

Sample Letter to Employee Denied Entry to Work due to COVID-19 Secondary Screening between March-August 2020

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Dear [Insert Employee Name]

You are receiving this letter because the COVID-19 Secondary Screening records indicate that you were denied entry from the work location due to answering yes to one of the secondary screening questions between March and August 16, 2020.

In April 2020, the Secretary created the Secondary Screening Task Force to complete audits of employees denied entry to determine what leave should be employer paid leave and an employee's own leave. These leave audits were time consuming and the resources necessary to fully complete an audit of all employees denied entry is not sustainable with people's normal workload, so an alternative became necessary.

The normal process when an employee has unplanned leave is to submit a leave request immediately upon return to work or the supervisor is responsible to submit on behalf of employee to prevent overpayment. The difference in this situation is the department's leave guidance grants employee employer paid leave under certain circumstances. To identify a sustainable process, we must get back to the normal process and provide employees and supervisors with the tools to make the determination of leave. Human Resources and/or Payroll may audit the leave slips for compliance to the leave guidance.

Action required by employee and their supervisor (by September 16, 2020):

If you have already received a Leave Audit Worksheet, your leave was reviewed against the old leave guidance that used the CDC Guidance advice regarding the number of days a person should be out prior to return to work symptom free. It is recommended that you review your situation against the overarching concepts below. New leave slips are necessary to change the existing leave entries using leave request form 03-407.docx.

If you have not received a Leave Audit Worksheet, please submit NEW leave slips by reviewing the following information, the attached leave guidance and the flowchart. The following overarching concepts should be followed:

- Employees with a temperature of 100.4 or above who calls in or is denied access will use their own leave until they are symptom free, otherwise healthy, and able to return to work or telework.
- Employees denied entry or call in due to the likelihood of answering "yes" to one of more of the screening questions will be granted employer paid leave until contact with the secondary screener (listed below) after that date they will use their own leave until they are symptom free, otherwise healthy, and able to return to work or telework.
- Any additional time beyond the CDC guidelines for return to work after resolution of symptoms, and the employee is required to remain at home will be employer paid leave.

The Secondary Screening Records indicate that you were denied entry on **[Insert initial screening date]** and returned to work on **[Insert Eligible Return Date]**.

Other information available from the Secondary Screening records and may be helpful in your review:

Secondary Screening Date:	Result:
[Insert 1st Attempt Date]	[Insert 1st Attempt Result]
[Insert 2nd Attempt Date]	[Insert 2nd Attempt Result]
[Insert 3rd Attempt Date]	[Insert 3rd Attempt Result]

Last Day Symptomatic, if available: [Last Day Symptomatic]