

POLICY

# Absence Due to Coronavirus (COVID-19) Exposure

ISSUED ON 08/2023

**This policy applies to:** All faculty, staff, residents, fellows, postdoctoral appointees and student employees (undergraduate students employed by Student Employment and graduate students not paid a stipend or fellowship in furtherance of their degree) who work in New York State.

Individuals working outside of New York State should contact their manager for guidance about absences due to COVID-19 at their specific work location.

## I. Guidelines

Effective March 20, 2020 and in accordance with Center for Disease Control (CDC) and Department of Health guidelines, the following guidelines will be followed when a University employee is exposed to or tests positive for COVID-19.

1. As of October 14, 2022, Employees who suspect they may have been exposed to the coronavirus should contact their provider and if they are instructed to isolate the employee should call their manager to report their absence. Employees should follow their provider's guidance related to returning to work.

2. For employees who are symptomatic or have tested positive for COVID-19 the following should occur:
  - a. Employees, as listed above, working in a Medical Center Department:  
Employees with a positive COVID-19 test should report their absence to their supervisor according to departmental procedures and should send the test results to  
[SMHEHTesting@urmc.rochester.edu](mailto:SMHEHTesting@urmc.rochester.edu)  
(<mailto:SMHEHTesting@urmc.rochester.edu>)
    - . Employee Health will provide direction regarding isolation and return to work. Further guidance for Medical Center employees with symptoms or a positive COVID-19 test can be found on the [URMC COVID-19 intranet site \(https://sites.mc.rochester.edu/urmc-operations/urmc-redesigned/\)](https://sites.mc.rochester.edu/urmc-operations/urmc-redesigned/)
    - .
  - b. Employees, as listed above, not working in a Medical Center Department :  
Report their absence to their supervisor according to departmental procedures and follow their provider guidance related to returning to work.
3. An employee who either (1) has an actual or suspected exposure to or positive test for COVID-19 as confirmed by either the employee's provider, University Health Service or Employee Health and (2) is subject to a mandatory or precautionary order of quarantine by the employee's provider, the Monroe County Department of Public Health, or other authorized agency, due to COVID-19 (including exposures outside of work), will be eligible for contagion pay for up to 14 days unless: (1) the employee is asymptomatic *or has not yet been diagnosed with any medical condition*, and has the ability to work from home during the quarantine or isolation period; (2) the employee engaged in travel, not taken as part of the employee's employment or at

the direction of the University of Rochester, to a country for which the CDC has a level two or three travel health notice; or (3) the employee engaged in travel, not taken as part of the employee's employment or at the direction of the University of Rochester, to or through a restricted S. state as determined by the New York State Department of Health. As applicable, the fourteen-day period shall be counted from the first full day of isolation or quarantine, or the last day in which an employee was in a restricted U.S. state and shall be counted as consecutive calendar days.

Employees returning to New York State who are active or are expected to be active within 14 days of their return, should contact University Health Service or Employee Health based on their assigned work location

4. Contagion pay referenced herein will be available to eligible employees for a period not to exceed fourteen consecutive calendar days in compliance with government mandates for COVID-19-related benefits.
  - a. Should an employee become ill during the 14-day quarantine period the University will pay the employee their base wages (including shift differential where applicable) for the quarantine period (maximum of 14 days). Employees will not be required to use sick time or PTO for the duration of the quarantine period (up to 14 days).
  - b. If an employee remains subject to a mandatory or precautionary order of quarantine or remains ill beyond the 14-day period, the employee may be eligible for family medical leave, disability or workers compensation For work related exposures resulting in an illness complete an [incident report \(http://www.safety.rochester.edu/SMH115.html\)](http://www.safety.rochester.edu/SMH115.html) and for non-work related exposures resulting in quarantine or illness employees should contact

The Hartford (<https://www.rochester.edu/human-resources/benefits/leave-disability/short-term-disability/>)

. Employees whose minor dependent child is under a mandatory or precautionary order of quarantine or isolation may be eligible for Paid Family Leave (<https://www.rochester.edu/human-resources/benefits/leave-disability/paid-family-leave-pfl/>)

- c. Per New York State Department of Labor guidance, employees may be eligible to take up to a maximum of three (3) periods of COVID-19 sick leave.
  - i. For the first instance, the employee must report the absence to their manager and receive a positive test for COVID-19 from a licensed medical provider or testing facility, or provide proof of a positive home test. Absences for COVID-19 that occurred retroactive to January 1, 2022 may be counted as the initial instance.
  - ii. For the second or third instance, the employee must report the absence to their manager and must receive a positive test for COVID-19 from a licensed medical provider or testing facility.
- d. If an employee has subsequent time off due to COVID-19 beyond three (3) instances of COVID-19 sick leave, individuals may use their accrued time (sick, PTO, vacation) if available.
- e. If the time out due to COVID-19 exceeds three (3) instances and an individual is out of work for more than 7 consecutive work days, they may be eligible for family medical leave, disability or workers compensation benefits. Employees whose minor dependent child is under a mandatory or precautionary order of quarantine or isolation may be eligible for Paid Family Leave

## II. Procedures

1. Absences for COVID-19 based on the criteria noted above should be recorded by entering the number of excused hours or days using the time reporting code of “CNH” for hourly employees and “CNS” for salaried employees in the Time & Labor reporting

This policy will be reviewed and updated in accordance with all applicable state and federal laws as well as CDC and Department of Health Guidelines.

### **ABOUT THIS POLICY**

#### **Policy Applies To**

Faculty, Hourly Staff, Postdocs, Residents and Fellows, Salaried, Staff, Student Employees

#### **Policy Number**

326

#### **Issuing Authority**

Human Resources

#### **Responsible Officer**

Kathy Miner

#### **Contact Information**

[kathy.miner@rochester.edu](mailto:kathy.miner@rochester.edu) (mailto: [kathy.miner@rochester.edu](mailto:kathy.miner@rochester.edu))

### **ADDITIONAL RESOURCES**

**[COVID-19 Impact on Benefits \(https://www.rochester.edu/human-resources/benefits/\)](https://www.rochester.edu/human-resources/benefits/)**

**covid-19-impact/**

**RELATED POLICIES**

**Reassignment/Absence to Prevent Contagion Due to Workplace Exposure**

**(<https://www.rochester.edu/policies/policy/reassignment-absence-to-prevent-contagion-due-to-workplace-exposure/>)**

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