



Signature for Receipt and Acceptance of  
**COVID-19 HEALTH & SAFETY  
AGREEMENT**  
Issue Date: January 2023

I, \_\_\_\_\_ have read, understand and agree to abide by all of the  
Employee Full Name (Printed)  
conditions stated in the COVID-19 Health & Safety Agreement set forth by Maspeth Town Hall,  
Inc.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## COVID-19 HEALTH & SAFETY AGREEMENT

Issue Date: January 2023

As a Maspeth Town Hall, Inc. (“MTH”) employee, I agree to the following conditions:

- Provide proof of at least one dose of the COVID-19 vaccine upon hire and proof of full vaccination within 45 days thereafter.
  - Only FDA-authorized and WHO-approved vaccines will be accepted. Currently, FDA-authorized vaccines include the Pfizer, Moderna, and Johnson & Johnson vaccines.
  - Proof of vaccination includes an official CDC card, Excelsior Pass issued by the State of New York, or the NYC COVID SAFE app.
  - Consent to weekly testing if employment begins in between the first and second dose of the vaccine. Only PCR tests and rapid PCR tests are accepted forms of testing and must be done at the end of each work week (after Friday 6:00pm) and results must be submitted at the start of each work week (by Monday 1:00pm) to the MTH main office until proof of full vaccination has been submitted.
  - Failure to submit results by the deadline will result in suspension.
- If working at a school site, complete the required online DOE Health Screening prior to arrival to site on the days work is scheduled.
  - <https://healthscreening.schools.nyc>
- Temperature checks upon arrival to site on the days work is scheduled.
- Understand that it is required that you keep a face covering on at all times when entering the Maspeth Town Hall main office. A face covering should always cover the nose, mouth, and chin without any gaps. Disposable masks are available upon entry into the building if you do not have one on you. Disposable masks should be discarded after one use. Cloth masks should be washed daily.
- Understand that it is highly recommended that you keep a face covering on at all times when entering your assigned school site.
- Remain in compliance with social distancing rules, such as keeping a 6-foot distance from members of other cohorts and groups.
- Immediately notify your supervisor if any of the following occurs:
  - Receive a positive result from a COVID-19 test. See below for additional instructions.
  - The following symptoms appear: Fever of 100.4 F or Chills, Cough, Shortness of Breath or Difficulty Breathing, Fatigue, Muscle or Body

Aches, Headache, New Loss of Taste or Smell, Sore Throat, Congestion or Runny Nose, Nausea or Vomiting, and/or Diarrhea.

- Recent close contact (within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period) has occurred with an individual who is exhibiting COVID-19 symptoms or has tested positive.
- If fully vaccinated (2 weeks after the second dose of a 2-dose series, or 2 weeks after a single-dose vaccine) after exposure to COVID-19, immediate quarantine is not required if no symptoms appear. But, consent to a COVID-19 test 5 days after any symptoms listed above have appeared, or 5 days after close contact has occurred, even if symptoms have not developed.
  - Only PCR tests performed under a healthcare provider's care are accepted forms of testing.
- Understand that when taking a COVID-19 test, a negative result may return to work; a positive test result should not report to work until all of the following conditions are met:
  - It has been at least 5 days since symptoms have appeared (10 days if symptoms were severe or a weakened immune system was compromised).
  - No fever for at least 24 hours without the use of a fever reducer.
  - Other respiratory symptoms (cough, shortness of breath) have improved.
- If you test positive for COVID-19, you will be required to quarantine for a minimum of 5 days after the day you complete a test. You will be paid for quarantining during these 5 days on any day you were scheduled to work for the number of hours you were scheduled to work. Additional days of quarantine after the 5 days are voluntary and will be unpaid. However, any sick hours that have been accumulated may be used during this period. Please follow the required steps below once you receive a positive test:
  - Notify your supervisor right away by emailing a copy of your positive test result to your supervisor. Only PCR tests performed under a healthcare professional's care are accepted forms of testing.
  - Your test results must be either an official lab report or indicated on your healthcare provider's letterhead. In addition to your results, it must also include your full name and the sample collection date.
- Understand that the most up-to-date version of this document can be found on the online staff bulletin board at [www.maspethtownhall.org/staffbulletin](http://www.maspethtownhall.org/staffbulletin), or upon request to the MTH main office.
- Understand that protocols and requirements as an MTH employee are subject to change as the COVID-19 pandemic evolves and agree to any new regulations that may arise during the fiscal year.