

MLH, Inc. and MLH, Inc. Subsidiaries		
Working Together to Serve the Community		
This policy applicable to:	X All Subsidiaries X All Hospitals X All Acute Care Hospitals	X BMRH X MLHC X Mirmont Treatment Center

## ADMINISTRATIVE POLICY AND PROCEDURE MANUAL COVID-19 COMMUNICABLE DISEASE PANDEMIC

### **Policy Name: Compensation & Expenses Incurred During a COVID-19 Communicable Disease Exposure Requiring Furlough**

**Policy Purpose:** In light of the unprecedented nature of the COVID-19 pandemic, this policy will outline how Main Line Health (MLH) employees will be compensated if prevented from working due to a COVID-19 communicable disease exposure either while working or not. Implementation of this policy requires the approval of Senior Leadership with a defined starting date and end date to be determined in conjunction with clinical experts and consultation with regulatory agencies.

**Policy Statement:** It is the policy of MLH to provide certain compensation to employees who have been furloughed from work as a result of a COVID-19 communicable disease symptoms, confirmed disease, work exposure or home exposure.

### **There are three scenarios where an employee is exposed at work:**

- a) If the employee has a work exposure to COVID-19 and is **asymptomatic**, the employee does not require testing nor furlough. Employees must self monitor for symptoms and continue to work. Employees may call the Employee Exposure Hotline (484-580-4955) only if they have questions but record for themselves the date and circumstances of the exposure.
- b) If the employee has a work exposure to COVID-19, and the employee is **symptomatic**, they must contact the Employee Exposure Hotline (484-580-4955) to order the test and is furloughed. If the test is **positive**, the employee is instructed by the Employee Exposure Hotline to report their incident to Worker Compensation by completing a Work Related Injury/Illness Report in PeopleSoft Self Service and, the employee is furloughed at onset of symptoms until 72 hours (3 days) fever free and without fever reducing medications and symptom improvement and a minimum of 7 days since onset of symptoms (possible for 72 hours and 7 days to run concurrently). The Workers Compensation Department will consult with Human Resources and Occupational Health COVID-19 Command Team to confirm whether the exposure is work-related and covered under the Workers Compensation policy. The furlough period is charged to cost center 04199 with the appropriate pay code (FRL-Furlough Time Paid or SFR-Salaried Furlough Time).
- c) If the employee has a work exposure to COVID-19 and is **symptomatic**, the employee must contact the Employee Exposure Hotline (484.580.4955) to arrange testing and is furloughed. If the COVID-19 test is **negative** the employee will be contacted by the Employee Exposure Hotline and is furloughed at onset of symptoms until a minimum of five (5) days and symptoms improve and 24 hours fever free without antipyretics (Possible for the 5 days and 24 hours to run concurrently). After the furlough period, if the employee continues to be ill, they are to stay out of work, contact their manager and contact their family physician. In this case, the MLH Leave of Absence Policy will apply and the employee may apply for FMLA if eligible. If eligible, compensation would be covered by Basic Leave, Prolonged Illness/Extended Leave and Short-term Disability. The furlough

period is charged to cost center 04199 with the appropriate pay code (FRL-Furlough Time Paid or SFR-Salaried Furlough Time until COVID-19 test results negative; then reverts to the MLH Leave of Absence Policy and employee may apply for FMLA if eligible. If eligible, compensation would be covered by Basic Leave, Prolonged Illness/Extended Leave and Short-term Disability.

**There are four scenarios where an employee is exposed but not at work:**

- a) If an employee has a non-work exposure to COVID-19 and **asymptomatic**, the employee does not require testing nor furlough. Employee must self-monitor for symptoms and can return to work. Employee may call the Employee Exposure Hotline (484-580-4955) only if they have questions. but the employee should record for themselves the date and circumstances of the exposure.
- b) If the employee has a Non-work exposure to COVID-19 and is **symptomatic** they must contact the Employee Exposure Hotline (484-580-4955) at which time the employee will be encouraged to contact their primary care physician or visit an urgent care center to arrange testing and is furloughed. If the test result is **positive** the employee must contact the Employee Exposure Hotline (484.580.4955) to determine furlough status. The employee is furloughed at onset of symptoms until 72 hours (3 days) fever free and without fever reducing medications and symptom improvement for a minimum of 7 days since onset of symptoms (Possible for 72 hours and 7 days to run concurrently). The furlough period is charged to cost center 04199 with the appropriate pay code (FRL-Furlough Time Paid or SFR-Salaried Furlough Time) by Human Resources LOA Administration. If the employee continues to be ill the MLH Leave of Absence Policy will apply. If eligible, compensation would be covered by Basic Leave, Prolonged Illness/Extended Leave and Short-term Disability. Employees that are per diem/as needed, weekend or co-employed within MLH will be paid for all future approved scheduled shifts in the furlough period
- c) If the employee has a non-work exposure to COVID-19, and is **symptomatic**, the employee must contact the Employee Exposure Hotline (484-580-4955) at which time the employee will be encouraged to contact their primary care physician or visit an urgent care center to arrange testing and is furloughed. Once the results are available and if the test results are **negative**, the employee must contact the Employee Exposure Hotline Staff to determine furlough status. The employee is furloughed at onset of symptoms for a minimum of five (5) days until symptoms improve and 24 hours fever free without antipyretics (Possible for the 5 days and 24 hours to run concurrent).The furlough period is charged to cost center 04199 with the appropriate pay code (FRL-Furlough Time Paid or SFR-Salaried Furlough Time). Employees that are per diem/as needed, weekend or co-employed within MLH will be paid for all future approved scheduled shifts in the furlough period
- d) If an employee has a non-work exposure to COVID-19 from a **positive or suspected positive cohabitant** and the employee is asymptomatic the employee must contact the Employee Exposure Hotline. If the **employee is symptomatic**, they will follow the steps as outlined in B and C directly above. The employee furlough begins when the cohabitant is COVID-19 suspected. If **cohabitant is negative** the employee contacts the Employee Exposure Hotline (484.580.4955) to report results. The employee may be required to produce documentation of the negative result.

If **cohabitant is positive**, the employee contacts the Employee Exposure Hotline (484.580.4955) to report results and employee furlough continues until after the cohabitant is fever free for 72 hours (3 days) without fever reducing medications AND symptom improvement AND minimum 7 days since onset of symptoms (Possible for 72 hours and 7 days to run concurrent). The employee contacts the

Employee Exposure Hotline (484.580.4955) to report results and instructions about returning to work. The 72 hour and seven-day period (or longer) is charged to cost center 04199 with the appropriate pay code (FRL-Furlough Time Paid or SFR-Salaried Furlough Time) by the employee's manager. The employee may be required to produce documentation of the positive result to Occupational Health. If the employee becomes ill, follow the process for letter b) (Non-work Related Exposure) immediately above.

**For employees that have voluntarily traveled to a Level 3 country or to locations where the CDC has issued a domestic travel advisory due to extensive community transmission, COVID-19, the following applies:**

If an employee voluntarily travels (this includes working a second job) to a high-risk area as listed above. It is mandatory that the employee contacts the Employee Exposure Hotline (484.580.4955) to speak to an Occupational Health Physician to report their return from travel before returning to work. After review by the Occupational Health Physician, the employee may be subject to a quarantine period up to fourteen (14) days beginning with return from travel. Pay for the quarantine period will come from the employee's Basic Leave bank. Employees must self-monitor for symptoms and contact the Employee Exposure Hotline (484.580.4955) for guidance on when to return to work. Contact should occur at the onset of symptoms either during or after the quarantine period. The CDC and Main Line Health strongly discourages this travel.

- a) As a result of voluntary travel, a **symptomatic** employee must contact the Employee Exposure Hotline (484.580.4955) to determine active job status. The Employee Exposure Hotline at which time the employee will be encouraged to contact their primary care physician or visit an urgent care center to arrange testing. If the employee tests **positive**, the employee will remain out of work until 72 hours (3 days) fever free, without fever reducing medications and symptom improvement and minimum 7 days since onset of symptoms (Possible for 72 hours and 7 days to run concurrently). This period and any other related time away from work will be covered by the MLH Leave of Absence Policy and the employee apply for FMLA if eligible. If eligible, compensation would be covered by Basic Leave, Prolonged Illness/Extended Leave and Short-term Disability.
- b) As a result of voluntary travel, a **symptomatic** employee must contact the Employee Exposure Hotline (484.580.4955) to determine active job status. The Employee Exposure Hotline will encourage the employee to contact their primary care physician or visit an urgent care center to arrange testing. If the employee tests **negative**, they will remain out of work for a minimum of five (5) days and symptoms improve and 24 hours fever free without antipyretics (Possible for the 5 days and 24 hours to run concurrently). This period and any other related time away from work will be covered by the MLH Leave of Absence Policy and the employee may apply for FMLA if eligible. If eligible, this period would be covered by Basic Leave.

### **Requests for Reassignments**

- a) Since COVID-19 is now deemed community spread, the guidance from the Centers for Disease Control (CDC) and the Department of Health (DOH) is that we should no longer furlough staff who do not have symptoms. Any employee requests for reassignment from their regular position or to a request to not work at all (with or without a physician note) will be reviewed by their manager and

Human Resources. If denied, the employee will be expected to work as scheduled. If the employee voluntarily chooses to not work, they will be required to use their own Time off with Pay (Basic Leave).

**For the purposes of tracking attendance, COVID-19 related absence will not be considered an occurrence.**

**“Unusual Events” Expenses**

- a) In addition, MLH will track other expenses in connection with the exposure. For all other expenses (supplies, etc.) please use the cost center 04199 “Unusual Events” with the appropriate account coding.

*This is an interim policy guidance and can change based on the need of our patient and the communities we serve.*

**Origination Date:** March 13, 2020

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