

DOC COVID-19 Leave Guidance

This document will be updated as the CDC and WA State Health Department's information on COVID-19 continues to change.

At the point in which someone is screened out they will be placed on Paid leave (miscellaneous leave code 9045) until the reconciliation of leave is completed and appropriate leave is determined, taking the following guidance into consideration.

Employee answers "yes" to one or more of the screening questions during initial screening.

- Employees who report to work will be sent home and be asked to telework or be placed on paid leave until contacted by the screener.
- Employees who call in due to the likelihood of answering "yes" to one or more of the screening questions will be placed on Paid leave until contacted by the screener.
- Employees with a temperature of 100.4 or above who calls in or is denied access will use their own leave.

Scenario 1: Unsuccessful Second Screening. After three unsuccessful attempts by the medical professional to reach the employee, the date of the 3rd attempt ends Paid leave and begins personal leave or LWOP.

Scenario 2: Employees with a temperature at 100.4 or above or with COVID-19 related symptoms that cannot be attributed to another health condition.

Required to use their own leave (per the applicable CBA, policy or leave laws) as follows:

- Until employee has had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers) **AND**
- Until other symptoms have improved (for example, when employee's cough or shortness of breath have improved) **AND**
- Until at least 10 days have passed since symptoms first appeared.
- Any additional time added to the above will be paid leave.

Scenario 3: Employee in close contact with a person confirmed positive for COVID-19 who is not showing symptoms and is otherwise healthy. Time quarantined until approved return to work date (14 days from **close contact**) specified by department health professional = Paid leave. Up to 14 days from date of contact but could exceed 14 days if secondary screening takes longer (Governor's Proclamation 20-15).

- Employee exposed to an individual with suspected COVID-19 will be treated as confirmed until test results are confirmed negative = Paid leave

Scenario 4: International Travel or Cruise. Employee returns from international travel or a cruise. Full or partial telework is first option. Where telework is not possible, fourteen days from arrival from international travel (or a cruise).

- Date of return from travel + 14 days = Paid leave

Scenario 5: Cleared to return to work but turned away at screening. Employee who was cleared to return to work but were refused entry because they are not on a list as cleared to return. Timeframe between when the employee was cleared, and they were allowed to return = Paid leave.

Scenario 6: Pre-authorized A/L during Quarantine. When an employee has pre-authorized annual leave (A/L) and is required by DOC to remain under quarantine due to exposure, the A/L will be converted to Paid leave as long as the employee did not travel away from their home on vacation.

Notes:

This document expires December 31, 2020.