

COVID-19 Employee HR Assistance Process

The pandemic nature of Covid-19 has required unprecedented action at the national, state and local levels. Guidance continues to stream forward from all levels and will undoubtedly continue to shape our response.

The following is guidance on what to do if you are exposed or contract COVID-19.

1. Employee reports positive for Covid-19

- Employee should notify their supervisor and Human Resources (HR) if:
 - They, a member of their immediate family or a person in their household have been diagnosed with COVID-19, OR
 - They have been notified that they may have been exposed to COVID-19.

2. HR will follow-up with the employee

In order to know how to best assist the employee, HR provides an email with the following:

- A letter from our Interim VP of Human Resources, Laura Benson.
- A Questionnaire of Exposure.
NOTE: This is important, as we need to identify if you have been on campus over the last 14 days and if you have had contact in that time with any employees on campus. This helps us determine if anyone else may be at risk or if there are any areas that need to be disinfected by our Maintenance and Operations team.
- A copy of the expansion of FMLA with regard to COVID-19
- A request for COVID-19 Paid Sick Leave and Request for COVID-19 FMLA.
- A flyer regarding EAP benefits.

Upon receipt of this information, HR can work with the employee to determine what other resources or assistance is needed, such as work accommodations, or pandemic sick leave.

3. Employees are required to:

1. **Employees are required to provide a doctor's note** if they are sick or caring for a family member who is sick with Coronavirus/COVID-19. The doctor's documentation must indicate Coronavirus/COVID-19 for any extended provisions enacted for Coronavirus/COVID-19 to be applicable.
2. **Employees will be required to provide a doctor's release** stating that the employee is symptom free and no longer contagious.
3. **Employees will be required to provide check-ins** with Human Resources and their supervisor related to their leave status and intent to return to work.

As with many medical leaves, reasonable guidance from your physician is generally what determines the next steps in the process. For most people, the ability to quarantine through working from home and/or pandemic sick leave provides a reasonable opportunity to recover under a doctor's care. HR will work with you and your doctor with sensitivity to your privacy.

Please contact Human resources if you have additional questions you can contact Kim Young at kyoung@barstow.edu or by phone at (760) 252-2411 extension 7217.

COVID-19 Employee HR Assistance Process Frequently Asked Questions (FAQ)

Question:

Should an employee notify Human Resources (HR) if they are exposed to someone with the COVID-19 virus?

Answer: Yes. Please notify HR and your supervisor. HR will walk you through the information needed to determine next steps. This may include self-quarantine, working remotely, and notifying M&O to disinfect any area on campus that you were working in.

Question:

If an employee has been in contact with someone who is diagnosed with the virus, but has no symptoms, should they still contact HR?

Answer: Yes. HR will walk you through the information needed to guide the next steps based on the specific circumstances of the situation. HR also has a lot of resources that can be helpful.

Question:

What leave do I use if I am diagnosed or if I have to take care of my immediate family who is diagnosed with COVID-19?

Answer: Under HR 620, if you have a documented case of COVID-19 or need to care for an immediate family member diagnosed with COVID-19, you can use pandemic sick leave up to 80 hours. However, you must meet the criteria under the Federal Law.

Question:

What if I am ill beyond the 80 hours of pandemic sick leave?

Answer: The Family Medical Leave Act (FMLA) provides job protection for a medical reason, for up to 12 weeks. Both CSEA and BCFA have Extended Illness provisions of the contracts. HR can work with you and your physician to develop a plan that is compliant with local contracts, as well as state and federal law that allows for the healing required. Please work with Human Resources to discuss how to best support your situation.

