

Below are the return-to-work requirements for employees returning from administrative leave/quarantine after being put out of work for COVID-19 related concerns.

- **An employee who tested positive** must submit:
  1. Written documentation from a medical practitioner (including via Telehealth) indicating a diagnosis, treatment, and the specific date on which he/she is cleared to return to work.
  2. A copy of the test report indicating the date the test was completed and the test result.
- **An employee who was symptomatic and did not test positive** (whether tested with a negative result or not tested) must submit only:
  1. Written documentation from a medical practitioner (including via Telehealth) indicating a diagnosis, treatment, and the specific date on which he/she is cleared to return to work.
- **An employee who was never symptomatic**, but was in contact with a symptomatic or positive employee **does not require** written documentation for return to work but may return after the completion of the 14-day (or other, as determined by OHS) period following last exposure upon approval by OHS.

For this leave type, we are waiving any CBA requirement that an employee receive clearance from Medical after 15 days. However, if a safety-sensitive employee has been out for 30 days or more, he/she will still be required to report to Medical for a return-to-duty drug test.

An employee may submit his/her documentation directly to Medical/OHS by faxing it to [\(516\) 248-3419](tel:5162483419). If Medical receives this documentation, we will do our best to make the department aware in a timely manner; if an employee seeking to return to work tells the department that he/she submitted this to Medical but you have not heard from us, please let us know.

Thank you.

- Chris

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