

# COVID-19 Employee Work Related Exposure Guidelines

## 1. Employee non-work related exposure

Applies during: testing, pending results, positive results/mandated quarantine and or negative results/physician directed quarantine, care of extended family exposure. Available time should be used in the following order:

1. Sick Time
2. Float
3. Vacation ICare
4. Vacation positive
5. Vacation negative to 40 hours as approved by Regional
6. Discussion with Jan D for further pay
7. PART TIME – vacation icare, unpaid time

\*Note: FMLA as applicable would apply for absence greater than 5 days

Same criteria above apply for absence to care for a family member with same scenario, FMLA would also apply as applicable for absence greater than 5 days

## 2. Work related exposure to suspected positive client or employee

1. Employee contacts supervisor
2. Supervisor advises employee to contact tele-comp-care and follow guidance provided by triage center
3. Employee contacts tele-comp-care and follows guidance provided to contact health dept and or physician

### ○ Symptomatic

#### **Testing Required**

-Note: If Physician order is not provided make every effort to identify testing sites in your area that do not require physician order - available in most areas and listed on local dept of health sites

-Always notify health dept/physician and or testing center you are an essential Healthcare worker

-Any cost related to testing absorbed by RH or UH as applicable

1. Pending Results
  - a. Submission of testing required
  - b. Wages based on base rate
2. Negative Results
  - a. Submission of test results required
  - b. Will not be considered work comp
  - c. Policy A-29 criteria apply – Essential worker return to work
  - d. Work at home as able and applicable to role
  - e. Physician out of work and return to work requested
3. Positive Results
  - a. Submission of test results required
  - b. UH begins comprehensive review of claim for decision to cover
  - c. **Claim approved** - Employee and Administrator coordinate work comp claim management with United Heartland case manager
  - d. Absence is paid through UH for missed time  
Wages are based on 26 week history prior to exposure
  - e. Manage return to work and or return to work with restrictions/light duty as coordinated with UH Case Manager
  - f. In the event Claim is not approved by United Heartland, further discussion will be held

### ○ Not Symptomatic

#### **Testing Required**

Follow direction of tele-comp-care to contact health dept and or Physician for guidance

1. Quarantine recommended
  - a. Ensure notification of role as essential caregiver documented in quarantine recommendation

- b. Work at home if able
- c. Pay for missed scheduled hours mirrors symptomatic however with negative testing Time beyond required quarantine to be reviewed with Regional and VP Ops. May require utilization of available Paid Time Off.
- d. Apply A-29 criteria to quarantine guidelines and return to work as applicable

**3. Physician recommended or self-elected leave for care of self or family member**

- a) FMLA eligible – up to 12 weeks, Certification of Healthcare provider required
- b) FMLA ineligible (<1-year tenure and or <1250 hours in trailing 12 months)  
Leave of Absence granted in 30-day increments with review of ability/timing of return to work
- c) Voluntary leave for self or family based on personal reasons, day care, school  
Leave of Absence granted in 30-day increments with review of ability/timing of return to work
  - FULL TIME
    - 1. Sick Time
    - 2. Float
    - 3. Vacation ICare
    - 4. Vacation positive
    - 5. Vacation negative to 40 hours
    - 6. Discussion with Jan D for further pay
    - 7. Benefit extension/coverage TBD
  - PART TIME – vacation icare, unpaid leave

**4. For unique circumstances, contact Jan Daly and Human Resources**