

our plan for **reU**Knighting

GUIDELINES REGARDING VACCINE, COVID-POSITIVE & QUARANTINE PAY

EFFECTIVE 7/20/20
REV 1/9/22

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. This revision provides COVID pay for time missed due to COVID illness/isolation and quarantine (hourly colleagues).

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*)

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. (see Travel Policy)
- **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:**
 - Hourly/non-exempt colleagues: COVID pay is paid time off for the use of work time missed due to quarantines of this nature. They are provided by Gannon to assist colleagues preserve sick days. Each colleague has a total of 5 COVID days to use in 2022 (for isolation/illness and quarantine).
 - For any additional days missed, the colleague will be paid with sick time.
 - Exempt colleagues will use salary continuation.
- **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/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 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 contact 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.

Isolation/Illness Pay:

- **Hourly/non-exempt colleagues:** COVID pay is paid time off for the work time missed due to isolation/illness (and quarantines). Each colleague has a total of 5 COVID days to use in 2022 (for isolation/illness and quarantine).
- **Exempt individuals:** will use salary continuation
- **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.

Note: 1) Colleagues can apply for FMLA due to work time missed. The above pay methods will be used. (2) Colleagues may be eligible for unemployment benefits if out of paid time off.

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), COVID vaccines and any COVID-related hospitalization. Gannon is covering these costs for an undefined period of time.

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

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.

- **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.

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.