



All Staff: COVID-19 Absentee Policy *As of March 11, 2020*

To help protect our patients, families, staff members, and community from the spread of COVID-19, CHKD Health System is relaxing its attendance policy, beginning today, for any staff members who develop symptoms of the illness. It is important for all staff members to review this information now, so you will know what to do in the event you develop symptoms.

Any CHKDHS staff member who is experiencing fever and cough, with or without shortness of breath, should not report to work.

The staff member must notify CHKD Occupational Health at OccupationalHealth@CHKD.org or (757) 668-7852 that they are experiencing symptoms. Depending on the employee's recent history, they may be referred for testing.

Factors that help guide decisions on whether to test individuals for COVID-19 include:

- Whether they have had close contact with a laboratory-confirmed COVID-19 patient within 14 days of symptom onset.
- Whether they have a history of travel from affected geographic areas within 14 days of symptom onset. The list of affected geographic areas is rapidly evolving. See latest update at [CDC COVID 19](#), or John Hopkins University [John Hopkins COVID 19 Global Map](#).

The staff member's illness, travel history, and/or contact with confirmed COVID-19 patient(s) will be reported to Infection Prevention and Control (IPAC).

If testing is performed, the employee may not return to work (even if recovered) until results are known. If testing is negative and symptoms have abated, the employee may return to work after consulting with Occupational Health and IPAC.

If testing is positive, the employee may not return to work until cleared by Occupational Health, IPAC, and Public Health.

Due to concerns related to COVID-19, our policies related to absenteeism will not apply to absences caused by potential COVID-19 illness or flu-like symptoms. Such illness will be documented by the employee's department and by Occupational Health, but the absence will not be counted as an occurrence according to our attendance policy.

Employees who are out of work for the above reasons may use their PTO. Long-standing employees who have banked EIB or sick leave from CHKD's prior vacation/sick accrual system may use those hours or PTO.

As we are all aware, COVID-19 is a rapidly evolving situation. Please continue to check your email and KDnet for updates.