

COVID-19 Human Resources Scenario Chart- April 2, 2020

SCENARIO	Employee is <b><u>NOT</u></b> feeling sick and <b><u>NOT</u></b> showing symptoms of possibly being ill	Employee <b>IS</b> feeling sick or showing symptoms of possibly being ill
<p>1. No known exposure to COVID-19; or</p> <p>2. The employee recently traveled to an area with confirmed cases of COVID-19. However, the employee is NOT under a self-quarantine or isolation order from the Health Department or and has NOT been advised by a healthcare provider to do so.</p>	<p>The employee should report to work as scheduled.</p>	<p>The employee shall not report to work or telework. The employee may use their normal paid leave accruals. If the employee is showing symptoms of COVID-19 <b>and</b> seeking a medical diagnosis, the may employee also be eligible to use Emergency Paid Sick Leave (EPSL) for up to 2 weeks, however healthcare providers and emergency responders are exempt from using this leave type. Employees who become seriously ill may qualify for normal Family Medical Leave (FML) and should apply for FML through FMLASource. The employee should follow the guidance of their healthcare practitioner as to when to return to work.</p> <p><b>For more information on EPSL see Question #2 in this FAQ and/or the <a href="#">HR Administrative policy HR-46, FFCRA.</a></b></p>
<p>3. The employee’s healthcare practitioner suggests or recommends that the employee self-quarantine or isolate for a specified period of time due COVID-19 symptoms or close contact with ; or</p> <p>4. The Health Department has ordered the employee to self-quarantine or isolate.</p>	<p>The employee shall not report to their physical work location while under a government order or healthcare provider’s advice to self-quarantine or isolate order. The employee will be in a paid active work status as long as the employee remains asymptomatic and is not ill. The employee will be required to be available during normal work hours to answer work related phone calls and emails. The employee may be required to telework and may be assigned work tasks that can be completed from home. The employee may return to work once the quarantine or isolation order is lifted by the Health Department or the health care provider has cleared the employee to return to work.</p>	<p>The employee shall not report to work or telework. The employee may use their normal paid leave accruals. If the employee is showing symptoms of COVID-19 <b>and</b> seeking a medical diagnosis, the may employee also be eligible to use Emergency Paid Sick Leave (EPSL) for up to 2 weeks, however healthcare providers and emergency responders are exempt from using this leave type. Employees who become seriously ill may qualify for normal Family Medical Leave (FML) and should apply for FML through FMLASource. The employee should follow the guidance of their healthcare practitioner as to when to return to work.</p> <p><b>For more information on EPSL see Question #2 in this FAQ and/or the <a href="#">HR Administrative policy HR-46, FFCRA.</a></b></p>

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<p><b>5. The employee is caring for an individual subject to a quarantine or isolation order from the Health Department or a recommendation from a health care provider to self-quarantine or isolate.</b></p>	<p>If the employee the employee is approved and able to telework, the employee must telework. If the employee is unable to work or telework the employee may use their normal sick leave accruals. The employee may also be eligible to use Emergency Paid Sick Leave (EPSL) for up to 2 weeks, however healthcare providers and emergency responders are exempt from using this leave type. Please note that EPSL <b>does not</b> apply where the employee is caring for an individual who is exhibiting symptoms, and the normal sick leave policy will apply for employees in this situation. Employees who are caring for a family member who becomes seriously ill may also qualify for normal Family Medical Leave (FML) and should apply for FML through FMLASource.</p> <p><b>For more information on EPSL see Question #2 in this FAQ and/or the HR Administrative policy HR-46.</b></p>	
<p><b>6. The employee was exposed to COVID-19 as a direct result of performing work-related duties, such as a healthcare worker or first responder delivering care to a patient with the COVID-19 virus.</b></p>	<p>The employee must immediately consult with department management on the department’s normal exposure protocols and procedures.</p>	<p>The employee <b>shall not</b> report to work or telework. Management must contact the Risk Management Section of the Department of Human Resources at 703-777-0213 to discuss how to appropriately reflect leave under this scenario, and to discuss the procedures governing the employee’s return to work.</p>