

## COVID-19 Employee HR Assistance Process (update 3/29/2021)

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.
  - If they are having symptoms related 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:

- HR Questionnaire of Pandemic 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 flyer regarding EAP benefits (benefit eligible employees).
- Information on testing locations, including free testing.

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 free of symptoms for COVID-19, or a negative test with appropriate quarantine.
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](mailto:kyoung@barstow.edu) or by phone at (760) 252-2411 extension 7217.

**Please note that there were special provisions under the Family's First Coronavirus Response Act (FFCRA) sunsetted on December 31, 2020. Many of the provisions of the act may be under review by Congress, but have not yet been renewed as of 1/27/2021.**

## **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 SB 95, 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 legislation. For more information on SB 95 go to:

<https://www.dir.ca.gov/dlse/2021-COVID-19-Supplemental-Paid-Sick-Leave.pdf>

