



**Wayne County Action Program, Inc.**  
**51 Broad Street**  
**Lyons, NY 14489**

**Phone: 315-333-4155**

# COVID-19 INFORMATION

January 11, 2022

To: All Employees and Volunteers  
From: Lori Lancaster, Data Comptroller

Good afternoon all,

As I am sure that you are aware of the increasing cases of COVID in our county, I am sending you some information that the Agency is adopting moving forward. We have received new information from the Wayne County Public Health Department regarding contact tracing, positive Covid-19 cases, Quarantine and Isolation information. I am attaching the Official Press Release dated 1/7/2022 from Wayne County Public Health so there will be no confusion on what you need to do along with their website and their social media channel via facebook.

### **Wayne CAP Employees and Volunteers: Agency requirements:**

Will no longer have to:

-Sign in/out at your designated work location

Will continue to:

-Sign in/out at any WCAP location that is not your work location

-Fill out Pre-Shift Certifications via. CPP or the WCAP website  
(updates to the questions are forthcoming so please continue to answer the current questions until they are updated)

-Follow the NYS Hero Act including the CDC Guidelines/Guidance

The NYS Hero Act Agency site designated contact's role is only to enforce compliance at each site.

Please continue to follow the Agency's policy when calling in for sick time that is not related to COVID.

**As a reminder and to uphold HIPPA confidentiality - All COVID related employee questions, test results and quarantine/isolation orders need to be directed to the HR Department only.**

All other Agency COVID questions can be directed to the Data Comptroller, this includes PPE supplies and compliance.

\*\*\* Reminder that some Agency Programs must adhere to specific guidance by their Funders. These additional guidelines will be provided to you from your program's Administrator or their designee.

Thank you all for your continued support in keeping our Agency, Employees/Volunteers and Customers safe during this Pandemic!