

DEBORAH HEART AND LUNG CENTER
EMERGENCY COVID-19 HUMAN RESOURCES POLICY

Original Effective Date: 3/17/2020

Revised, 5/8/2020, 7/1/2020, 8/28/2020

Purpose:

To protect the health and safety of our employees, patients, families, and others while supporting critical business continuity needs throughout the COVID-19 global pandemic crisis, the following policies and procedures supersede current HR policy and procedure until further notice.

Policy:

Temporary Telework

1. To prevent disruption to critical operations and to facilitate social distancing, some employees may be temporarily relocated to work from home, or to “telework.” Employees who telework must work with their manager and Human Resources to review the Temporary Telework Policy and sign the Telework Agreement.
2. Employee Requests to Telework beyond those employees designated to telework for business continuity or social distancing purposes are to be submitted by the department head to the Executive HR Committee for approval. Requests should include a description of the work to be performed, needed technology and equipment including collaboration with peers, e.g., Go to Meeting, Adobe Connect, Skype, the plan for management oversight and supervision, scheduled hours, and the expected duration of the telework accommodation. Decisions to initiate, duration, and assignments will be made on a day-to-day basis.

Requests for Time Off

3. Employee requests for time off should be submitted and considered following established departmental procedure. For non-Leave of Absence qualifying events, employees must use Paid Personal Time (PPT) to be compensated. Except as provided for under the Family and Medical Leave Act (FMLA) or the NJ Family Leave Act (NJFLA), there shall be no unpaid absent time if accrued PPT is available. In accordance with the NJ Earned Sick Leave Act, employees may use NJ Earned Sick Hours if they are sick, to care for family members who are sick, or to care for a child whose school or child care provider is closed due to a public health emergency. Notwithstanding regulatory requirements to the contrary, any employee who refuses to work a scheduled shift may be considered to have voluntarily resigned.

4. The Center is complying with all CDC and New Jersey State guidance and travel advisories related to designated high risk areas. Employees are responsible to monitor changing conditions and plan accordingly by securing management approval for adequate time off to cover travel and subsequent quarantine periods. Employees can access current information at www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html and www.covid19.nj.gov

Return to Work

5. Employees who are experiencing symptoms related to COVID-19, have been in close contact with or are caring for someone with COVID-19, or have traveled away from home in the past 30 days must contact Employee Health at Ext. 4612 or the Nursing Supervisor (after hours) prior to clocking in or reporting to work.
6. Employees who call out sick for any reason are required to be cleared by Employee Health before returning to work.
7. Employees who are not permitted by the Center to work due to potential exposure (whether the exposure was at Deborah or not) or other unavoidable circumstances are to post accrued PPT to be paid. Once the employee's PPT bank is depleted to a balance of -60 hours, the employee may use accrued EST to be paid. If the employee exhausts all PPT and EST, Quarantine Pay will be provided, as outlined in HR-E-10.
8. Employees who are not cleared to Return to Work due to travel restrictions are to post PPT up to a balance of -60 hours during the quarantine period. Except as provided for under the Family and Medical Leave Act (FMLA) or the NJ Family Leave Act (NJFLA), there shall be no unpaid absent time if accrued PPT is available. EST and Quarantine Pay will not be provided.

Reduced Hours

9. Employees whose regularly scheduled hours are reduced due to reduced volume or the curtailing of business operations are to use PPT up to a balance of -60 hours for these hours.

This policy may be revised in response to rapidly changing conditions. All questions related to employee-related issues should be directed to Human Resources.