



Interim Supplemental Sick and PTO Policy (Effective May 19, 2020 – Revised 8/10/20) and remains in effect until rescinded)

Scope: All active full-time and part-time benefited employees.

Purpose: ARH strives to provide a safe and healthy workplace for all employees. This INTERIM supplemental policy outlines our overall response to an outbreak of a respiratory disease caused by a novel (new) coronavirus “SARS-CoV-2” (aka Coronavirus Disease 2019 or COVID-19). It outlines specific steps ARH takes to safeguard employees’ health and well-being while ensuring ARH’s ability to maintain essential operations and continue providing essential services to our patients.

This Supplemental Policy will temporarily modify the provisions of the ARH Sick Policy C-V-03, ARH Vacation Policy (C-V-01), and Paid Time Off Policy C-V-2 as provided herein. All other provisions of ARH Sick Policy C-V-03, ARH Vacation Policy (C-V-01), and Paid Time Off Policy C-V-2 remain the same including provisions for requesting sick leave and notification of illness.

During the Interim Policy effective period, ARH will follow the Centers for Disease Control and Prevention (“CDC”) recommendations and guidelines for employees who may experience symptoms of COVID-19.

The following provisions apply to employees diagnosed with or experiencing symptoms of COVID-19 as defined by the CDC¹:

- **Employees who have symptoms of COVID-19 Fever (100.4 or greater) AND, cough, shortness of breath, chills, repeated shaking with chills, muscle pain, headache, new loss of taste or smell or others depending on pre-existing medical conditions), suspected COVID-19, or confirmed COVID-19 should follow these guidelines:**
 - Do not report to work
 - Seek medical attention as necessary
 - Employees with symptoms of COVID-19 are encouraged to be tested. If test is negative, [contact local Human Resources for return to work instructions](#)
 - Notify direct supervisor and stay in contact with direct supervisor for duration of leave of absence
 - Notify local Human Resources at onset of symptoms
 - Follow leave of absence instructions provided by local Human Resources office
 - Do not return to work until instructed to do so by local Human Resources office
 - The decision to return to work will be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments.

¹

The CDC guidance for return to work criteria, work practices, and work restrictions found at <https://www.cdc.gov/coronavirus/2019-ncov/healthcare-facilities/hcp-return-work.html> will be followed.

- Employees may use any leave balance (including sick time) for the scenarios described above.
- Upon returning to work, employees will be instructed to follow CDC guidelines for return to work practices and work restrictions.
- For employees with symptoms described above, ARH will not require a healthcare provider's note to validate an excused absence.
- **For employees that may have had confirmed exposures to COVID-19, Employee should follow these guidelines:**
 - Employee is directed to contact System HR office at 606-438-2743 during the hours of 8:00 AM to 4:30 pm. For exposures after hours, employee should contact their local House Supervisor or Infection Control nurse
 - If an employee has had an exposure and is asymptomatic, and has been placed on a leave of absence for 14 days, they must have a COVID-19 test between days 10 and 12 before they return after 14 days.
 - If an employee is asymptomatic and is not seeking medical attention for COVID-19 symptoms and they go through a drive-thru testing site, they are exempt from this sick policy and can continue working their normal work schedule. If you are instructed to be on a leave of absence due to exposure, report to direct supervisor immediately and advise them of return date. ARH will allow excused absence, in certain circumstances, for employees with exposure to a person with suspected or confirmed COVID-19.
 - If instructed by ARH to be on a leave of absence due to exposure, employees who are exposed outside of work may use any leave balance (including sick time) for the scenarios described above. The circumstances of the exposure will be evaluated by ARH in accordance with CDC guidelines for a determination of risk level and application of this policy.
 - If instructed by ARH to be on a leave of absence due to exposure, employees who are exposed at work will be placed on Paid COVID-19 leave for the scenarios described above. The circumstances of the exposure will be evaluated by ARH in accordance with CDC guidelines for a determination of risk level and application of this policy.
 - ARH will allow excused absence for employees who must stay home to care for a member of their household diagnosed with or experiencing the symptoms of COVID-19.
 - Upon returning to work, employees will be instructed to follow CDC guidelines for return to work practices and work restrictions.

Travel Health Notices

The CDC is continuously updating lists of locations with Travel Health Notices: <https://www.cdc.gov/coronavirus/2019-ncov/travelers>. Level 3 travel advisories are now in place for

Global Travel due to ongoing community transmission of COVID-19, and a Level 3 warning is in place for cruise ship travel.

Situation	Effective Date	Leave Required	Leave*
Travel to an area with a CDC Health Warning or by cruise ship	Departed on or before 3/10/20	Up to 14 day	May use any leave balance; may go into negative PTO up to 40 hours
Travel to an area with a CDC Health Warning or by cruise ship	Departed after 3/10/20	Up to 14 day	PTO/vacation; cannot go into negative
Travel outside of Kentucky outside of normal work hours for Kentucky residents	5/22/2020		We recommend you follow CDC guidelines for travel
Travel outside of West Virginia outside of normal work hours for West Virginia residents	5/22/2020		We recommend you follow CDC guidelines for travel
Travel to any area with a 15% positivity rate or greater. (including Alabama, Arizona, , Florida, Idaho, Kansas, Mississippi, Nevada, South Carolina, Texas, Washington)	8/06/2020	14 Day quarantine	May use PTO or Vacation balance, or unpaid excused absence

Updates and revisions may be made to this policy as we learn more about the severity of this outbreak of COVID-19. Updates are available on CDC's webpage at www.cdc.gov/coronavirus/covid19.

Vacation/PTO Requests

In regards to Vacation and PTO requests, this Supplemental Policy will temporarily modify the provisions of the ARH Vacation Policy (C-V-01) and PTO Policy (C-V-02), as provided herein. All other provisions of the Vacation and PTO policy remain the same including provisions for accruals and balances.

The following procedure will be followed:

All previously approved PTO must be resubmitted for review. Any travel as directed by CDC by cruise ships will still require a 14 day quarantine upon return. Any travel to area with a 15% positivity rate or greater (including Alabama, Arizona, Florida, Idaho, Kansas, Mississippi, Nevada, South Carolina, Washington) will now require a 14 day quarantine upon return.

References:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

<https://wwwnc.cdc.gov/travel/notices/alert/coronavirus-global>

<https://wwwnc.cdc.gov/travel/notices/warning/coronavirus-cruise-ship>

<https://governor.ky.gov/covid19>

https://coronavirus-wvgovstatus-cdn.azureedge.net/STAY_AT_HOME_ORDER.pdf