Employee Exposure Framework 8.21.20

As we move away from determining if an employee caught the virus through work or non-work exposure, we are simplifying the process to look at as either symptomatic vs non-symptomatic. Under this process, we will provide a maximum ten (10) days of COVID related absences for your COVD related illness(es). These 10 days will be retro-available from July 29, 2020. If you test negative and have COVID like symptoms you may elect to use the 10 days of COVID pay **or** PTO/EIB, if available. If you were charged with PTO for a COVID related absence from July 29, 2020 to present, HR will be in contact with you regarding the PTO usage.

1. Symptomatic:
2. Employees must report exposure/symptoms to manager and Nurse Educator/Safety specialist (Chelsea Otto, [cotto@katyhealth.org](mailto:cotto@katyhealth.org))
3. The employee must be tested (KTCH cost)
4. The employee is sent home until results are received and uses COVID pay
5. Positive results:
6. Employees are to contact HR to confirm release date by LPHA.
7. Employee will receive COVID pay
8. Negative Results:
9. Employee can return to with release note from PCP (if absence is longer than 3 days).
10. If employee needs to be out, PTO and EIB, if necessary, are used
11. The employee must self- monitor by:

i. Taking their temperature and reporting to manager and Chelsea Otto daily for 14 days,

ii. Wearing appropriate PPE at work,

1. Quarantine themselves for 14 days to work and home
2. Non-Symptomatic
   1. Employees must report exposure/symptoms to manager and Nurse Educator/Safety specialist (Chelsea Otto, [cotto@katyhealth.org](mailto:cotto@katyhealth.org))
   2. Employee works as scheduled using required PPE
   3. Employees will self- monitor by:
3. Taking their temperature and reporting to manager and Chelsea Otto daily for 14 days,
4. Wearing appropriate PPE at work,
5. Quarantine themselves for 14 days to work and home.
   1. If employee becomes symptomatic:
      1. Employee is tested at KTCH cost.
      2. Covid pay while we wait for results.
      3. Follow symptomatic algorithm.

Example 1: An employee has COVID like symptoms and is tested. The employee is sent home and paid under COVID pay until results are received. The test results come back negative. The employee still feels bad and decides not to return to work and sees a physician who indicates they should be out for an additional 5 days. The employee may elect for these 5 days to be paid using COVID or PTO/EIB. Should the employee later have another COVID like absence and is not positive, they may elect to use the remaining COVID hours, instead of PTO/EIB. In this instance, that would be 5 days.

Example 2: An employee has a child test positive for COVID and elects to stay home with the child. Employee is required to use three (3) days of PTO before using EIB, if available, to carry out the remainder of the quarantine period.