



**Kenmore-Town of Tonawanda  
Union Free School District**

1500 Colvin Blvd., Buffalo, NY 14223, (716) 874-8400

MEMORANDUM

**TO:** District Employees  
**FROM:** Human Resources Department  
**DATE:** April 18, 2024  
**RE:** **COVID-19 Guidance and Paid Leave Update**

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In March, [CDC](#) and [NYS Department of Health](#) issued guidance updating recommendations for COVID-19, as well as other common respiratory viruses such as flu and RSV. Recommendations for staying home and returning to normal activities are now based on an individual's symptoms rather than a specific isolation period.

Consistent with the updated guidance, if you test positive for COVID-19 or another respiratory virus but do not have symptoms, you may report to work.

If you are experiencing respiratory virus symptoms (e.g. fever, chills, fatigue, cough, runny nose, headache) it is recommended that you stay home and away from others, and only resume normal activities when, for at least 24 hours, both of the following are true:

1. Your symptoms are improving, meaning you are starting to feel better overall, and
2. You are fever free without needing fever-reducing medication.

**Beginning Monday April 29, 2024**, the following updated procedures will apply to request NYS COVID-19 Paid Sick Leave:

1. Follow regular absence notification processes and sick leave/PTO entry each day you are absent due to symptoms of COVID-19 (leave accruals will be reimbursed if you receive paid COVID-19 leave);
2. Obtain a laboratory test or documentation from a licensed medical provider attesting that you tested positive for COVID-19 (note: home tests will not be accepted);
3. Complete the "NYS COVID-19 Paid Sick Leave Form effective 4.29.24" available on the [HR webpage](#); and
4. Upon your return to work, email documentation of your positive test and your completed form to [human\\_resources@ktufsd.org](mailto:human_resources@ktufsd.org).

Please note that state guidance continues to limit NYS COVID-19 Paid Sick Leave to three instances.