



March 24, 2020

TO: All Staff – Children’s & Adult Services

FROM: John Randall
President & CEO

RE: Covid-19 Policy Update

Thank you to our direct care workforce and front line managers!

You have mobilized quickly and are working through one of the most significant challenges we have ever encountered. The purpose of this correspondence is to clarify policy changes that have been made in response to the COVID-19 Pandemic. These changes are temporary and may be changed or eliminated at any time. All modifications are contemplated quickly and are in response to the needs of the people we serve and our staff.

I. ISSUE:

Staff who are directed to stay home due to positive test, suspected exposure, exhibition of symptoms, or return from international travel.

PROCEDURE

1. Staff returning from international travel are directed to stay home for two weeks. At the end of the two week period staff should call the HR Help Desk (508-455-6406) for guidance on returning to work.
2. Staff may be directed to stay home for two weeks after a symptom check is completed with the HR Help Desk and reviewed with Jennifer Cullinan, NP – our Pandemic Response Coordinator.
3. Prior to entering programs, staff are being assessed with a symptom questionnaire and a temperature check. If there are symptoms, the HR Help Desk will be called and directions for staff will be provided.

If staff who are beyond their probationary period in any of the above mentioned categories, including those returning from international travel, are mandated to stay home and they will use earned time to cover their time. In the event that the staff person doesn’t have accumulated time, Amego will front up to 80 hours of the initial two-week leave.

Example 1: Staff returning from international travel has no earned time accumulated. They will be fronted 80 hours to cover their base pay. If they need to stay out beyond the two weeks due to medical reasons, they will be protected by FMLA, but will not receive additional fronted

time.

Example 2: Staff (40 hour schedule) arrives to a residence to work. They have a fever of 100.6. The HR Help Desk is called. Screening occurs and they are directed to stay out of work until they are medically cleared to return. The staff person has 32 hours of earned time. They will use the 32 hours of time should they not receive medical clearance. Amego will front them additional time (48 hours minus accruals for that pay period) if they are not cleared to return. This allows them to earn their total base pay during this two week period. If they need to stay out beyond this, they will be protected by FMLA.

Example 3: Staff (40 hour schedule) arrives to a residence to work. They have a fever of 100.6. The HR Help Desk is called. Screening occurs and they are directed to stay out of work until they are medically cleared to return. The staff person has 200 hours of earned time. They will use 80 hours of their time if out for two weeks. If they need to stay out beyond this, they will be able to continue to use earned time until exhausted. They will be fronted no time. They will have protections of FMLA during their leave.

Your efforts are always appreciated. As practices are revised – temporarily or permanently – attempts will be made to quickly inform you. We are committed to working with you and being flexible with your scheduling needs and reasonable extension requests for leave.