

Guidelines for the Supplemental NYC Employee Blood Program **Revised 5.15.20**

In response to the exigent circumstances, the City is taking the extra step of temporarily supplementing the NYC Employee Blood Program Policy for Employees who Donate Blood.

- Employees who donate blood at New York City Blood Center (NYBC) sites, whether on- or off- working hours for the duration of the COVID-19 outbreak, will be granted three hours of compensatory time.
- Employees who donate convalescent plasma at NYBC sites, whether on- or off- working hours for **45 days** from the effective date of this guidance, will be granted four hours of compensatory time, for a maximum of five times.
- Employees will continue to receive excused time needed to donate blood at NYBC sites, including travel time, up to a maximum of three hours.

1. How to make an appointment at NYBC sites

Whole Blood: Please use this link to find donor sites and schedule appointments at <https://donate.nybc.org/donor/schedules/zip> or call 1-800-933-2566. NYBC is receiving blood donations by appointment only. Walk-ins will not be accommodated at this time.

Convalescent Plasma:

- a) Employees who would like to participate and donate Convalescent Plasma can do so at NYBC donor locations only. To be eligible to donate, employees must have recovered from the COVID-19 virus and must obtain documentation from either their doctor, a lab, or a hospital.
- b) To schedule Convalescent Plasma donation, employees must first visit the NYBC's website at <https://www.nybc.org/cpdonor> and complete the "Convalescent Plasma Covid-19 Donor Registration Form." After submission of the form, the employee will be contacted by the NYBC to follow up.

Documents required as proof of blood donation

Donors must provide (a) **and** (b), or (c) only.

- a) Employees will receive a donor receipt that can be used as proof of donation. The donor receipt is the same as would be received at an onsite blood drive; **AND**
- b) Employees can log on to the donor portal <https://www.nybc.org/donate-blood/hemaconnect-donor-portal/>. Donors can screen shot their donation record for submission as receipt. Please note: Screen shot receipt must have donors name, date of donation and type of donation visible.

Or

- c) Employees can call the NYBC's Donor Eligibility line at 1-800-688-0900 and have verification sent to them. Please note: Only a donor can request verification.

2. Other Types of Donations Covered by this Policy

- Automated Red Cell donations, Platelet donations, and regular Plasma (non-Convalescent Plasma) continue to be ineligible to receive compensatory time.
- Apheresis and plasmapheresis donations are types of blood donations and should be handled in the same manner as other blood donations.

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- An employee who makes an autologous or directed donation is not entitled to either time off for the actual donation or compensatory time. In an autologous donation, the donor donates his/her blood to be stored for personal transfusion at a future date. In a directed donation, the donor selects the person who is to receive the donation.
3. If donations are made during working hours, employees should request approval from their supervisor and make an appointment to donate blood at a mutually agreed upon time.
 4. Donor receipt should be submitted to timekeeping by fax or email.

For questions regarding the Employee Blood Program please contact:
NYCBloodProgram@dcas.nyc.gov