

WA COVID-19 Return to Work - Supervisor Guidance

The health and safety of our employees is our top priority. We understand this is a difficult time for all employees, and we are doing our best to ensure we take steps necessary to mitigate the potential spread of COVID-19.

The secondary screening process will be conducted with our medical professionals who will determine a return to work date when an employee is denied access due to active screening. This document is intended to provide guidance with this process.

If your employee is out due to active screening at the work location:

Employee reported to their work location and answered YES to one or more of the screening questions, or had a temperature at or above 100.4 degrees, they were not allowed entry into the facility/office.

In order to be cleared to return to work, the employee will need to participate in the secondary screening process. Employees may choose to submit leave in accordance with the leave laws or applicable Collective Bargaining Agreement. Refer to Office of Financial Management's (OFM) [COVID-19 Scenarios & Benefits Available](#) for possible eligible leave usage with each scenario.

For the secondary screening process, the employee is expected to contact the designated medical professional within their shift after being denied access.

- Passing the secondary screening will be determined by the designated medical professional.
- Once the medical professional makes contact with the employee, the employee will be informed as to what date they are eligible to return to work.
- The medical professional will update the COVID-19 secondary screening SharePoint site indicating the eligible return-to-work date.

If an employee calls you and reports they are sick:

Please ask if they are calling in sick because they would fail one or more of the active screening questions.

- If employee answers YES, ask them the questions from the current [COVID-19 Active Screening Questionnaire](#) and provide them the workplace denial form to ensure they're aware of the responsibility to contact the designated secondary screener and send them the Return to Work Process information sheet.
- Send the workplace screening denial form to the designated secondary screening SharePoint contributor for appropriate entry to the site and then to Human Resources (HR) for retention. This will help ensure that when the employee is cleared by medical, your work location and HR are also informed of the employee's eligibility to return to work, and date of return.
- Send the Center for Disease Control and Prevention (CDC) [Prevent the spread of COVID-19 if you are sick fact sheet](#) and remind your employee of the importance of practicing social distancing, washing hands, and staying home when sick.

Masks Can't Do It Alone

- ✓ Practice physical distancing
- ✓ Wash your hands
- ✓ Get tested for any COVID-like symptoms
- ✓ Stay home if you're sick



Telework:

Supervisors are encouraged to consider telework opportunities and determine if the employee is able to telework, when possible. Telework reduces the amount of leave an employee may need to use and supports Governor Inslee's "[Stay Home, Stay Healthy](#)" Proclamation.

- Telework can include normal work done remotely, developing documentation and process improvement

for normal work processes, and by completing annual in-service training.

- If the employee is ill and unable to telework, then leave must be entered for each day the employee is absent in accordance with the [applicable leave law](#) or [collective bargaining agreement](#).

Leave Reporting:

- Be aware of leave balances for your employees. You should receive a leave report via email each month, or you can log into MyPortal to see leave balances. See OFM's website for [MyPortal help resources](#).
- As the supervisor, you are responsible to ensure leave is entered per the collective bargaining agreement or applicable leave laws. *Payroll does NOT automatically record or submit leave for employees.*
- If your employee does not have access to MyPortal, then you must enter leave on behalf of your employee prior to the end of the pay period.
- If Employer Paid Leave is appropriate, this should be submitted as Miscellaneous Leave in MyPortal or as 9045 Miscellaneous Leave on the 03-407 Leave Request form.

Please refer to the OFM [leave guidance](#) on the appropriate leave for your employees. We realize this may not address every scenario. Situations are unique and this is intended to serve as a guide. Please feel free to contact your [local HR office](#) or payroll representative if you have questions or would like to discuss further.

We want everyone to do the best they can to ensure that employees are paid correctly, and that actions, or lack of actions, do not cause them to be paid incorrectly and/or result in overpayments.