

Update Effective Sunday August 15, 2021

Coding for Quarantine Situations

	Calendar Pay Code Must be entered by timecard review/approver	Scenario	Payment API Will Automatically Pay From Leave Banks in The Following Order	Hourly Employees Ability to Go Without Pay	Exempt/Salaried Employees Ability to Go Without Pay
1	<p>COVIDQUARANTINE</p> <ul style="list-style-type: none"> No symptoms No positive test result Caring for a COVID positive family member living in the same household 	<p>As a precaution and related to COVID, employee has a doctor’s note stating they are unable to work due to personal medical issues or illness that put them at a higher risk. ~ OR ~ Employee must stay home to care for a family member who has tested positive to COVID.</p> <p>Notes:</p> <ul style="list-style-type: none"> In this Scenario, the employee <u>does not</u> have COVID symptoms or a positive test result if the employee <u>does</u> have symptoms and/or a positive test result see OSHACOVID below Employees traveling via public or commercial transportation see page 2 for Commercial Travel Quarantine 	<p>Effective 12/13/2020 EIB/SICK/PTO</p> <p>Employees that must quarantine as directed by Occupational Health & do not have enough PTO: We will allow negative PTO balances up to 40 hours. Negative balances will be reduced in future pay periods with newly accrued hours.</p>	<p>Yes</p> <p>Use Calendar Code: COVID19NoPay</p>	<p>Yes – if no work has been performed in the week. COVID19NoPay</p> <p>No – if work has been performed, employee must be paid their full salary. Leave banks will be reduced accordingly</p>
2	<p>NEW OSHACOVID</p> <ul style="list-style-type: none"> Is a COVID-19 Person Under Investigation (PUI); or Is waiting for a test result; or Has a positive test result <p>AND is removed by Occupational Health</p>	<p>Employee is removed by Occupational Health due to a positive COVID test results or is awaiting COVID test results or is a COVID-19 Person Under Investigation (PUI)</p>	<p>EIB/SICK/PTO/REG Pay If paid leave hours are exhausted, Payroll will add regular pay to paid leave hours to reach employee’s weekly base salary up to \$1400 max for a week.</p>	<p>NO</p>	<p>NO</p>

3	<p>PTO – 21</p> <p>Commercial Travel Quarantine</p> <ul style="list-style-type: none"> • Unvaccinated employees • Traveling via public/commercial transportation 	<p>COMMERCIAL TRAVEL QUARANTINE</p> <p>Unvaccinated employees who elect to travel using public transportation (plane, train, tour bus, etc.) will be required to quarantine upon their return.</p> <p>Effective 8/15/21, if employee begins to exhibit COVID type symptoms and presents a Positive COVID Test Result, as of the onset of symptoms, OSHACOVID pay code should be used. See OSHACOVID code information on page 1.</p>	<p>PTO</p>	<p>Yes</p> <p>Use Calendar Code: COVID19NoPay</p>	<p>Yes – if no work has been performed in the week. COVID19NoPay</p> <p>No – if work has been performed, employee must be paid their full salary. Leave banks will be reduced accordingly</p>
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Coding for Vaccinations & Side Effects

4	<p>NEW OSHAVAX</p>	<p>Vaccinations*: Allow up to 4 hours of regular pay for employee to receive vaccine elsewhere.</p> <p>and/or</p> <p>Side Effects from Vaccine*: As a result of getting the vaccine, employee becomes ill and unable to work their scheduled shift the same day or the day after.</p> <p>*Documentation is required: To be paid, employee must present proof of the vaccination to Manager & Occupational Health.</p>	<ol style="list-style-type: none"> 1. Regular Pay up to 4 hours for getting the Vaccine 2. Regular Pay up to missed scheduled shift 	<p>N/A</p>	<p>N/A</p>
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Coding for Childcare & Office Closures

	COVID19CHILDCARE	Employee not able to work due to Day Care & School Closures	PTO	<p>Yes</p> <p>Use Calendar Code: COVID19NoPay</p>	<p>Yes – if no work has been performed in the week. COVID19NoPay</p> <p>No – if work has been performed, employee must be paid their full salary. Leave banks will be reduced accordingly</p>
	COVID19OfficeClos	<p>Employees who cannot work due to an office closure or low census may be reassigned to another location, depending on the needs.</p> <p>If no other work is available employee can be paid from their leave banks.</p>	PTO	<p>Yes</p> <p>Use Calendar Code: COVID19NoPay</p>	<p>Yes – if no work has been performed in the week. COVID19NoPay</p> <p>No – if work has been performed, employee must be paid their full salary. Leave banks will be reduced accordingly</p>

Coding for Work Related Exposures

Update Effective Sunday June 13, 2020

	Calendar Pay Code Must be entered by timecard review/approver	Scenario	Payment API Will Automatically Pay From Leave Banks in The Following Order	Hourly Employee Ability to Go Without Pay	Exempt/Salaried Employees Ability to Go Without Pay
5	COVID19CHSExpose	WORK EXPOSURE Employee is exposed at work but not diagnosed with COVID-19	Paid leave - scheduled hours for next 14 calendar days.	N/A	N/A
6	COVID19CHSExpILL	WORK EXPOSURE Employee is exposed at work and is diagnosed with COVID-19	Paid leave – scheduled hours for next 7 calendar days, workers’ comp will pay as of day 8. If for some reason, not, CHS will pay up to 14 days.	N/A	N/A

How to Charge Hours When Performing COVID-19 Specific Work – Like Front Door Screening:

Your VP and Karen Mitchell will advise if work is COVID-19 Specific

Hourly Employees – Badge in and out like normal and enter department 0444 in the department field before saving transaction.

Exempt/Salaried Employees – Enter a calendar transaction using **Calendar Code COVIDSalariedWrk** and the number of hours (8 hour max) spent performing the COVID19 specific work, enter department 0444 in the department field before saving. API will reduce the 8 regular hours it has auto dropped on the day and pay COVID19Work hours charging them to department 0444.