

COVID-19 Pay Practices

All Temporary pay practice considerations for COVID-19 have been discontinued **AS OF JANUARY 1, 2022**

Listed below is information for team members who may require exclusion from work.

Situation	If...	And ...	Then...
Team Member's primary work location is onsite and team member has an Expressed or Confirmed Exposure Workplace Exposure is Presumed Due to Clinical or Office Work Environment	Team member is symptomatic	Employee Health designates as a Risk Exposure Requiring Exclusion from Work based on Employee Health Guidelines	Team Member excluded from work: PTO or Unpaid time during exclusion period* defined by Employee Health Guidelines (while awaiting own test results/diagnosis). <u>If Team Member Tests Positive OR Practitioner Diagnosed:</u> Team Member files an incident report to initiate a Worker's Compensation claim and contacts MetLife (IL) or The Hartford (WI) to apply for Leave of Absence – FMLA (if eligible) or Personal Medical Leave. <u>If Worker's Comp claim approved:</u> 67% of pay covered; Team member will be coded by Leave Management Team. The 33% of missed hours is unpaid. <u>If Worker's Comp claim denied:</u> Team member should contact MetLife (IL) or The Hartford (WI) to apply for a short-term disability leave (disability eligibility waiting period* will be waived if necessary). PTO will be used for the entire elimination period* (unless WI FLM eligible). If approved for STD 60% of pay is covered; Team member will then be coded by Leave Management for the additional 40% based on Payroll Elections. Once cleared by Health Care Provider, follow protocol for return to regular duty. If Team Member Tests Negative: - Team member monitors symptoms and returns to work according to the Guidance for Sick Healthcare Workers document found on the COVID-19 Info site. - If team member does not return to work within 3 days and believes they need to continue to be off work medically, he/she must apply for a leave of absence by contacting MetLife (IL) or The Hartford (WI). If Team Member declines to test, but is exhibiting symptoms: - May apply for LOA by contacting The Hartford (WI) or Met Life (IL) for non-COVID related illness; would need to provide medical certification and would need to use PTO to cover time off until leave/disability is approved

Situation	If...	And ...	Then...
Team Member's primary work location is onsite and team member has an Expressed or Confirmed Exposure Workplace Exposure is Presumed Due to Clinical or Office Work Environment.	Team member is asymptomatic	Employee Health designates as a Risk Exposure Requiring Serial Testing (multiple tests during a defined timeframe)	Team member will continue to work with vigilant PPE use, symptom monitoring by Employee Health, and complete the required serial testing process over a 14-day period If Team Member declines to test, they would need to use Unscheduled PTO to cover time off following PTO policy and departmental practices. If at any time the Team Member develops symptoms, they are to immediately exclude themselves from work, complete a SafeCheck or Online Exposure Evaluation Tool alert, and follow the testing guidelines found in the red alert message.
Team Member's primary work location is remote (off-site) and team member has an Expressed or Confirmed Exposure Exposure is Presumed to be Personal Due to Remote Work Environment	Team member is symptomatic	Employee Health designates as a Risk Exposure Requiring Exclusion from Work based on Employee Health Guidelines	Team Member excluded from work: Use PTO to cover exclusion period (counts toward satisfying elimination period* if short term disability is necessary). If Team Member Tests Positive OR Practitioner Diagnosed: Team member should contact MetLife (IL) or The Hartford (WI) to apply for a short- term disability leave (eligibility waiting period* will be waived if necessary); - Team member must use PTO to satisfy elimination period*. - If STD is approved: 60% of pay covered; Team member will be coded by Leave Management Team. The 40% of missed hours is coded PTO (unless WI FML eligible) - If Team Member is not eligible for Short-Term Disability benefits, Leader (IL) or Leave Management Team (WI) records 100% of missed hours PTO or time without pay (if eligible for WI FML) Once cleared by Health Care Provider, follow protocol for return to regular duty. If Team Member Tests Negative: - Team member should contact their Health Care Provider and return to work according to the Guidance for Sick Healthcare Workers document found on the COVID-19 Info site. - If team member remains off work after a negative test, PTO must be used. - If team member does not return within 3 days must apply for a leave of absence by contacting MetLife (IL) or The Hartford (WI). If Team Member refuses to test, but is exhibiting symptoms, s/he could apply for a Leave but would need to use PTO to cover time off.

Situation	If...	And ...	Then...
Time away from work for personal reasons , (i.e. other than site/dept closure or low census	Team Member has Available PTO		Scheduled PTO or Unscheduled PTO used, as appropriate

Definitions:

- [*Elimination period](#) – 10 consecutive calendars days a team member is out of work and considered disabled before STD begins on the 11th day.
- [*Exclusion period](#) – the time when Employee Health excludes a team member from work until the time test results received and next steps determined.
- [*Eligibility waiting period](#) – is for eligible team members not yet entitled to receive STD benefits (i.e. first of the month following 90 continuous days of employment)