



Human Resources Frequently Asked Questions- COVID-19

March 17, 2020

Included in this communication are some of the most common questions we have been receiving regarding the coronavirus and answers. Essentially, we should be following our standard policies and practices that have been in place unless we determine and notify you otherwise.

How can employees keep informed?

- Circumstances may change rapidly moving forward. Employees should look to their Management team for specific guidance, as well as IT and Everbridge.

What should employees do if they are ill?

- If employees are ill, they should stay home, contact their doctor and notify their Manager or Staffing if they have been advised to miss work.
- Contact UNUM at 866-779-1054 or <https://www.unum.com/employees>
- Contact Employee Health if there is any concern, they may have the COVID-19 coronavirus.

What should be done if an employee is ill (or appears to be ill) and reports to work? Can the employee be sent home?

- Yes. If an employee appears ill with symptoms not limited to fever, coughing, or sore throat (observed or reported), they may be sent home.

When can an employee return to work if they have been out ill?

- Employees who have tested positive for COVID-19 must receive a Medical consultation for clearance prior to returning to work.
- Employees who have not been tested, may return to work once they have been fever-free for 72 hours, without the use of fever-reducing medication (ie. Tylenol, Ibuprofen, etc.).

If an employee is absent due to the COVID-19 are they subject to the attendance policy.

- If employees are mandatorily quarantined from work due to a potential exposure, an occurrence under the attendance policy will not be applied.
- If employees have a confirmed diagnosis of COVID-19, FMLA and short-term disability may apply. Employees should contact UNUM to apply for FMLA. If FMLA is approved, the attendance policy will not apply.

What if an employee is absent due to contracting COVID-19 and is not eligible for FMLA?

- If the employee does not qualify for FMLA, the absences will be tracked as COVID-19 related. At this point the attendance policy up to a Final Warning **MAY** apply. **No employee will be suspended or discharged under the attendance policy due to COVID-19 related absences.** As the situation evolves attendance and attendance policy requirements will be continually evaluated.

If employees have recently traveled and returned from a trip. Should they self-quarantine?

- We will follow Center for Disease Control and Prevention guidelines as well as any state mandates. The employee should contact Employee Health and they will gather appropriate information to determine if self-quarantine is necessary. Please send an email to:

EmployeeHealth@rmlspecialtyhospital.org

What will happen if there becomes limited staffing?

- Ensuring quality patient care is our top priority. Employees should expect that some will be asked to perform different tasks than usual, or to change how their work is done in order to align with patient care priorities.

If we have confirmed cases in our healthcare facility, are employees expected to come to work? Do employees have to work in the area of a patient diagnosed or suspected with COVID-19?

- Yes. RML Specialty Hospital provides our employees with the necessary protective equipment to treat our patients and it is our ethical duty to serve.

Employees who think they have been exposed to the COVID-19 outside of work; do they need to be tested?

- If an employee thinks they have been exposed outside of work, they should stay home, contact their Manager or Staffing services. They should also contact their primary care provider and follow their guidelines.

Does FMLA apply if an employee spouse or child contracts COVID-19 and I have to stay home and take care of them?

- Yes, providing the employee is eligible for FMLA and they are caring for a dependent that meets the definition under The Act.

What is available to employee to help cope with the emotional impact of COVID-19?

- Employees can contact the RML EAP 800-854-1446 (1-877-858-2147: Spanish)

What happens if a school or day care is closed but the employee's child is not sick? How will the employee be paid?

- Employees are expected to promptly notify their Manager or Staffing of the reason for their absence and the anticipated return to work date. In this situation, the following options are available providing the nature of their job responsibilities permit:
- Use of accrued PTO hours.
- Work a different schedule with Management or Staffing approval.
- Work remote with Administrative Council member and Management approval.

Can employees work from home?

- Only an Administrative Council member and Management can determine if an associate's circumstances and work can be performed remotely for a defined period of time.

What if associates have further questions?

- Employees can contact Employee Health with any additional questions or concerns at the following numbers:
 - Employee Health Questions:
EmployeeHealth@rmlspecialtyhospital.org

Joan Shanahan- 630-286-4025 or Nicole Clairmont- 773-826-6430

- Infection Prevention Questions: Dawn Lomax: 630-286-4133
- Questions regarding pay: HR- 630-286-4048