mouth and nose while at work.

A mask will be issued to you before you begin working.

When you receive your mask, we will provide instructions on how to wear, clean and dispose of it.



Will we continue to have in-person meetings?

In order to promote social distancing in the workplace, some meetings will need to be restructured. You may be asked to attend an in-person meeting with limited attendees in a space that is large enough to allow for distancing between participants. In addition, some meetings will include a virtual option for employees to participate from their personal workspace. The meeting organizer and your manager can provide you with guidance specific to your role.



YMCA

Recall Procedures

Our YMCA Recall Procedures explain the method and procedures used as we prepare to recall staff who have been laid off.

We understand that many of you have questions about this process. The information in this guide is intended to answer some commonly asked questions. Your manager will be able to answer most specific questions at the time of your recall.



Recall Procedures:

- Employees who have been laid off will be maintained on a recall list for until at least the end of this year, or until management determines the layoff is permanent, whichever occurs first. Removal from the recall list terminates all job privileges the employee may have. While on the recall list, employees shall inform the human resources (HR) department if they become unavailable for recall. Employees who do not keep a current home address and phone number on record with the HR department will lose their recall rights.
- Employees will be recalled according to the needs of Clifton Springs YMCA by job function and length of service. Notice of recall will be sent by email (with delivery request and read receipt). If a personal email address is not available, the notice of recall will be sent by registered mail, return receipt requested, to the employee's home address on record. Unless an employee responds to the recall notice within seven days following receipt of the notice or its attempted delivery, the employee's name will be removed from the recall list and the employee will no longer have any job privileges with YMCA
- In the event that changes to job descriptions are necessary based on business needs, employees may not be recalled to the same position they had prior to layoff. The employee's rate of pay would be commensurate with the recalled position.
- Failure to return to work upon recall will be considered refusal of recall and abandonment of the employee's position as of that date, unless the reason for refusal qualifies for a leave of absence in compliance with YMCA policy and/or Federal and New York State leave laws.
- If the employee is not immediately available but intends to return to work and does not meet the eligibility requirements for a leave of absence, they may request a voluntary bypass on the recall list. This is a one-time option. Failure to return to work upon second notice of recall would be considered refusal of recall and abandonment of the employee's position.

Clifton Springs YMCA Employee Recall Guide



Recall Procedures: Frequently Asked Questions

Will all staff be recalled at the same time?

The Y's REOPENING PLAN will be used to identify the positions needed for each stage of reopening. Positions will be added as member usage and program enrollment increases.

How will I be notified of the recall?

You will receive a phone call from management explaining that work is available. A Notice of Recall will be emailed to you or mailed to your home if a personal email is not available. You must indicate whether you accept or decline the recall, sign, and return the notice as directed.

Will full-time staff be recalled first?

Not necessarily. Staffing plans are created based on the hours of operation and needs of the organization.

Will I have the same schedule as before the layoff?

It may not be possible to assign the same schedule that you had prior to layoff. Hours of operation, program enrollment and member usage will determine staff schedules.

What if I do not want to work the schedule that was offered?

Employers are not required to provide the same schedule upon recall.



Recall Procedures: Frequently Asked Questions

What will happen if I decline the recall?

It will depend on the reason the employee notes on the notice of recall. Determinations are made on a case-by-case basis.

Will I lose my Unemployment Insurance Benefits if I refuse to return to work upon recall?

In most cases, yes, but ultimately it will be up to NYS to decide on a case-by-case basis. When the Y recalls an employee to work, we must notify the NYS UI Division of the offer of work made to that individual. In general, this would stop the eligibility of benefits based on work not being available due to COVID-19.

Answers to most questions may be found within the NYS Unemployment Insurance Claimant's Handbook, which can be found on the Staff Resource Page.

Will I be required to complete personnel paperwork and training before I begin to work?

Yes. You will be required to complete personnel paperwork, including tax forms, I-9, job description, etc.

Mandatory training will include orientation, and recertification training (PPB, Haz Comm, and Combating Sexual Harassment in the Workplace). In-service training will be conducted by department.



We are looking forward to seeing you!

Please speak with your manager or supervisor about any additional questions you may have.