

MEMORANDUM

TO: All Staff
FROM: Health & Safety Committee
RE: COVID-19 Testing Updates & HR Updates
DATE: 12/10/2020

With growing concerns over COVID in our community, many staff are opting to get tested even in the absence of symptoms or known exposure. We would like to provide a brief update on our policy for staff testing. In addition, we have provided a brief summary of the HR policies related to testing and quarantine. Please see the staff Matrix for more complete details.

<https://www.greenchimneys.org/careers/employee-benefits/staff-resources-virus/>

COVID-19 TESTING UPDATES

- The Health Center can provide testing for staff as a part of contact tracing or when they develop symptoms while at work. For all other reasons, staff are encouraged to obtain testing on their own.
- Staff must report to their supervisor when they obtain a COVID test.
- If there is an indication for testing (symptoms or exposure), staff must remain out of work while results are pending.
- If there is no indication for testing, it will be up to the supervisor if staff may return to work with pending results.
- Staff must use their own accrual time while waiting for test results, unless they had direct contact with a positive.
- All tests done at the HC will be processed through staff insurance and results will be held in the HC.

COVID-19 HR UPDATES

A person is on quarantine because they have traveled to a restricted area and are awaiting results:

- Need to work from home or use accrual time until test results are negative
- If test results are positive, they will need to use accrual time for their quarantine period

A person tests positive during the course of their work:

- Will be paid for the first 14 days of their quarantine and will need to use accrual time after that, if needed.

A person is deemed a contact of a positive case either at work or at home:

- Same rules as positive case above

A person gets tested as a precaution, or before travel, and chooses to stay home while awaiting results:

- Need to use accrual time or work from home while awaiting results.

A person gets tested because of concern about exposure, but is not considered a contact:

- If they remain home while awaiting results, they must either work from home or use accrued time.

A person has symptoms, gets tested, but is not yet diagnosed with COVID-19:

- Need to work from home or use accrual time while awaiting results.
- If positive, they will get paid for the first 14 days but need to use accrual time after that, if needed.

*If you need to be absent and use accrued time but have exhausted your own accrued time, you are encouraged to follow our existing personnel policies and apply for assistance through our sick bank or apply for paid family leave, if applicable to your situation. Please contact HR directly if you have questions or need assistance doing either one of these things.