

Reopening the Commonwealth

Frequently Asked Questions – Supervisors – Office Environment

Note: Employees of the LCB, Attorney General, PGCB, Auditor General and all other agencies not under the Governor's jurisdiction should contact their local HR office for assistance.

*Please note the following guidance may differ for 24/7 operations including correctional facilities, state hospitals and centers, veterans' homes, and youth development centers, as well as those agencies following CISA's guidance for critical infrastructure workers. **Employees within such operations should continue to follow the guidance issued by their agency.***

In cases where a provision of an approved labor agreement or side letter cannot be reconciled with this policy, the labor agreement or side letter will control.

Worksite Reopening

1. What are the COVID-19 Reopening phases and what do they mean?

Red Phase - The red phase, which currently applies to the whole state, has the sole purpose of minimizing the spread of COVID-19 through strict social distancing, non-life sustaining business, school closures, and building safety protocols.

- Life-sustaining businesses only
- Congregate care and prison restrictions in place
- Schools (for in-person instruction) and most childcare facilities closed
- Stay at home orders in place
- Large gatherings prohibited
- Restaurants and bars limited to carry-out and delivery only
- Only travel for life-sustaining purposes encouraged
- Reiterate and reinforce safety guidance for businesses, workers, individuals, facilities, update if necessary
- Monitor public health indicators, adjust orders and restrictions as necessary

Yellow Phase - As regions or counties move into the yellow phase, some restrictions on work and social interaction will ease while others, such as closures of schools, gyms, and other indoor recreation centers, as well as limitations around large gatherings, remain in place. The purpose of this phase is to begin to power back up the economy while keeping a close eye on the public health data to ensure the spread of disease remains contained to the greatest extent possible.

- Telework must continue where feasible
- Businesses with in-person operations must follow business and building safety orders
- Childcare open with worker and building safety orders

- Congregate care and prison restrictions in place
- Schools remain closed for in-person instruction
- Stay at home restrictions lifted in favor of aggressive mitigation
- Large gatherings of more than 25 prohibited
- In-person retail allowable, curbside and delivery preferable
- Indoor recreation, health and wellness facilities (such as gyms, spas), and all entertainment (such as casinos, theaters) remain closed
- Restaurants and bars limited to carry-out and delivery only
- All businesses must follow Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) guidance for social distancing and cleaning

Green Phase - The green phase eases most restrictions by lifting the stay at home and business closure orders to allow the economy to strategically reopen while continuing to prioritize public health. While this phase will facilitate a return to a “new normal,” it will be equally important to continue to monitor public health indicators and adjust orders and restrictions as necessary to ensure the spread of disease remains at a minimum.

- All businesses must follow CDC and DOH guidelines
- Aggressive mitigation orders lifted
- All individuals must follow CDC and DOH guidelines
- Monitor public health indicators, adjust orders and restrictions as necessary

For more information, visit [Process to Reopen Pennsylvania](#).

2. What happens if an employee’s home is in a red county, but the worksite is in a yellow or green county?

Essential employees should continue to report to work or telework as directed by their supervisor and regardless of county status.

For non-essential employees, the status of their work county will be controlling. For example, if an employee’s home county is red and their work county is yellow, they can be directed to report to work in accordance with operational needs.

3. Who made the decision to reopen my worksite?

Prior to opening any worksite, the Governor’s Office, Department of General Services, Department of Health and your agency leadership ensured that your worksite followed the basic tenets:

- **Safety First:** Follow all guidance from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH); use the provided check lists and guidance to ensure compliance with the Secretary of Health’s [Worker Safety Order](#).
- **Telework First:** All employees that are able to telework should continue to do so unless told otherwise by their agency.
- **Personal Responsibility:** We are all in this together, and everyone plays a role by following the CDC and DOH guidelines for handwashing, social distancing, wearing masks, and staying home if you are sick.

4. Can my employees continue to telework?

Telework should continue where feasible during the yellow phase of the reopening process. All telework arrangements during the pandemic are temporary and may be reevaluated at any time. If you determine that operational demands require some or all of your teleworking employees to return to the worksite, you must work your HR office to ensure that protocols that have been established to ensure staff and public safety.

Supplies

1. Are there supplies that I must have onsite prior to opening?

Yes, employees should have Pennsylvania Correctional Industries (PCI)-supplied cloth masks. If the agency requests, a kit will be sent with additional supplies based on the number of non-teleworking employees to opening locations. The kits are intended to contain floor marking tape for social distancing, hand sanitizer, wipes (if available), gloves*, procedures masks**.

*Small quantity of gloves are for cleaning/screening in the event of a positive COVID-19 case.

**Procedures masks are for clients who must be seen, do not have their own mask, and returning later is not practical.

2. Where do I order the supplies?

The central agency leadership will be responsible for order supplies for each worksite that is opening. Please note, that supply orders will be limited individuals who are returning to worksites; supplies will not be ordered for teleworkers. Worksites should not be ordering their own supplies through various suppliers.

Pennsylvania Correctional Industries (PCI) is a source for nonmedical masks. Questions should be directed to agency Procurement Officers

3. How many days' supply on hand am I supposed to have and how do I determine how much this is?

Reopening supply kits will be provided based on the number of employees and availability of materials.

4. If I do not receive supplies, do I postpone reopening the worksite?

A key factor to consider when reopening a worksite is whether there is sufficient Personal Protective Equipment (PPE) to adequately provide for the safety of employees and visitors to the worksite. If you have a concern with the adequacy of PPE supplies for your worksite, you should discuss this matter with your management team.

5. If I exhaust PPE supplies, do I close the worksite?

Scarcity of PPE is a shared challenge during the COVID-19 pandemic. Worksite supervisors should proactively monitor PPE supplies and alert agency officials if they have concerns. Decisions to close commonwealth worksites must adhere to existing policy set forth in [Management Directive 530.17 Partial and Full-Day Closing of State Offices](#).

6. Can I use the P-Card and purchase more supplies locally?

Always first attempt to procure goods in accordance with existing contracts/sources. Failing that, ordering small quantities of supplies available locally is acceptable. Larger orders should be submitted as PEMA resource requests. More information is available in the [Returning to Work Guide for Supervisors](#).

7. How do I know what masks are appropriate for my staff?

Paper or homemade cloth masks are sufficient for office settings, with scarves and bandanas serving as a substitute if necessary. Cloth masks can be laundered and reused. Employees may wear their own masks at work as long as they meet [CDC guidelines](#).

8. Are the masks single use or are employees expected to bring them back each day?

Cloth masks should be washed after each use while paper masks should be disposed.

9. Are we being provided gloves?

Gloves will only be provided to employees who require them to perform certain job functions, such as handling mail, custodial work, certain trades, and groundskeeping. For the vast majority of employees, gloves are not recommended for general protective use for the following reasons:

- Gloves provide no protection, and touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection.
- Gloves often create a false sense of security for the individuals wearing them; people are more likely to touch contaminated surfaces because they feel they are protected from the virus when they are not.
- When wearing gloves, people are less inclined to wash their hands; this is counterproductive and puts others at higher risk. We want people to wash their hands because it is the number-one defense against any virus.

In addition, proper removal of gloves takes training. If contaminated gloves are not removed properly, employees are exposed to greater risk.

10. Do you have any guidance on how off mail should be handled?

Employees who handle and process mail should attempt to complete processing activities in well-ventilated areas. They should avoid touching mouth, eyes, or face when handling mail. If employees choose to wear gloves while handling mail, gloves should be made of breathable material and should be changed when grossly dirty or when perforated. Gloves should be removed when not completing mail processing activities, and frequent handwashing and sanitization is strongly encouraged.

11. I have an employee who opens mail and has a latex allergy, what should I do?

You will want to order latex-free disposable gloves, like those made from nitrile or vinyl.

Staggering Work Shifts

1. If staggered shifts are implemented, what will happen to employees that are currently on an alternate work schedule (AWS)?

AWSs may need to be discontinued temporarily to maintain efficient operations. Local management and supervisory staff should review the terms of the Alternate Work Schedule agreement to determine if the AWS can be continued and to familiarize themselves with the reversion provisions. This will vary by worksite, subject to operational needs.

2. Are the work schedule rules for the staggered shifts already configured in SAP?

There are thousands of work schedules in SAP. Supervisors should work with the HR Office and Agency Time Advisor to determine if a work schedule exists in SAP or if a substitution will be required.

3. Is an employee entitled to shift differential for working a staggered shift?

An employee would be eligible for shift differential if their work shift falls within the definition for shift differential as described in the applicable collective bargaining agreement.

4. Can we create staggered shifts without meal periods, without rest periods, or with rest periods and meals combined to effect longer meals, or with those periods combined to affect a late start or early release?

Work schedules must comply with collective bargaining agreements, unless there is expressed written agreement between the agency, union, and employee to do otherwise. Any exceptions to the current terms must consider the health and safety of the employee as the priority.

5. Can we schedule multiple staggered shifts over a longer period, such as the earlier arrival times and later work hours as we used during the emergency response?

To the extent that it is consistent with the safe and efficient operation of all work sites, we intend to return to the standard scheduling practices in place prior to the COVID-19 crisis, other than in locations where the meet and discuss process results in new work schedules that better meet those needs. New schedules are subject to review by the agency and delivery center time and employee relations staff prior to implementation.

6. If offices temporarily discontinued their AWSs during this period, can we eliminate or modify the AWS schedules as we move back into normal operations? Shouldn't we create just one set of AWS schedules for everyone in the office, program office, department, delivery center?

It is important to remember that the AWS schedules in place prior to the COVID-19 crisis are pursuant to written AWS agreements between the OA, agency management and the involved union. Any return to normal schedules after an emergency change should be done in a manner consistent with the terms of those agreements. Should changes to such agreements be necessary, effective communication through the meet and discuss process should be employed to effect any changes needed moving forward. There is currently no plan to impose an enterprise or agency solution to any AWS agreements or other previously existing staggered shift agreements.

7. Can we create new schedules not found in the work schedule look-up tool?

If you have a documented business reason to create new schedules, and these schedules will impact a minimum of five staff per new schedule, the standard procedure for new schedule requests remains in effect. Staff covered by a collective bargaining agreement should initiate any requests for new schedules through their union representative, and not directly with local management.

8. Moving forward, can we create and implement new schedules that will combine work hours with some of the special leave types that have just been created by the federal government to allow workers to work less than full time hours but received full time pay and benefits?

As we transition back to a state of continuing operations, management will consider those schedules that assign full-time work hours. There are presently no plans to incorporate paid or unpaid leave into the regular scheduled work hours. Normalizing our scheduling practices moving forward, we should plan to review our internal leave approval practices and remind staff, supervisors and local supervisors of their roles and responsibilities for the routine review and approval of leave consistent with normal operations.

9. Does management have the right to assign staff to specific staggered shifts based on the needs of each work site/work area.

Yes. Prior to doing so, the provisions of the applicable collective bargaining agreement must be reviewed and adhered to when making schedule assignments.

10. What happens if I can't have supervisory coverage on each new shift?

Every effort must be made to ensure enough supervisory coverage on every shift. It is important to refrain from creating work schedules that have gaps in supervisory coverage.

11. We are a call center and our hours are X to X. Having employees in earlier or later may not be effective in this case.

Consideration should be given to maximizing the use of telework opportunities and reconfiguring work areas in order to achieve proper social distancing. If such changes and the implementation of staggered shifts do not achieve proper social distancing, then consideration should be given to offering expanded service hours during this time and/or exploring what other work is available for employees outside the normal work schedule.

12. We work with the public in their locations; other shifts are not possible.

Consideration should be given to what other work is necessary for completion outside of the those hours of operation that are open to the public, particularly in offices that have not yet opened to the public.

13. Are we to monitor the common areas to see if staggered shifts are helping with social distancing?

Employee oversight is critical to ensure that social distancing is being achieved and that staff are adhering to proper health & safety guidelines.

14. Do I consider staggered shifts in my field offices with 10 (or a relatively small number) employees as well as my headquarters location in Harrisburg with 200 employees?

If necessary, to achieve adherence to social distancing guidelines, staggered shifts and the maximization of telework should be considered in all worksites regardless of the size of the workforce.

15. There are multiple entrances into my building. Can I have everyone come in different doors, so I don't need to stagger shifts?

Agency and local management, in consultation with the Department of General Services, will need to

determine what's appropriate with respect to open entrances.

16. What happens if we have an emergency evacuation and everyone must exit the worksite at the same time?

It is important to follow normal evacuation procedures as such protocol shall take precedence in this situation and will govern employee behavior and actions.

17. My bureau is taking one approach, but I have field offices embedded in other agency locations with a different approach. Which do I follow?

Different approaches may be employed to achieve social distancing. If guidance is needed, please consult with agency management.

18. The new schedules are not sustainable in the long run due to our work. Will my employees get moved back to their previous schedule?

The restoration of prior schedules is possible and will be dictated by the need to protect the health and safety of staff.

Masks and Gloves

1. Are employees required to wear a mask at all times while at work? Does this include health screening lines, if implemented?

Yes. Under order of the Secretary of the Department of Health (DOH), all employees and visitors at all work locations are required to wear masks to reduce the potential for exposure to COVID-19.

Employees should put on their masks prior to entering the worksite and should be worn during health screenings.

2. What are the guidelines for masks? How do I know that they meet the CDC and PA DOH guidelines?

Guidelines for masks is included in the [Returning to Work Guide for Supervisors](#).

3. Is there training for employees on how to wear a mask?

Instructions for how to wear a mask is included in the [Returning to Work Guide for Supervisors](#) and the [Returning to Work Guide for Employees](#).

4. Am I responsible for confirming that masks have been washed every day?

You should ensure that shared personnel protective equipment, including masks, are cleaned after each use and marked as clean. You are not responsible for ensuring that a reusable mask taken home by an employee has been washed every day, unless the mask is visibly dirty or damp.

5. My employee claims they can't wear a mask due to a medical condition, what do I do?

Employees may not be able to wear a mask due to a medical condition. You should discuss with the employee alternatives such as face shields. If this is not acceptable to the employee, contact your Disability Services Coordinator.

6. Is the commonwealth dictating a particular mask?

No. Supervisors may approve masks obtained or made by employees provided it meets the [CDC guidelines](#). Visitors entering the workplace may utilize masks obtained or made in accordance with [CDC guidelines](#). Scarves, bandanas, or other face covering will suffice in place of a mask. Employees may wear their own masks at work as long as they meet [CDC guidelines](#).

7. Are masks to be worn by employees that work outdoors or have heavy physical activity as part of their job description?

Yes. However, an employee does not need to wear a mask if it impedes their vision, if they have a medical condition, or it would create an unsafe condition in which to operate equipment or execute a task.

8. Do employees working in their personal office need to wear a mask at all times?

Employees isolated in their personal office space, when unshared with anyone, do not need to wear a mask. However, when the employee leaves their individual office or has invited anyone into their office, they must wear a mask. Additionally, a mask is not required while eating or drinking, but social distancing techniques should be applied.

9. When is it appropriate for employees to wear gloves?

Only employees who open mail or used gloves prior to COVID-19 should be permitted to wear gloves.

10. My employees are requesting gloves to wear at work. How should I respond?

Gloves put employees at higher risk of exposure and are not recommended for general protective use for the following reasons:

The COVID-19 virus does not harm your hands, so gloves provide no protection, and touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection.

Gloves often create a false sense of security for the individuals wearing them; people are more likely to touch contaminated surfaces because they feel protected from the virus.

When wearing gloves, people are less inclined to wash their hands, even though handwashing is the number-one defense against any virus.

Proper removal of gloves takes training. If contaminated gloves are not removed properly, employees are exposed to greater risk.

11. Do you have any guidance on how office mail should be handled?

Employees who handle and process mail should attempt to complete processing activities in well-ventilated areas. They should avoid touching mouth, eyes, or face when handling mail. If employees choose to wear gloves while handling mail, gloves should be made of breathable material and should be changed when grossly dirty or when perforated. Gloves should be removed when not completing mail processing activities, and frequent handwashing and sanitization is strongly encouraged.

Worksite Cleaning

1. How should offices report if an office needs to be cleaned due to an employee testing positive for COVID-19?

Management should report positive COVID-19 cases to headquarters and local human resources staff. This information will be shared with the Department of General Services (DGS), which will contact the lessors. DGS will confirm the lessors are following the CDC guidelines in performing enhanced cleaning and may request the lessor complete extra cleaning if the most recent cleaning was completed while the building was occupied. Agency personnel shall clean the surfaces of their work area or agency staff should designate someone to clean these surfaces, provide them with chemical safety and proper glove removal guidance, and personal protective equipment like gloves.

2. Can I hire a commercial cleaning company to clean office space?

Any requirement for any additional cleaning should be made directly to DGS. DGS will coordinate with internal staff or the commonwealth lessor to ensure CDC and DOH guidelines for cleaning are met. If management believes the space is not being cleaned adequately or regularly, contact your Area Supervisor and they will elevate the concerns to DGS.

Additional supplies can be purchased through purchasing cards if necessary, during this period.

3. How frequently should high-touch surfaces be cleaned?

High touch items like clipboards, pens and carts should be disinfected after each person's use. Doors, chairs, and other high touch surfaces should be disinfected each hour at places of business that serve the public according to [DOH guidance](#). Other businesses shall clean at least once per shift.

4. Who is responsible for cleaning our work area?

DGS or contracted cleaning services are responsible for cleaning the common areas within managed and leased space, such as lobby areas, restrooms, and elevators but not personal desks, electronics, or soft surfaces. Personnel shall clean the surfaces of their work area or agency staff should designate someone to clean these surfaces, provide them with chemical safety and proper glove removal training, and personal protective equipment like gloves.

Meetings and Visitors

1. Are visitors allowed at the worksite?

Non-essential visitors will be prohibited from entering work locations. Meetings should take place virtually to ensure the protection of employees and visitors to the worksite.

2. Are visitors required to wear masks?

Yes. Masks must be worn by all visitors while at a commonwealth worksite.

3. Are masks required for the public?

Yes. Masks are required by the Department of Health to protect your safety and the safety of others.

You should provide a mask to any visitor without one. If they refuse, you should ask them to return at another time, or determine if you can assist them while maintaining social distancing. Safety should be the first priority in considering how to handle the situation.

4. We are being told to hold virtual meetings, but we don't have Skype for Business. What are acceptable alternatives?

Skype for Business is the standard collaboration tool for all agencies under the Governor's jurisdiction and is available in two forms, with and without dial in bridge. All employees can create and participate in meetings without a dial in bridge. Most supervisors have the ability to create meetings that include the dial-in bridge. If you have any questions regarding Skype for Business, please contact your local help desk.

Worksite Exposure

1. If I learn an employee with a confirmed case of COVID-19 has been in the workplace, is health screening required for all employees or just for the employee with the confirmed case to return to work?

Agencies should implement health screening for all employees upon discovery that the worksite has been exposed to a person who is a probable or confirmed case of COVID-19, which would include a health screening for the employee with a confirmed case when that employee returns to work after the quarantine period.

2. Who is responsible for conducting employee health screenings at the beginning of the workday? What equipment is to be used?

Health screening stations should be staffed by supervisors or other designated staff.

3. If the employee is exhibiting symptoms, does the screening staff have the authority to send them home? What type of leave should the employee use?

Screening staff are authorized to send employees and contract staff home in the event said individuals have a fever equal or greater than 100.4 degrees Fahrenheit, or if they are exhibiting [symptoms](#) such as fever, cough or shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell and have had close contact with someone currently being investigated for having COVID-19. The individual should be directed to return home and contact their health care provider for further assistance. Unless otherwise directed by the your HR Office, consult with the HR Service Center – FMLA Services at 866-377-2672 to obtain guidance on the appropriate leave to use or refer to the [COVID-19 Leave Information website](#). (If the employee does not have a medical provider, they should be referred to their local health department or 1-877-PA-HEALTH.)

4. Can health checks be done through self-screening?

No.

5. Is there an end date for health screening? How long must health screening occur?

Health screening should be conducted for at least 14 days after an exposure. However, DOH recommends agencies, particularly those in areas of the commonwealth with high positive case numbers, conduct health screening checks as a matter of routine.

6. If an employee arrives at work in one location and is health screened, then drives to another work facility, does the employee have to health screen again?

No. Agencies are not required to conduct health screenings of employees at more than one location under the circumstances described; however, DOH recommends such health screenings be conducted, particularly in those areas of the commonwealth with high positive case numbers.

7. One of my employees went home for the day exhibiting COVID-19 symptoms. What should I do?

You should ensure the employee's work area is cleaned and disinfected, along with common areas. More information on proper sanitizing practices can be found [here](#). Staff should continue the use of safe practices, i.e., wearing a mask, social distancing, good hygiene, etc. It is recommended that you follow up with the individual to check on their condition and if the employee self-discloses a positive finding for COVID-19, the supervisor should follow the protocol outlined in the Responding to a Worksite Exposure within the [Returning to Work Guide for Supervisors](#).

8. One of my employees has just called off work after being directed to quarantine at home by their physician because another member of their household has been diagnosed with COVID-19. Is there something I should do within the office?

You should ensure the employee's work area is cleaned and disinfected, along with common areas. More information on proper sanitizing practices can be found [here](#). Staff should continue use of safe practices, i.e., wearing a mask, social distancing, good hygiene, etc.

Because exposure is considered to be ongoing within the house, household contacts of persons with COVID-19 must be **quarantined** for 14 days after the case has been released from isolation. This means that household contacts will need to remain at home longer than the initial case. The symptoms may appear in as few as two days or as long as 14 days after exposure.

9. What steps should supervisors and/or local management take when an employee has tested positive for COVID-19?

Follow the protocol outlined in the Responding to a Worksite Exposure within the [Returning to Work Guide for Supervisors](#). Briefly, the guidance is to:

- Close-off and ventilate areas of exposure.
- There is no need to close the entire office/worksite. Staff may remain at work if they did not have close contact with the individual diagnosed with COVID-19.
- Work with DGS to arrange for enhanced cleaning of the impacted work and common areas.
- Determine if employees had close contact with the individual that tested positive for COVID-19. If so, impacted employees should quarantine at home for 14 days and not return to work until cleared by their health care provider.
- While maintaining confidentiality, inform employees at the worksite there has been an exposure and assure them that appropriate action is being taken to include notification of impacted employees and enhanced cleaning of work areas.

10. Should I follow up with an employee who is being tested for COVID-19 to discuss results?

If a supervisor becomes aware that one of their staff is being tested, it is recommended that they follow up with said staff to check on their condition and if the employee self-discloses a positive finding for COVID-19, the supervisor should follow the protocol outlined in the Responding to a Worksite Exposure within the [Returning to Work Guide for Supervisors](#).

11. An employee from another location that routinely visits the worksite is rumored to have been diagnosed with COVID-19. My staff are concerned. What should I do?

Continue to clean high touch surfaces thoroughly and ask employees to self-monitor for [symptoms](#) such as fever, cough or shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell. Staff should continue use of safe practices, i.e., wearing a mask, social distancing, good hygiene, etc.

12. Who is responsible for conducting health screenings?

Health screening stations should be staffed by supervisors or other designated staff.

13. What if my staff are working in the field and won't be in the office? How will health screening be administered then?

When health screening at a worksite is not possible, employees should self-monitor for [symptoms](#) such as fever, cough or shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell and report concerns to their supervisor. As always, if the employee is ill, they should stay home.

14. What should I do if an employee is presenting symptoms, but is not tested or is having trouble finding a place to get tested by a medical provider?

An employee who has a fever of 100.4° Fahrenheit or higher, or exhibits [symptoms](#), such as fever, cough or shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell, should be directed to stay home. If an employee comes to work with these symptoms, they should immediately be sent home, given the [Referral to Medical Services Notice](#) and [Return to Work Status Form](#), and asked to consult a medical provider. If the employee is unable to receive a test, due to lack of supply of testing kits or otherwise, they must stay home until three days (72 hours) have passed since recovery, defined as resolution of fever without the use of fever-reducing medications AND improvement in respiratory symptoms (e.g., cough, shortness of breath); AND at least seven days have passed since symptoms first appeared.

15. If an employee has a medical condition where the symptoms mirror COVID-19, should they stay home?

No. If the employee reports to that they have a medical condition that causes similar symptoms, the employee is permitted to come to work, provided they do not have a temperature 100.4° Fahrenheit or higher.

16. If other employees choose to self-quarantine based on another employee's decision to self-quarantine, how should their leave be entered?

If they do not consult with a medical professional about their decision to self-quarantine, they must use annual or previously accrued compensatory leave. Sick leave can be used if an employee presents documentation that a medical professional recommends self-quarantine.

17. Do contracted staff have to comply with these workplace exposure guidelines?

Yes, contracted staff must comply with the same guidelines for workplace exposures and health screening. See the [Returning to Work Guide for Supervisors](#) for more information.

18. How should absences related to COVID-19 be handled?

Unless otherwise directed by your HR Office, see the [COVID-19 Leave Information](#) website for more information or contact the HR Service Center – FMLA Services at 866-377-2672.