

MENNONITE VILLAGE POLICY & PROCEDURE

TITLE: OSHA COVID-19 ETS Medical Removal

PROCEDURE NO: HR 700.26

REPLACES: NEW

PAGE(S): 2

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DATE: 01/01/2022

PURPOSE:

As a large employer Mennonite Village is required to ensure employees pay and benefits are covered for certain Covid-19 related absences. Employees who test positive for COVID-19, are symptomatic or have been exposed will be removed from the workplace until they meet CDC and OHA return-to-work guidelines or receive clearance from a licensed healthcare practitioner.

POLICY:

Employees are required by OSHA to be removed from the workplace when the employer knows that the employee:

1. Is COVID-19 positive, meaning that the employee was confirmed positive for or was diagnosed by a licensed healthcare provider with COVID-19;
2. Has been told by a healthcare provider that they are suspected to have COVID-19;
3. Is experiencing recent loss of taste and/or smell, with no other explanation or is experiencing both fever ($\geq 100.4^{\circ}$ F) and new unexplained cough associated with shortness of breath; or
4. Was in close contact in the workplace to a person who is COVID-19 positive, UNLESS the employee has been fully vaccinated against COVID-19 (i.e., fully vaccinated as defined by the CDC and OHA) or had COVID-19 and recovered within the past 3 months, AND the employee does not experience the symptoms listed in item 3.

Mennonite Village also requires employees be removed from the workplace when the employer knows that the employee:

5. Is experiencing any of the following symptoms (will be required to come to facility to test):
 - Two or more of the following symptoms – Fever, chills, muscle soreness, sore throat, nausea, vomiting, diarrhea, runny nose, congestion, fatigue or
 - One of the following symptoms – Cough, SOB, dyspnea, new loss of taste or smell that cannot be explained.
6. Has a confirmed exposure to an individual with COVID-19 positive diagnosis if employee is not fully vaccinated.

Employees are required to use their PTO for **all** absences starting January 1st, 2022. Your scheduler will turn in your missed time to payroll and your accrual balance will be used to cover your absence. Employees who do not yet qualify for Paid Time Off or have exhausted their PTO benefits may still qualify for the ETS paid salary benefits for reasons 1-4. Contact your Human Resources department with your questions or request for ETS benefits.

Employees who are off work for any of the above reasons and are asymptomatic will be **required** to work from home to the extent the position allows. Employees will be asked to track time spent doing work and submit their time to their supervisor/scheduler. PowerDMS is something almost **all** staff can work on while waiting to return to work. If an employee refuses to work from home they still will be required to use all their own PTO for their absence but may not qualify for additional ETS paid benefits.

Mennonite Village will cover up to 4 hours of paid leave if you must miss work to receive a COVID-19 vaccine or booster shot. Additionally, Mennonite Village will cover up to 16 hours or two scheduled shifts of paid leave for any side effects from the dose (8 hours or 1 shift for each dose).

PLEASE NOTE: This is a temporary policy in response to the COVID-19 Pandemic and its impact on the workplace and is subject to change without notice.