

Daily Health Assessment – Symptom Tracker

If the Symptom Tracker application stops an employee from going to work based on their responses to questions, the following procedures will apply:

For reasons related to travel:

If an employee is flagged due to traveling, the employee may be required to quarantine for up to 14 calendar days. The Human Resources office will reach out to the employee for more information. If it is determined that the employee must quarantine and is unable to work remotely, the employee's accrued, available benefit leave time must be used or leave without pay.

For reasons related to being symptomatic:

The Human Resources office will be in contact to provide guidance to symptomatic employees.

In keeping with Centers for Disease Control guidance, an employee may not return to work until after the following criteria have been met:

- Employee is fever-free for 3 days **AND**
- Employee's symptoms have improved **AND**
- It has been 10 days since symptoms first appeared.
- If the employee tests positive for COVID-19, a negative test result will also be required.

A return to work certification from a licensed healthcare professional will be required indicating that you have met these criteria or indicating that the employee may return to work without meeting the criteria based on an assessment that symptoms were not COVID-19 related or a negative test result for COVID-19 was received. Return to work policies still apply, and a fit for duty exam may be required for positions with physical requirements before returning to work. FMLA policies may also apply.

Subject to eligibility for emergency sick leave as set forth below, employees who are asked to stay home due to symptoms associated to COVID-19 and are unable to work remotely or unavailable to work must use their accrued, available benefit leave time or leave without pay.

If you have other health concerns which you believe affect your responses to questions or body temperature, please contact Human Resources.

For reasons related to exposure:

The Human Resources office will be in contact to provide necessary guidance. If an employee has been directly exposed to someone who has tested positive for COVID-19, the employee must contact their primary care physician or the Illinois Department of Public Health for further direction. After seeking guidance and there is no self-quarantine order and the employee is asymptomatic, the employee may return to work, with appropriate documentation, and must self-monitor for symptom changes. If the employee is advised to self-quarantine and/or seeks a medical diagnosis for COVID-19, emergency sick leave may apply as set forth below. Upon receiving a negative test result, the employee may return to work. An employee with a positive test result must follow the criteria above before returning to work.

Emergency Sick Leave

Employees are eligible for up to ten (10) workdays of emergency sick leave as it relates to COVID-19 through December 31, 2020. This leave is separate from an employee's accrued, available benefit leave time. Accrued, available benefit leave time would only be used after exhausting emergency sick leave should an employee continue to be unable to work.

The following are qualifying reasons for use of emergency sick leave should an employee become unable to work remotely or unavailable to work:

- Employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- Employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- Employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis of such;
- Employee is caring for an individual who is subject to a government or health care provider ordered quarantine or isolation;
- Employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions; or
- Employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Emergency sick leave will be paid at 100% of your normal base pay rate.

Duty to Report

Employees have a duty to report if they test positive for COVID-19. Such report should be made to the Human Resources office.