

# COVID-19 Temporary Workplace Policies and Guidance

**March 12, 2020**

On March 10, 2020, Massachusetts Governor Charlie Baker declared a state of emergency due to COVID-19. While this indicates the seriousness of the situation, it is not reason for panic. HSL leadership is actively monitoring this dynamic situation and has established the following temporary workplace policies and guidance. Employees are asked to review the following and direct questions to your local HR representative.

HSL’s priorities in setting these temporary workplace policies are to:

* Maintain a safe and healthy workplace for all our employees, including minimizing the transmission of all contagious disease;
* Continue to provide support and services to our patients and residents in a safe and healthy community;
* Encourage an environment of fairness, open communications and concern for the well-being of our patients, residents, and employees; while implementing an effective plan of strong organizational sustainability through this crisis.

## Most Important Actions to Take Now

1. All employees are urged to exercise judgment and take appropriate measures to avoid exposure to or infection by the virus causing COVID-19.
2. All employees should consider and try to plan for alternative child care options should schools/day care sites be closed temporarily.
3. Any employees who have travelled to countries with sustained COVID-19 community transmission will not be permitted to return to work on any HSL site or in patient homes for a period of at least 14 days, and may be subject to a quarantine. For updated information on affected countries visit: https://[www.cdc.gov/coronavirus/2019-ncov/travelers/index.](http://www.cdc.gov/coronavirus/2019-ncov/travelers/index)
4. Employees are asked to make sure that personal and emergency contact information is up to date with HR.
5. Contact the [Employee Assistance Plan](http://thehslhub/-/media/HSLNet/Docs/HR/Benefits/2019-Benefits/EmployeeAssistanceProgram_SunLife.pdf?la=en) at 877-595-5281 for help with feelings of stress or anxiety about these events. You can also reach them online at [guidanceresources.com](https://www.guidanceresources.com/groWeb/login/login.xhtml) using web ID: EAPBusiness

# Temporary Workplace Policies (effective as of 3/12/2020, subject to change)

## Essential Employees

As a 24/7 health care and senior living organization, HSL never closes. Many employees must work on campus to provide services that are essential to the health and safety of our patients, residents, and employees. What makes HSL so special is our culture of caring, and we appreciate how our team shows that on so many levels for our patients, residents, and fellow employees. In addition to the policies outlined below, additional measures and policies to support these employees are being considered.

## Well Employees

HSL is so fortunate to have a team that clearly cares about our patients, residents, and their fellow employees, and who make all efforts to get to work as scheduled. Employees who are well are expected and very much needed to report to work as usual, even if they have been in contact with or caring for someone who is ill with a respiratory illness unrelated to COVID-19 (in which case, typical

preventive measures are recommended for them as caregivers).

Well employees are expected to report to work unless they have been:

* Caring for someone with a confirmed case of COVID-19, in which case they are required to self- isolate and must immediately contact a member of the OHS team or their senior living HR representative for guidance;
* In countries with sustained COVID-19 community transmission in the past 14 days; or
* Instructed to refrain from reporting to work at an HSL site by OHS or your senior living HR representative.

***Note:*** If any of these situations apply to you, please immediately contact your senior living HR representative or OHS at 617-363-8310 (Roslindale), 781-234-9608 (NewBridge on The Charles), or through OccupationalHealth@hsl.harvard.edu.

We recognize the potential financial burden that an unplanned quarantine or potential COVID-19 illness might place on you and your family. As COVID-19 evolves and its impact on the workplace changes, HSL will continue to review its paid leave policies and consider changes as appropriate to address the current state for its employees. Specifically, we will review these policies if and when the federal government releases its stated plan to offer support for paid leave.

## Quarantine-Related Pay Policy

These policies only apply to benefits-eligible employees who are, as determined by their manager, unable to work from home for the period of a quarantine. These policies do not apply if an employee is quarantined as a result of a personal decision to travel to any country with sustained COVID-19 community transmission.

## First week of quarantine

Employees will be paid from accrued earned time (ET). If the employee does not have sufficient accruals to cover the first week, they can borrow up to one week of ET. Employees can choose to go unpaid for part or all of the week with approval of their manager.

## Second week of quarantine

Employees will be paid 100% of their pay from an Earned Time Leave Sharing Program, up to a maximum of $1,000 (prorated for part-time employees). Those employees making greater than

$1,000/week may choose to supplement with their accrued ET.

Up to two separate episodes of quarantine will be supported under this temporary pay policy.

## Sick Employees

Employees who have a fever, shortness of breath, and/or a cough or other gastrointestinal illness or flu- like symptoms should contact their senior living HR representative or OHS. A fever is defined as a temperature of 100.3 degrees Fahrenheit. Those with concerns or questions about their illness or

seeking advice about whether to come to work should contact their senior living HR representative or OHS.

## COVID-19 Related Pay Policy for Benefits-Eligible Employees

Benefits-eligible employees who have been diagnosed with COVID-19 are subject to these temporary policies.

## First week of COVID-19 illness

Employees will be paid from their accrued earned time (ET). If an employee does not have sufficient ET to cover the first week, they can borrow up to one week of ET. Employees can choose to go unpaid for part or all of the week with approval of their manager

## Second week of COVID-19 illness

Employees will be paid 100% of their pay from Earned Time Leave Sharing Program, up to a maximum of $1,000 (prorated for part-time employees). Those employees making greater than

$1,000/week may also choose to supplement with their accrued ET. Those employees making more than $41.66/hour should apply for short-term disability (STD) as this may be the greater benefit.

## Three or more weeks of COVID-19 illness

If employees remain out of work due to COVID-19 illness for three weeks or longer, they will be covered by short-term disability or accrued ET.

## Multiple Episodes of COVID-19 illness

Up to two separate episodes of COVID-19 illness will be supported under this temporary pay policy.

## COVID-19 Related Pay Policy for Benefits-Ineligible (0-23 hour) Employees

Employees who are not benefits-eligible may use any accrued sick time for absences from work in accordance with the HSL [Paid Time Off](http://thehslhub/-/media/HSLNet/P_P/HR/HRAdmPPPaidTimeOffPolicy.pdf) (PTO) policy.

## Other Supportive Resources for Employees

* [Harold and Jamie Kotler H.E.L.P. Fund](http://thehslhub/Departments-New/Human-Resources/Kotler-HELP-Fund)
* [Employee Assistance Plan](http://thehslhub/Departments-New/Human-Resources/Employee-Assistance-Program) at 877-595-5281

## Returning to Work After Sickness

In general, written medical clearance will **not** be required for return to work. However, it is expected that any employee who is out of work for three or more consecutive days due to their own illness will notify OHS or their senior living HR representative prior to returning to work. Due to our need to track any incident of COVID-19 within our communities, anyone who has had a positive test for the virus will need to speak with OHS upon diagnosis.

* **Returning to Work After International and Domestic Travel**

Please refer to the [*HSL COVID-19 Employee Travel Restrictions and Guidance Policy*](http://thehslhub/-/media/HSLNet/Docs/Covid-19/Emp%20Policies/03-13-20_COVID-19EmployeeTravelRestrictionsGuidance.pdf) for current policies related to international and domestic travel. If employees are not permitted to return to work due to recent international or domestic travel, and are unable or unauthorized to effectively work from home by telecommuting, please see the Quarantine Related Pay Policy above.

* + **Employees at Higher Risk**

Employees who are at increased risk for complications from COVID-19 due to underlying health conditions are urged to consult their physician about steps they can take to protect their health.

## Preparing for Possibility of Increased Remote Work

Managers who have employees who currently work effectively from home by telecommuting should make sure now that they are prepared for the possibility of working remotely in an increased capacity, potentially for a protracted period. If you are authorized to work remotely, please take measures such as confirming remote connectivity, and familiarizing yourself with how to access HSL voicemail and email and how to effectively participate in Zoom meetings. Any consideration by a manager to have their team or part of their team begin working remotely in response to COVID-19 is asked to first coordinate that decision through HR and IT. Please be advised however, that we are not inherently resourced to support a significant increase in remote workers. We are a 24/7 residential and hospital facility. In times of crisis, our first mission is to serve and support our patients and residents within our communities.

## Potential Additional Policy Changes

If public health conditions worsen, HSL’s workplace policies may be further amended. This would be done to address the effects of more widespread illness or absences, more frequent needs for self- isolation or quarantine, or disruption of care. Employees will be notified as necessary of such changes and should also check the HUB for updates.