

COVID-19 HR FAQs: Updated 4/07/2021

These guidelines will remain in effect until COVID19 is no longer declared a National Disaster.

1. **Q:** If I get sent home early from my shift, will I get paid for my whole shift?
A: No, you will get paid for your hours worked. You may use PTO or STL to cover any missed time if you choose.

2. **Q:** As a full time or part time team member, am I able to use my PTO/STL if I am under **Messiah mandated** quarantine?
A: Yes, you can use your PTO or STL. You are **not** required to use PTO or STL. Please let your scheduler/time keeper know if you choose not to use PTO or STL.
★ If your quarantine is travel related, your travel plans must be previously approved by your department supervisor in order for you to use STL for quarantine time.

3. **Q:** Do I have to get a doctor's note when I return to work if I am out sick for more than 3 days?
A: Yes. Please follow the guidance in the team member handbook.

4. **Q:** As a full time or part time team member, what if I do not have any PTO or STL to cover any quarantine time?
A: We are temporarily allowing full time or part time team members to incur a negative balance of up to 5 days of PTO if they are under a Messiah mandated quarantine. You may also request donated PTO in the "Ask Here" section of Paycom. These requests are considered but not guaranteed.

5. **Q:** Am I allowed to use my STL if I am staying home with my children?
A: Yes, if the circumstances apply to the criteria below. However, we ask that you have a backup plan for these situations since it is important we have team members here to care for our residents.
 - Caring for individual, subject to quarantine or isolation due to COVID-19 concerns
 - Caring for child if school has been closed, or child care provider is unavailable due to COVID-19 concerns

6. **Q:** Am I allowed to use my STL if I am a primary caregiver for a loved one?
A: Yes. if the circumstances apply to the criteria below:
- Caring for individual, subject to quarantine or isolation due to COVID-19 concerns
7. **Q:** If Messiah Lifeways requires me to get a COVID19 test, will I accrue occurrences for missing work?
A: No.
8. **Q:** If my other employer requires me to quarantine due to exposure at work, will I accrue occurrences at Messiah Lifeways?
A: No.
9. **Q:** Will I accrue occurrences if I am under a DOH mandated quarantine?
A: No.
10. **Q:** If I am calling off sick for a non-COVID related reason, will I receive an occurrence?
A: Yes.
11. **Q:** Can I donate my PTO to someone who is under quarantine?
A: Yes. You may donate PTO to a full time or part time team member under the “Ask Here” section of Paycom.
12. **Q:** If I am uncomfortable with coming to work during this time, what should I do?
A: The expectation is that you would report to work as normal. If you feel uncomfortable, speak to your supervisor.
13. **Q:** If my department closes, do I still need to report to work?
A: Yes. There are plenty of opportunities to help in other departments that are still in operation. Please speak to your supervisor regarding these opportunities.
14. **Q:** What if my department closes and I’m not comfortable working in other departments?
A: It is Messiah’s expectation that you would report to work as normal. Due to the lack of volunteers, there are many gaps/opportunities to fill in. We will do our best

to work around your requests, understanding we are all here for one purpose. Please refer to the [questionnaire](#).

15. **Q:** Am I eligible for Family Medical Leave during a quarantine?

A: FMLA can be applied for during this time as it would at any other time.

16. **Q:** Who do I notify if I have been exposed to someone with COVID19?

A: Notify your supervisor immediately.

17. **Q:** If my team member tells me they have been exposed to COVID19, who do I notify?

A: Please refer to the [guidance for supervisors](#) document for further details.