

# Employee Guidelines for Quarantining after COVID-19 Exposure

## SCENARIO 1:

Quarantined by SJH for 14 days due to: 1. Prolonged close contact with a Covid positive patient, visitor or other Healthcare Provider/Coworkers. 2. Direct contact with infectious secretions, or excretions of a confirmed case without wearing proper protection.

*Per C.D.C Guidelines October 22, 2020*

SCENARIO <i>(not symptomatic)</i>	PROCEDURE FOR EMPLOYEE	PROCEDURE FOR MANAGER
<b>CAN WORK FROM HOME</b>	<ol style="list-style-type: none"> <li>1. Self Monitor for symptoms consistent with Covid-19</li> <li>2. If symptoms occur employee to contact Employee Health at 973-754-2265</li> <li>3. Notify supervisor</li> <li>4. Contact Absolve, our leave of absence vendor directly at 1-800-401-2691 if symptoms occur</li> </ol>	<ol style="list-style-type: none"> <li>1. Complete Remote Work Arrangement agreement forms</li> <li>2. Use "Regular" Pay code in Kronos</li> <li>3. Use "Covid-19 Work From Home" Comment code in Kronos</li> </ol>
<b>CANNOT WORK FROM HOME</b>	<ol style="list-style-type: none"> <li>1. Self Monitor for symptoms consistent with Covid-19</li> <li>2. If symptoms occur employee to contact Employee Health at 973-754-2265</li> <li>3. Notify supervisor</li> <li>4. Contact Absolve, our leave of absence vendor directly at 1-800-401-2691 if symptoms occur</li> </ol>	<ol style="list-style-type: none"> <li>1. Use "Paid Non Productive" pay code in Kronos</li> <li>2. Use "Covid 19" comment code in Kronos</li> <li>3. If employee requires a leave of absence, await further pay instructions from Human Resources. Supplemental wage reports will be provided by Human Resources</li> </ol>
<b>IF BECOME COVID-19 POSITIVE</b>	<ol style="list-style-type: none"> <li>1. Notify supervisor</li> <li>2. Complete report in Midas</li> <li>3. Contact Absolve, our leave of absence vendor directly at 1-800-401-2691 to update health status</li> <li>4. Contact Employee Health at 973-754-2265</li> </ol>	<ol style="list-style-type: none"> <li>1. Pay first 5 days using BTB pay code in Kronos, if no BTB remains, is it unpaid time</li> <li>2. Then use ESB pay code for supplemental hours provided by HR</li> <li>3. Use "Covid 19" Comment Codes with both pay codes</li> </ol>

[Click Here for Midas Report](#)

**Employee Health**  
973-754-2265

**Human Resources**  
973-754-4600



**StJosephsHealth.org**  
*Sponsored by the Sisters of Charity of Saint Elizabeth*

*Approved for distribution by James Haynes, Vice President, Facilities Operations, SJH*

ReportingCOVID19.FLYER.OCT.2020

# Employee Guidelines for Quarantining after COVID-19 Exposure

## SCENARIO 2:

Employee Experiencing Symptoms consistent with Covid-19 should not come to work.

*Per C.D.C Guidelines October 22, 2020*

SCENARIO	PROCEDURE FOR EMPLOYEE	PROCEDURE FOR MANAGER
<b>CAN WORK FROM HOME</b>	<ol style="list-style-type: none"> <li>1. Employee must stay home</li> <li>2. Employee to contact Employee Health at 973-754-2265 and Teledoc or PCP</li> <li>3. Employee must notify supervisor for further guidance</li> <li>4. Complete report in Midas</li> </ol>	<ol style="list-style-type: none"> <li>1. Complete Remote Work Arrangement agreement forms</li> <li>2. Use "Regular" Pay code in Kronos.</li> <li>3. Use "Covid-19 Work From Home" Comment code in Kronos</li> </ol>
<b>CANNOT WORK FROM HOME</b>	<ol style="list-style-type: none"> <li>1. Employee must stay home</li> <li>2. Employee to contact Employee Health at 973-754-2265 and Teledoc or PCP</li> <li>3. Employee must notify supervisor</li> <li>4. Employee to contact Absolve, our leave of absence vendor directly at 1-800-401-2691 if symptoms occur</li> </ol>	<ol style="list-style-type: none"> <li>1. Use "Use BTB" pay code in Kronos</li> <li>2. Use "Covid 19" comment code in Kronos</li> <li>3. If employee requires a leave of absence, await further pay instructions from Human Resources. Supplemental wage reports will be provided by Human Resources</li> </ol>
<b>IF COVID-19 POSITIVE</b>	<ol style="list-style-type: none"> <li>1. Notify supervisor</li> <li>2. Complete report in Midas</li> <li>3. Contact Absolve, our leave of absence vendor directly at 1-800-401-2691 to update leave status</li> </ol>	<ol style="list-style-type: none"> <li>1. Pay first 5 days using BTB pay code in Kronos, if no BTB remains, is it unpaid time</li> <li>2. Then use ESB pay code for supplemental hours provided by HR</li> <li>3. Use "Covid 19" Comment Codes with both pay codes</li> </ol>

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