

EMPLOYEE'S PERSONAL POTENTIAL EXPOSURE TO COVID-19		EMPLOYEE IMPACTED BY LOW STAFFING DUE TO LACK OF PATIENT VOLUME		EMPLOYEE LOVED ONE HEALTH IMPACTED BY COVID-19		CHILDCARE ISSUES	
EXPOSURE/POTENTIAL EXPOSURE AND/OR SUSPECTED COVID-19 SYMPTOMS		FROM TRAVEL					
PROCESS FOR EMPLOYEE AND LEADER							
STEP ONE	The health system identifies on-site exposure and notifies employee. Or, employee reports exposure and/or symptoms to manager and calls the COVID-19 hotline at 913-588-1600 for instructions.	STEP ONE	Employee returns from travel after March 12, 2020	Supervisor notifies employee if hours reduced	Employee follows standard department process to call off work	Employee follows standard department process to call off work	
		STEP TWO	Before returning to work, employee notifies manager and calls the COVID-19 hotline: 913-588-1600	Employee may receive a temporary assignment to support other areas with increased demand.	Employee reports potential exposure by calling the COVID-19 hotline: 913-588-1600		
STEP TWO	Employee receives further instruction from COVID-19 Employee Resource Team and may be placed in quarantine.	STEP THREE	Employee may be directed by COVID-19 Employee Resource Team to work without restrictions or may be quarantined for up to 14 days.				
		STEP FOUR	COVID-19 test ordered by Employee Resource Team and test is positive. Employee receives instruction about return to work.				
	COVID-19 test ordered by Employee Resource Team and test is positive. Employee receives instruction about return to work.		COVID-19 test ordered by Employee Resource Team and test is negative. Employee follows standard return to work policy.	STEP FIVE	COVID-19 test ordered by Employee Resource Team and test is negative. Employee follows standard return to work policy.		
PAY AND BENEFITS INTERIM SUPPORT* <i>Modifications are temporary to support employees during COVID-19; adjustments will be made as needed based on the situation</i>							
PAY	Employee receives base pay for up to 14 days. ^A Base pay includes scheduled shifts including differentials and premium pays.	Employee receives base pay until test result received. ^A Base pay includes scheduled shifts including differentials and premium pays. If employee needs additional time off due to illness, employee will use PTO.	Employee is not paid during quarantine, unless working remotely (see below)	If employee is reassigned, pay will continue at current rate			
WORK FROM HOME	Some jobs may enable employees to work from home – supervisor must approve	Some jobs may enable employees to work from home – supervisor must approve	Some jobs may enable employees to work from home – supervisor must approve	Some jobs may enable employees to work from home – supervisor must approve	Some jobs may enable employees to work from home – supervisor must approve	Some jobs may enable employees to work from home – supervisor must approve	Some jobs may enable employees to work from home – supervisor must approve
PTO	PTO use not required for up to first 14 days. PTO accrual continues while being paid. If leave extends beyond 14 days due to illness, employee may: <ul style="list-style-type: none"> use PTO borrow PTO, equivalent to 2 weeks of standard shifts, against future PTO accruals⁺⁺ (maximum 80 hours) take unpaid time off 	PTO use not required while awaiting test results. PTO accrual continues while being paid.	For the quarantine period, employee may: <ul style="list-style-type: none"> use PTO if PTO reaches 0, employee may borrow PTO, equivalent to 2 weeks of standard shifts, against future PTO accruals⁺⁺ (maximum 80 hours) take unpaid time off 	For time off, employee may: <ul style="list-style-type: none"> use PTO if PTO reaches 0, employee may borrow PTO, equivalent to 2 weeks of standard shifts, against future PTO accruals⁺⁺ (maximum 80 hours) take unpaid time off 	For time off, employee may: <ul style="list-style-type: none"> use PTO if PTO reaches 0, employee may borrow PTO, equivalent to 2 weeks of standard shifts, against future PTO accruals⁺⁺ (maximum 80 hours) take unpaid time off 	For time off, employee may: <ul style="list-style-type: none"> use PTO if PTO reaches 0, employee may borrow PTO, equivalent to 2 weeks of standard shifts, against future PTO accruals⁺⁺ (maximum 80 hours) take unpaid time off 	
EIR ^{**}	EIR can be used in lieu of PTO (not needed for up to first 14 days)	EIR not available for illness not related to COVID-19	EIR can be used in lieu of PTO	EIR can be used in lieu of PTO	EIR can be used in lieu of PTO	EIR can be used in lieu of PTO	EIR can be used in lieu of PTO
ABSENCE RECORD	Does not apply as attendance incident	Does not apply as attendance incident	Does not apply as attendance incident	Does not apply as attendance incident	Does not apply as attendance incident	Does not apply as attendance incident	Does not apply as attendance incident
PREMIUMS FOR MEDICAL, DENTAL AND VISION	Health system will pay premiums, through at least May 1, if employee exhausts all benefits and has reached unpaid status	Health system will pay premiums, through at least May 1, if employee exhausts all benefits and has reached unpaid status	Health system will pay premiums, through at least May 1, if employee exhausts all benefits and has reached unpaid status	Health system will pay premiums, through at least May 1, if employee exhausts all benefits and has reached unpaid status	Health system will pay premiums, through at least May 1, if employee exhausts all benefits and has reached unpaid status	Health system will pay premiums, through at least May 1, if employee exhausts all benefits and has reached unpaid status	Health system will pay premiums, through at least May 1, if employee exhausts all benefits and has reached unpaid status

* FMLA or Short-term Disability may apply in certain circumstances. Consult the HR Support Center.

^A COVID-19 paid leave

⁺⁺ Employees may borrow PTO only after PTO and EIR banks are exhausted; borrowing PTO will result in a negative balance

^{**} EIR – Extended Illness Reserve: about 800 long-term employees have access to this reserve from a previous benefit