GUIDELINES REGARDING VACCINE, COVID-POSITIVE & QUARANTINE PAY

Scope: These guidelines pertain to Gannon Colleagues and how COVID-related time off work related to vaccines, isolation and quarantines will be addressed and paid. These guidelines are relevant to Gannon full-time, part-time, and temporary employees. The June 29, 2021 update eliminates “COVID Pay” that was in previous guidance.

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.

Vaccine Pay
Vaccine pay pertains to non-exempt (hourly) colleagues. Exempt colleagues have salary continuation.

Non-exempt (hourly) colleagues are allotted up to 2 days of vaccine pay, used in 30-minute increments and isolation documentation should be provided to their supervisor and to Gannon Health Center medical personnel.

Time missed to obtain the vaccine: If work time is missed to obtain the vaccine at the Gannon vaccine clinic, colleagues will be paid their normal pay. If work time is missed to obtain the vaccine from another provider, vaccine pay can be used. Taking time off work is subject to supervisor approval, but will be granted whenever possible. The supervisor can ask to see the vaccine card to substantiate the absence.

Time missed due to side-effects: Vaccine pay can be used if work time is missed due to feeling too ill to work as a result of a COVID vaccine (received anywhere). Note: Although one could feel ill, they are not contagious and are allowed to work.

Two days of vaccine pay: Each non-exempt (hourly) colleague has a total 2 days of vaccine pay. The paid time off can be used in 30-minute intervals and are calculated based on the colleague’s standard workday (7.5 hours or 8 hours). The time paid will be equal to the time missed (e.g. 4 hours of work missed will be paid 4 hours of vaccine pay).

Sick time will be used for any additional time missed.

ISOLATION/ILLNESS
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 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 contract tracing in an attempt to identify others who may have been in contact with the COVID-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. 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.
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**Isolation/Illness 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:** Non-exempt (hourly) 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.
- **Salary Continuation:** Exempt individuals who do not qualify for FMLA will be paid according to the salary continuation policy.
- **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.

**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 will be paid with sick time if he/she is hourly, non-exempt. For other positions (exempt), salary continuation will be provided.

Note: Unpaid work time missed due to quarantine, isolation or illness may be eligible for unemployment benefits.

*These guidelines are in effect until further notice and can be modified 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.*

**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)*

- **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.