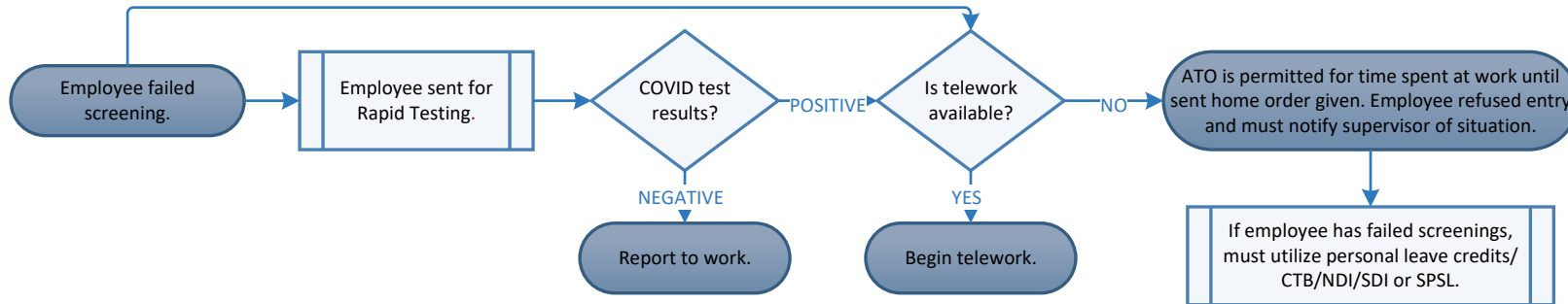


Administrative Time Off Decision Tree (Rev. 04/09/2021)



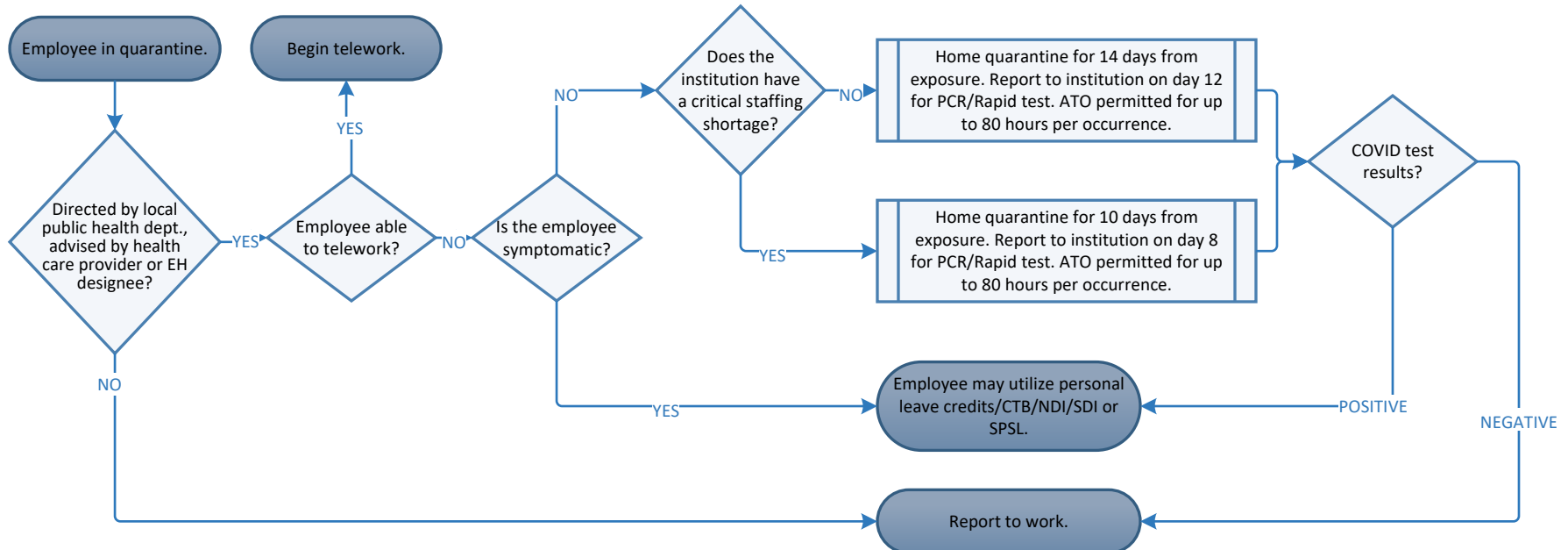
Hiring Authorities: Consult with your Return to Work Coordinator for all requests which include a doctor's note. Doctor's notes must include the word "quarantine/isolate" to be eligible.

Failed Screening
Mar 29, 2021 - Current



Note: Please contact your ERO/EDU if experiencing pattern of inappropriate or abuse of this safety guideline.
Employee failed screening: Guidelines for screening available on memorandum; COVID-19 INSTITUTION ENTRANCE SCREENING PROCEDURE

COVID Quarantine
Dec 10, 2020 - Current



Effective January 1, 2021, Supplemental Paid Sick Leave (SPSL) can be utilized until September 30, 2021.

Note: All leave requests must follow existing local operating procedures.

- A doctor's note should have an end date.
- Self-quarantine: Employees who may have been exposed to COVID-19. Employees who are solely identified as high-risk do not qualify under this criteria.
- Isolation: Employees who have tested positive for COVID-19 and ordered to self-isolate.

Flowchart Outline Descriptions for Administrative Time Off Decision Tree

Failed Screening Mar 29, 2021 - Current Outline

Chart begins: "Employee failed screening."

- I. If "Employee sent for Rapid Testing.", then "COVID test results?"
 - A. If "NEGATIVE", then "Report to work."
 - B. If "POSITIVE", then "Is telework available?"
 1. If "YES", then "Begin telework."
 2. If "NO", then "ATO is permitted for time spent at work until sent home order given. Employee refused entry and must notify supervisor of situation.", then "If employee has failed screenings, must utilize personal leave credits/ CTB/NDI/SDI or SPSL."
- II. "Is telework available?"
 - A. If "YES", then "Begin telework."
 - B. If "NO", then "ATO is permitted for time spent at work until sent home order given. Employee refused entry and must notify supervisor of situation.", then "If employee has failed screenings, must utilize personal leave credits/ CTB/NDI/SDI or SPSL."

COVID Quarantine Dec 10, 2020 - Current Outline

Chart begins: "Employee in quarantine.", then "Directed by local public health dept., advised by health care provider or EH designee?"

- I. If "YES", then "Employee able to telework?"
 - A. If "YES", then "Begin telework."
 - B. If "NO", then "Is the employee symptomatic?"
 1. If "YES", then "Employee may utilize personal leave credits/CTB/NDI/SDI or SPSL."
 2. If "NO", then "Does the institution have a critical staffing shortage?"
 - a. "YES", then "Home quarantine for 10 days from exposure. Report to institution on day 8 for PCR/Rapid test. ATO permitted for up to 80 hours per occurrence."
 - b. "NO", then "Home quarantine for 14 days from exposure. Report to institution on day 12 for PCR/Rapid test. ATO permitted for up to 80 hours per occurrence."
 - c. "COVID test results?"
 - i. If "POSITIVE", then "Employee may utilize personal leave credits/CTB/NDI/SDI or SPSL."
 - ii. If "NEGATIVE", then "Report to work."
- II. If "NO", then "Report to work."