

Effective: Updated March 16, 2020

Expires: 30 days from today (or sooner)

Contact: Noemi Borjon, HR Director

COVID-19 Sick Leave Policy (All employees):

- If you are feeling sick, and believe that you have been exposed to COVID-19, we want you to stay home, or go home, and assess your ailments. You may be coming down with the COVID-19, virus or you may simply have a milder case of the flu/cold.
- If your symptoms mimic the flu, and continue for 24 to 36 hours or more, **to include** fever and upper respiratory distress, then we are asking you to stay home for 14 days and quarantine yourself. If you fall within this category, and you are an hourly employee, we will not be deducting these hours from your sick bank.
- **This policy exception for your sick time/bank hours is good for one 14-day quarantine only.**
- We will inform you when this COVID-19 sick leave policy is no longer valid or in effect.
- If you become ill and need to stay home, or go home, please follow the normal procedure and inform your immediate supervisor, HR Director and Administration. You are **required** to check in daily with your supervisor to report your absence as needed. If you are on your third sick day, it is up to your immediate school supervisor or department head whether a doctor's note will be required. (If you reach the point of a 14-day quarantine, and you have let us know that you need to be out for that amount of time, you do not at that point need to check in daily).
- Supervisors, if your hourly employee is on a 14-day quarantine, please do not contact your hourly staff while they are out; and hourly staff please do not work while you are recuperating.
- If you are out home sick pending Coronavirus testing results, your time off will be paid.

PLAN MEMBERS:

If you are health insurance plan member, the Plan is waiving member deductibles and co-pays for testing and treatment of the COVID-19 virus. Please visit [Ascend to Wholeness](#) for more information. We encourage you to use Telehealth (Amwell) provided by Adventist Risk Management, at NO cost to you.

IMPORTANT BENEFITS RELATED TO COVID-19

Telehealth (Amwell) - is a free in-network service that allows you to be treated by a licensed physician without leaving your house. Members should use Telehealth as their first line of defense in order to limit potential exposure in physician offices and other areas. Amwell physicians are prepared with pre-approved standard questionnaire for COVID-19. For more information please go to [Telehealth](#).