

Effective: **Updated June 11, 2020**

Expires: December 31, 2020 or sooner

Contact: Noemi Borjon, HR Director

**Temporary Emergency Sick Leave Policy:**

This emergency sick leave policy is in place for sick leave related to COVID-19. For Colorado employees, paid sick leave is additionally granted under the Colorado Health Emergency Leave with Pay Rules (Colorado HELPS) last revised April 27, 2020. Any other form of sick leave please refer to our Leave Policies available in our HR Department web page. We will inform you when this temporary emergency sick leave policy is no longer valid or in effect.

**COVID-19 SYMPTOMS (All Employees):**

- If you begin to have flu-like symptoms such as a fever, cough, and shortness of breath or other symptoms listed by the Centers for Disease Control and Prevention (link available under Resources) **do not come to work**; if working **go home**; if teleworking, **stop working**. Please inform your immediate supervisor, and HR Director. Your absence will be covered under any unused sick leave available to you.
- You are **required** to give notice of your absence as soon as possible and to check in with your supervisor if you are on your third sick day (72 hours), and your fever or symptoms has worsened. Please seek medical attention and isolate for 10 days.
- If you have been in contact with someone with COVID-19, **DO NOT COME TO WORK** or if at work, **GO HOME**; isolate, notify your immediate supervisor and HR Director. Contact your health care provider if you begin to have flu-like symptoms (fever, cough, and shortness of breath). Self-isolate from others, including those you live with for 14 days and avoid being in public places.
- At the end of two weeks, you will be required to self-certify to Return to Work by completing a *Self-Certification Form* (HR will provide you this form) or your written statement stating that your fever and symptoms have improved and at last 10 days have passed since your symptoms began.

EMERGENCY PAID SICK LEAVE- CO HELPS (For Office Staff and Education Employees in Colorado):

- If your sick leave is already exhausted or you are ineligible for sick leave, you could qualify for paid sick leave at two-thirds of your regular rate, up to two (2) weeks for full-time employees and up to two (2) weeks for part-time employees (at the employees regular worked hours) **only** if the following **two** conditions are met:
  - You begin to have flu-like symptoms such as a fever, cough, and shortness of breath or other symptoms listed by the Centers for Disease Control and Prevention.
  - **AND** must (1) be in the process of being tested for COVID-19 **or** (2) has received instructions from a health care provider or authorized government official to quarantine or isolate due to a risk of having COVID-19.
- You are required to notify Human Resources Department within 24 hours of the above.
- You will need to get authorization from a health care provider to get tested for COVID-19 or to get instructions to quarantine/isolate. If you are benefits eligible, we encourage you to use Telehealth from Ascend to Wholeness (<https://www.ascendtowholeness.org/en-US/Members/Healthcare/Member-Services/Coronavirus-Covid-19>)
- Paid sick leave ends upon a negative test result before the end of two weeks.
- Documentation of a COVID test request or instructions to quarantine or isolate, must be provided to HR at the end of the illness or upon return to work.

Please note:

If you choose not to seek medical advice to get tested or to get instructions to quarantine/isolate, your sick time will be charged against any available leave banks (sick, personal, and vacation). If none available, sick time will be unpaid.

BEYOND TWO WEEKS-14 DAYS (All employees):

If your condition has not improved after two weeks, contact Human Resources to see if you qualify for leave under the Family Medical Leave Act (FMLA). You will be required to provide documentation under FMLA rules. Please see our Leave Policies regarding FMLA in the HR Department web page.

**RESOURCES:**

For up to date information on the Coronavirus, please visit the Centers for Disease Control and Prevention website: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

COVID-19 **symptoms:** <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

**TESTING FOR COVID-19 INFORMATION:**

**COLORADO:**

For information on how to get a Test for Coronavirus, talk first with your health provider. You can read more information about COVID-19 Testing here: <https://covid19.colorado.gov/testing>

**WYOMING:**

For information on how to get a Test for Coronavirus, please visit:

<https://health.wyo.gov/publichealth/infectious-disease-epidemiology-unit/disease/novel-coronavirus/>

**NEW MEXICO:**

For information on how to get a Test for Coronavirus, please visit: <https://cv.nmhealth.org/public-health-screening-and-testing/>

**Family First Coronavirus Response Act:**

Currently, as of June 11, 2020, Rocky Mountain Conference is **NOT** a covered employer under this Act as the number of employees exceed 500. When an employee request leave due to COVID-19, HR Department, at that time, will conduct another employee count to verify if Rocky Mountain Conference is a covered employer under the FFCRA Act.