

POTENTIAL STAFF COVID EXPOSURE GUIDELINE - HIGH RISK

July 30, 2020

To make clear how we will treat staff who we ask to stay home (furlough) due to **high risk** of COVID exposure this is the guidance we will follow:

- Potential COVID exposure risk is determined from the information the nurses receive and the use of the “Illness Evaluation-Potential COVID exposure” Tool.
- Risk assessment results: HIGH RISK....Nurses recommend the employee stay away from work. Officers consider and agree.
- Nurses inform employee they are being asked to stay away from work sites for _____ length of time with these _____ follow up expectations.
- Nurses inform employees supervisor (Manager and Program Director(s)) by email.
- Nurses inform employee of additional requirements which may include some or all of the following:
 - Get a COVID test
 - Stay available by phone/text, respond timely to nurses or supervisors
 - provide supervisor and nurses with updates on tests and/ or symptoms
- Nurses will inform HR and supervisor about non-compliance by employee for information or testing.
- Supervisor will be responsible for the following:
 - informing employee how they must enter their time in PROVIDE
 - approving time in PROVIDE so they will be paid
- HR will be responsible for the following:
 - Informing employee how they will be paid
 - Use of employees PTO (vacation time only)
 - Use of CFR funds
 - Use of unemployment
 - Informing employee that if they do not comply with expectations for testing, information sharing/timely communication, they will be insubordinate and will be suspended from work without pay.