

***Do I need to use PTO if I have COVID-19 or symptoms?***

If you have COVID-19 symptoms please notify your manager and call the COVID-19 hotline at 913-588-1600, where you will receive instructions. If you are instructed by the COVID-19 Employee Resource Team to receive a COVID-19 test, the health system will provide pay (COVID-19 Leave Pay) for the days that you need to quarantine prior to test and while you are waiting to receive test results. Pay continuation is base pay for scheduled shifts plus differentials and premium pays.

If your result is positive, you will receive paid time equivalent to 2 weeks of standard shifts (maximum of 14 calendar days). The time waiting for your test results counts toward this time. If you are still ill after this period, you may be eligible for short-term disability (STD) and should call The Hartford at 1-866-315-0809

If your result is negative, you may return to work as directed by the COVID-19 Employee Resource Team. You are expected to contact your leader when you receive this information from the COVID-19 Employee Resource Team and inform your leader if you are able to return to work or not. This is required so your leader can accurately code your time and schedule appropriately.

If your test was negative and you need additional time off, you may use PTO and follow the standard return to work policy.

***What do I do if I have been notified that I have been exposed to COVID-19 at work or in the community?***

If you have been notified that you have been exposed to COVID-19, call the COVID-19 hotline, where you will receive instructions. If you are not having any COVID-19 symptoms you will be asked to quarantine for 14 days; **however** you will be allowed to return to work under the CDC's guidelines for essential workers. During your quarantine time you will be required to wear a surgical ear loop mask during your shift, unless you are eating or drinking. While you are not at work you should follow all quarantine recommendations.

Please note, all employees are expected to protect themselves and others from contact with droplets of COVID-19. For the vast majority of employees, this means masks are required while on site, unless they are eating, drinking or in an individual office space. Employees who are unable or unwilling to meet this requirement should contact the HR Support Center at 913-945-6500.

***What if I have been exposed or am living with a COVID-19-positive family member? Do I have to return to work based upon employees being able to continue to work while on 14-day quarantine?***

If you are not comfortable returning to work after exposure or need to be at home to care for a family member you can use your PTO for time off as you can with any illness or need to care for family member. You may also be eligible for Family Medical Leave (FMLA); for more information about this benefit, contact the HR Support Center at 913-945-6500. If you believe you need extended time away, please discuss that with your manager as well.

***If I don't feel safe coming to work and being exposed to coronavirus, am I required to come in?***

Please know that the health system has taken – and will continue to take – measures to ensure that our work environment is safe. If you have specific concerns, please talk with your leader. As a general guideline, employees must

have medical documentation to stay home unless there is another reason such as exposure. However, each situation is unique and we want to help employees as much as we can.

***I am in a high-risk category and am concerned about caring for patients with COVID-19. Am I required to work?***

Please talk with your manager and, if needed, contact the COVID-19 hotline at 913-588-1600 for guidance. You should then talk with your manager to determine how to proceed based on guidance from the hotline. We want to help employees as much as we can, and each situation is unique.

***I am pregnant and worried about my baby if I care for patients with COVID-19. Am I required to work?***

Please work directly with your provider to determine their medical opinion regarding your ability to work. If your provider indicates it is medically safe for you to work, please speak with your manager and, if needed, contact the COVID-19 hotline at 913-588-1600 for guidance. You should then talk with your manager to determine how to proceed based on guidance from the hotline. We want to help employees as much as we can, and each situation is unique.

***Can I work from home during this time?***

Delivering the best patient care is our top priority. Given the fluid nature of this situation many jobs were moved to a “work from home” status for everyone’s safety. Moving forward, there will be jobs that will need to be brought back on site before others. The decision to do this is balances the safety of our employees and patients and our ability to care for our patients and communities. Ultimately, managers will make the decision when and if a job will return on site.

***What should I do if I’m sick, and it’s not related to coronavirus?***

Please follow the regular return to work policy for illness not related to coronavirus symptoms or exposure. For guidelines on whether you should come to work or stay home due to illness, please consult the resources available on the COVID-19 employee resources page.

***I can’t come to work because I can’t get childcare. How should I handle my time away?***

This can be a challenge for many staff and we support your need to assure care for your children. In fact, the health system offers resources for family care, including a Backup Care program. Please visit the COVID-19 employee resources page to explore these options. If arrangements cannot be made, you may take PTO to sustain your income while away from work.

***I’m stressed and anxious about this situation. Where can I get help?***

Your mental health is of great concern to us as we all face an unprecedented situation. Feeling stress, anxiety, worry and more is normal during this time. The health system has tools to help you learn about resiliency, with a toolbox of programs and videos available online. We have also gathered tools for self care on the COVID-19 employee resources page. Also, remember the EAP program if you feel overwhelmed due to anxiety or fear related to coronavirus. The EAP call center is staffed 24 hours a day by licensed counselors. There is more information on the COVID-19 employee resources page. If your mental health affects your ability to come to work, please talk with your manager.

## **HR Support Center**

### ***What is the HR Support Center?***

The HR Support Center is here to help you with questions related to work-life issues caused by coronavirus as well as other general HR questions you may have. These include helping you understand our temporary policies to better support employees during this time, including PTO, absences, illness and benefits.

The COVID-19 hotline, 913-588-1600, remains the resource for guidance about whether employees should come to work.

### ***How do I reach the HR Support Center?***

The HR Support Center can be reached at 913-945-6500 or [AskHR@kumc.edu](mailto:AskHR@kumc.edu). The hours of the HR Support Center are 7 a.m.-5 p.m. Monday through Friday.

After hours, please leave a message or send an email. You will receive a response within 24 hours.