

**BI-STATE DEVELOPMENT HUMAN RESOURCES
COVID-19 GUIDELINES FOR MANAGEMENT AND HOURLY
NON-REPRESENTED EMPLOYEES**

Disclaimer: The COVID-19 situation is changing rapidly and we will continue to monitor and make adjustments as this situation evolves. Below are Bi-State Development's (BSD) current guidelines for attendance during this challenging time. When published, these guidelines were based upon current information from the Centers for Disease Control, and the Missouri and Illinois Departments of Health. These guidelines may be revised or changed frequently, to reflect the latest COVID-19 updates. Last Published: March 15, 2020, 1700

Employees Who Cannot Report For Duty Due to Illness

For employees who cannot report for duty due to symptoms of illness such as temperature above 100.4 degrees or who present themselves for duty but are sent home by management due to the aforementioned symptoms of illness, the following guidelines apply:

- Employees unable to present themselves for duty due to illness, or who present themselves for duty and are sent home by management due to symptoms of illness can access accrued PTO, if available, for the duration of their absence.
- A sick employee who exhausts their PTO may apply for an unpaid leave of absence, not to exceed fourteen (14) days in duration. BSD's normal procedures for requesting PTO and unpaid leaves of absence will apply.
- The Family and Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA) and/or the Rehabilitation Act of 1973 may apply to any absence under this policy. BSD will comply with Managers and Employees who have knowledge of an absence under this policy. Those employees must contact Absence Management or the EEO Department.
- For Tourism Innovation seasonal and part-time employees: The attendance policy will provide for excused absences with proper documentation. For questions related to the attendance policy, please see your supervisor.

Mandatory Quarantine – Involuntary – Medically-Required

Employees who meet certain criteria based upon their own symptoms, their potential for having been exposed to an individual with COVID-19 at or away from work, or their recent business or personal travel may be ordered to a mandatory quarantine. Employees ordered by a healthcare provider to a mandatory quarantine are required to present written proof of this instruction from a healthcare provider to their direct manager.

- Employees who can coordinate an alternate work arrangement with their manager which permits them to perform their job effectively from home will be paid at their regular rate.
- Employees holding positions which are not eligible for an alternate work arrangement or whose manager is unable to coordinate an alternate work arrangement for them, may use PTO until released to return to work by their healthcare provider.

- If the employee's illness requires an absence longer than fourteen (14) days they may continue to use PTO until released to return to work by their healthcare provider. If the duration of PTO will exceed seven (7) days, the employee must formally apply for a leave of absence following BSD's normal procedures.
- The Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973 may apply to an absence under this policy. Managers and Employees who have knowledge of an absence under this policy must contact the EEO Department.
- For Tourism Innovation seasonal and part-time employees: The attendance policy will provide for excused absences with proper documentation. For questions related to the attendance policy, please see your supervisor.

An employee who voluntarily travels for personal reasons to a country that results in a mandatory quarantine upon their return will be treated as an individual who has elected to self-quarantine.

School or Child Care Closure Due to COVID-19

Employees with a child that has a school or child care closure in response to COVID-19 have the following options:

- Employees who can coordinate an alternate work arrangement with their manager which permits them to perform their job effectively from home will be paid at their regular rate.
- Employees holding positions which are not eligible for an alternate work arrangement or whose manager is unable to coordinate an alternate work arrangement for them, may use PTO if available or be absent without pay.
- An employee who exhausts their PTO may apply for an unpaid leave of absence, not to exceed fourteen (14) days in duration. BSD's normal procedures for requesting PTO and unpaid leaves of absence will apply.
- For Tourism Innovation seasonal and part-time employees: The attendance policy will provide for excused absences with proper documentation. For questions related to the attendance policy, please see your supervisor.

Caring For a Family Member Diagnosed With COVID-19

Employees caring for a family member diagnosed with COVID-19 have the following options:

- An employee may use PTO and/or FMLA if available.
- An employee who exhausts their PTO may apply for an unpaid leave of absence, not to exceed fourteen (14) days in duration. BSD's normal procedures for requesting FMLA, PTO and unpaid leaves of absence will apply.
- For Tourism Innovation seasonal and part-time employees: The attendance policy will provide for excused absences with proper documentation. For questions related to the attendance policy, please see your supervisor.

Temporary Isolation Event Related to COVID-19

Metro and Headquarters: The decision to temporarily close a site will be made under the approval of Jessica Mefford-Miller and/or Taulby Roach.

Tourism Innovation, Freight, and Airport: The decision to temporarily close a site will be made under the approval of Mary Lamie, Taulby Roach and/or the National Park Service.

Employees whose site is closed (including buildings, floors, or workgroups) due to COVID-19 have the following options:

- Employees who can coordinate an alternate work arrangement with their manager which permits them to perform their job effectively from home will be paid at their regular rate.
- We are developing strategies to ensure continuity of employment and compensation for employees holding positions which are not eligible for an alternate work arrangement, or whose manager is unable to coordinate alternate work arrangements.
- Employees who require additional time after operations resume, with management approval, may use PTO or leave without pay.

Self-Quarantine – Voluntary – Not Medically-Required

Employees who do ***not*** meet the criteria for mandatory quarantine or any other situation described in these guidelines but are concerned about working on-site due to COVID-19 may decide to self-quarantine. This includes employees returning from travel who are not subject to mandatory quarantine.

- Employees who can coordinate alternate work arrangement with their manager which permits them to perform their job effectively from home will be paid at their regular rate.
- Employees holding positions which are not eligible for an alternate work arrangement, or whose manager is unable to coordinate an alternate work arrangement for them, may elect to use accrued PTO to cover their absences from work.
- For Tourism Innovation part-time and seasonal employees: the attendance policy will provide for excused absences with proper documentation.

Suspension of Operations

We are developing operating strategies for providing critical services to customers and administrative policies for protecting the employment status and income of employees in the event our operations are significantly reduced or suspended. Policy guidance for these scenarios will emerge as this situation evolves.

For an update to closure information, contact the Headquarters Hotline at 314-982-1400 extension 1512 or visit BiStateDev.org/employee.