

# our plan for **reU**Knighting

## GUIDELINES REGARDING QUARANTINE AND COVID-POSITIVE PAY

EFFECTIVE 7/20/20

*Scope: These guidelines pertain to Gannon Colleagues and how COVID-related quarantines and isolations will be addressed and paid. These guidelines are relevant to Gannon full-time, part-time, and temporary employees.*

### **Managing our workplace health in a time of COVID:**

Colleagues working on campus and/or in proximity of others will be responsible for following any safety and wellness procedures or protocols of the university (e.g. pre-shift wellness checks).

Colleagues experiencing symptoms of illness should not report to work on a campus or work in proximity of anyone. They should immediately notify their supervisor and then contact the Gannon Health Center medical personnel if they have COVID-19 symptoms (as defined by the CDC). Then they are advised to seek medical attention. Gannon may require medical documentation before allowing the colleague to return to campus or to be working in proximity of others.

### **QUARANTINES**

**In case you are ordered to quarantine for the purpose of a possible or actual exposure to COVID-19.** (*Isolation for those diagnosed with COVID-19 is addressed separately below*)

#### **Quarantine Pay:**

- **Personal travel:** Colleagues quarantined by Gannon due to personal travel who are unable to work must either (1) use vacation pay, (2) use floating holidays or (3) may choose to go unpaid. Vacation and floating holidays are required to be used for the personal travel itself if during normally scheduled work days.
- **Medical related:** Colleagues traveling for medical treatment or to care for an immediate family member due to medical issues can apply for FMLA if they are missing work. If qualified, the existing FMLA policy will determine pay for days missed due to FMLA. Work missed for quarantine that is not encompassed in the FMLA leave will be treated as “Other Quarantines” below.
- **Work travel:** Colleagues who quarantine for approved

work travel will receive their normal pay and work remotely during the quarantine, unless remote work is not available.

- **Work related:** If a colleague is quarantined in the event of a known work-related exposure to COVID-19, Gannon will provide pay to the colleague for work time missed. Vacation pay, floater holidays or sick time will not be used.
- **Other quarantines:** Quarantines for other reasons not listed above will qualify for “COVID Pay” and will be paid as follows on approval by your supervisor.
  - COVID days are paid days off for the use of work time missed due to quarantines of this nature only. They are provided by Gannon to assist the colleague.
  - The colleague will be able to use a maximum of 5 COVID days for time missed due to the quarantine. For any additional days missed, the colleague must (1) use vacation pay, (2) use floater holidays or (3) choose to go without pay.\*
  - COVID days can be used for one quarantine period only. Any subsequent quarantine periods will require the colleague to (1) use vacation pay, (2) use floater holidays, or (3) choose to go without pay.\*
- **Holidays:** Quarantines that occur on a holiday will still be eligible for holiday pay and no other paid time off will be paid on the holiday.

### **ISOLATION**

**In case you are ordered to isolate because you have COVID-19.**

- Colleagues will not be permitted to work during the illness or after the illness unless and until a physician releases them for work and the isolation period is determined to be concluded by Gannon Health Center. The only work permitted during the illness and/or isolation period will be remote work that can be performed off work premises and not in proximity

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of other colleagues, students or contractors.

- If a colleague is diagnosed with COVID-19, medical and isolation documentation should be provided to their supervisor and to Gannon Health Center medical personnel.

### **Also, you might be subject to “Contact Tracing:”**

Gannon and/or local authorities will conduct contact tracing in an attempt to identify others who may have been in contact with the COVID-19 positive colleague and to notify those individuals of the contact. The identity of the COVID-19 colleague will not be disclosed to those individuals. Gannon’s contact tracing will be limited to Gannon colleagues, students, contractors, and others affiliated with Gannon and would not include tracing those not affiliated with Gannon such as family and friends. Gannon may also be involved in contact tracing to identify Gannon colleagues who may have been in contact with a COVID-19 positive individual that is not a colleague or student of Gannon but were exposed due to the course of their work.

### **Isolation Pay:**

- **FMLA:** Colleagues who are diagnosed with COVID-19 who are unable to work are eligible to apply for Family and Medical Leave Act. Qualified individuals will be paid in accordance to Gannon’s Family and Medical Leave Policy and will have benefits and job protection as defined in the policy and the Act.
- **Sick Time:** Individuals who do not qualify for FMLA will be able to use their sick time in accordance with Gannon’s Paid Sick Time Policy. Vacation pay and floater holidays can also be used.
- **Workers’ Compensation:** Individuals who acquire COVID-19 due to a known exposure at work or due to work required travel will be paid in accordance with the state’s applicable workers’ compensation law.

### **Medical Care Costs**

- Colleagues and their families who are on Gannon’s medical insurance (Aetna) will receive no out of pocket expense for COVID tests (excluding anti-body tests) and any COVID-related hospitalization. Gannon is covering these costs for an undefined period of time.

\*unpaid work time missed due to quarantine may be eligible for unemployment benefits.

*These guidelines are in effect until further notice and can be modified or eliminated at any time. These protocols are created for the safety of Gannon colleagues, students and others. Therefore, they will be enforced. Failure to follow these protocols may result in disciplinary action.*