

COVID-19 ATTENDANCE POLICY UPDATE

To comply with the most recent CDC guidelines to prevent the spread of COVID-19, we need you to:

- **Consider canceling any flights in the next few weeks that are non-essential.** Do not travel internationally or go on a cruise.
- Report to your manager **any travel to areas in the U.S. that are considered epicenters,** international travel or cruises that you participate in or members of your household participate in **prior to returning to work.**
- If you travel to an area that is classified by the CDC as **widespread transmission (Level 3),** report to your manager and **stay home** for 14 days following your return to the US. These areas currently include about 25 European and Asian countries. However, this list is changing frequently. To see the most current information, a map is continuously updated on the CDC website at www.cdc.gov/coronavirus/2019-ncov/travelers/. If you do not have access to view this map or are uncertain, please reach out to your manager.
- **Please be mindful that areas in the U.S. considered an epicenter is also changing frequently. Travel to these areas will also require a 14 day work restriction upon return even if they are not classified as an area of concern until you arrive there or after you depart.**
- If you develop symptoms after such travel, you will need to be screened before returning to work. This could be done virtually, through a tool such as St. Bernards Go, or in a physician's office. You would also need to notify either your manager and/or the Infection Control Department if you develop symptoms. The St. Bernards Go app is waiving the visit fee if you believe you have been exposed to COVID-19. To have the visit waived, use coupon code COVID in the "Payment" window.
- If you experience a **fever above 100 degrees,** (even if you have not traveled to one of the locations described above), do not come in to work. **Notify your manager** of your absence per our attendance policy.

Should you have to miss work related to COVID-19:

- Contact your manager to report all absences.
- If your absence is related to a personal situation such as travel, caring for your family, etc, you may choose to use either PTO, be off work without pay or (in some circumstances) work from home with approval.
- If your absence is related to an exposure to a patient with COVID-19 while at work and not being protected by PPE, we will assist you with finding a location to quarantine (if needed) and you may file a worker's compensation claim for lost wages.

If anyone is interested in donating PTO to assist those that may be impacted by this situation and have no PTO hours available, you can do so by completing the form on MissioNet under Human Resources.