

HR COVID-19 Questions and Answers for All BSD Employees

Revised: March 30, 2020

Additional Questions and Answers

1. Does the No Fault Attendance Policy apply?

Effective 3/30/2020, the No Fault Attendance is reinstated.

2. If I become ill **due to COVID-19** symptoms, (i.e. fever, cough, shortness of breath), how will this affect my attendance?

- No points will be applied due to a COVID-19 related illness only, it will be considered a neutral absence.
- Documentation from your healthcare provider will need to be sent to Absence Management.

3. If I become ill unrelated to COVID-19

Effective 3/30/2020, standard operating procedures will apply, such as:

- Out for 3 days or more, statement is required from a healthcare provider
- Sick papers should be completed and submitted to Absence Management.
- When your healthcare provider returns you to work please contact your supervisor in order to complete the BarnesCare tele-screening.

4. How will I be paid for missing work?

- If you are missing work due to COVID-19, please see the BSD Guidelines dated 3/30/2020.
- If you are missing work unrelated to a COVID-19 situation, standard operating procedures will apply.

5. Will I accrue points due to my absence?

- You will **not** receive points for an approved COVID-19 related illness.
- The No Fault Attendance policy will apply as written for **non**-COVID-19 related illness.

6. What if I am absent more than three (3) consecutive days due to symptoms of illness?

Effective 3/30/2020, standard operating procedures will apply.

7. Can I Self-Quarantine?

- If your Doctor indicates that you have a high risk exposure, high risk could be direct contact, living with someone who has tested positive, or health-related, then you may elect to self-quarantine by a healthcare provider.
- You will be eligible for up to 80 hours of sick leave per the EPSLA. Documentation will need to be provided by a healthcare provider.

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8. Can I Voluntarily Self-Quarantine?

- If you have no signs or symptoms of COVID-19, you can voluntarily stay home, however, the no fault attendance policy will apply.
- You may take vacation or unpaid leave.

9. If I Voluntarily Self-Quarantine am I required to stay home for 14 consecutive days?

- No, if you have no signs or symptoms and are ready to return to work please contact your supervisor.
- If you elect to return prior to the 14 days you will need to be go through the BarnesCare tele-screening process, please contact your supervisor.
- You will **not** need to provide a Doctor's note unless you had experienced symptoms of COVID-19.

10. If I am caring for a family/child member due to COVID-19, can I take sick, vacation or unpaid leave?

As with Family Medical Leave Act, you will need to provide a physician's statement regarding the family member. Effective 3/30/2020 sick time will not be available, only vacation or unpaid leave.

11. If I am caring for a family/child member due to COVID-19, do I have to take 2/3 pay?

You may elect to take vacation in lieu of 2/3 pay.

12. If my child is out of school and child care is closed because of the COVID-19 pandemic, will I accrue points?

The no fault attendance policy will not apply.

13. If my child is out of school and child care is closed because of the COVID-19 pandemic, how will I be paid?

For the first 10 calendar days, you may elect to use sick, vacation or unpaid time, you must advise your supervisor of your intentions.

14. If my child is out of school and child care is closed, can I take the 10 days intermittently (i.e.: split time with spouse)?

Yes, you can take the days intermittently up to a total of 10 days. Then the 2/3 pay will apply. You must coordinate this with your supervisor.

General Questions

15. How do I know if I was exposed?

According to the Centers for Disease Control and Prevention (CDC), you general need to be in close contact with a sick person to get infected. Close contact includes:

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1. Living in the same household as a sick person with COVID-19
2. Caring for a sick person with COVID-19
3. Being within 6 feet of a sick person with COVID-19 for about 10 minutes, or
4. Being in direct contact with secretions from a sick person with COVID-19
5. According to the CDC, the following symptoms may appear 2-14 days after exposure: fever, cough, and shortness of breath.

16. What should I do if I am experiencing otherwise undiagnosed symptoms of COVID-19 or have been exposed to someone who has COVID-19?

You should immediately contact:

- Your Supervisor
- Absence Management Hotline: 314.982.1400 ext. 1336

17. If I become ill, how will this affect my attendance?

BSD has developed COVID-19 guidelines. You can find many of your answers pertaining to your attendance via Metroweb (Departments / Absence Management) OR BiStateDev.org/employee. The Agency is excusing absences for employees who are sick related to COVID-19. Because employees with symptoms of COVID-19 or any other infectious disease are strictly prohibited from coming to work, the Agency will excuse such absences and not issue any points or occurrences under the Attendance Policy provided that you notify your supervisor of your absence.

18. If I am experiencing symptoms of COVID-19, should I go to my primary doctor, urgent care or emergency room?

No. The CDC requires someone suspected as having the symptoms of COVID-19 to call their primary care physician, urgent care or emergency room before going to any of those locations for treatment. The intent here is to minimize the spread of the virus by reducing exposure to other people and treat the symptoms remotely unless more acute care is warranted.

If Cigna is your primary health insurance carrier, you can use the TeleHealth, virtual care benefit. Cigna has opened a 24-hour toll-free help line (1.866.912.1687) to connect you directly to qualified clinicians who can provide support and guidance. More information can be found on [Cigna.com](https://www.cigna.com).

If desired, you can contact either one of two available telehealth providers directly. The two resources are:

- AmWell at AmWellforCigna.com or 1.855.667.9722
- MDLive at MDLIVEforCigna.com or 1.888.726.3171

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19. Where can I go for support of my mental well-being during this situation?

Cigna’s Employee Assistance Program (EAP) remains available to all employees, their dependents and others residing in the household. Please call 1.877.622.4327 or log-on to CignaBehavioral.com and enter the employer ID of “metroslouis.”

In addition, you can text HOME to 741741 for free, 24/7 crisis support in the U.S. A crisis trained counselor will respond directly and confidentially to help get you through your crisis.

20. How will I be paid for missing work?

BSD has developed a COVID-19 guidelines. You can find many of your answers pertaining to your attendance via Metroweb (Departments / Absence Management) OR BiStateDev.org/employee.

21. Will I accrue points due to my absence?

Effective immediately, the Agency will be flexible in administering the no fault attendance policy to encourage employees who are sick to stay at home if they have symptoms of acute respiratory illnesses or contact with someone who tests positive for COVID-19. The Agency will excuse any absences for employees who are sick related to COVID-19.

22. What if I am absent more than three (3) consecutive days due to symptoms of illness?

You will need to seek medical attention, as in any medical absence beyond three (3) days and provide that documentation to your immediate supervisor and the Absence Management Department. In light of the fact that healthcare providers and doctors are overwhelmed at the moment, the Agency will accept documentation from health care professionals, local clinics, and other providers including forms, stamps, or email certification.

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. Employees must contact Absence Management 314-982-1597.

For any additional questions please refer to the Bi-State Development’s COVID-19 Guidelines.

You can find the guidelines via Metroweb (Departments / Absence Management) OR bistatedev.org under “Employee Resources.”

Additional Resources

- BSD Emergency Operations Center (EOC) COVID-19 Hotline: 314.923.3070
- Center of Disease Control (CDC): 800.232.4636
- MO Dept. of Health and Senior Services: 877.435.8411
- IL Dept. of Health: 800.889.3931