

POLICY

# Reassignment/Absence to Prevent Contagion Due to Workplace Exposure

LAST REVISED ON 08/2023

**This policy applies to:** All faculty and staff

## I. Policy

A faculty or staff member who has a verified workplace exposure (as confirmed by University Health Service or Employee Health when a faculty or staff member contacts them as noted in the guidelines below) which could pose a direct and imminent threat of transmitting the contagion to patients, students or employees, either directly or indirectly may be required by his or her department head, on the recommendation of Employee Health or University Health Service<sup>(1)</sup>, to stay away from patients, students or other employees or to be reassigned to alternate duties for a specified period of time to avoid the risk of spreading an infection.

Staff who are unable to work due to an illness should follow

Policy 337: Sick Leave Plan (<https://www.rochester.edu/policies/policy/sick-leave-plan/>),  
Policy 340: Paid Time Off (PTO) (<https://www.rochester.edu/policies/policy/pto/>) (%20)or  
Policy 339: Short-Term Disability Plan (<https://www.rochester.edu/policies/policy/short-term-disability/>)

as appropriate.

*(1) Hospital Employees and Employees working in division 40, 60, 90, 91 and 92 (Medical Center Divisions) would be directed to Employee Health. Employees in divisions 10, 20,21,22,23,30,70. River Campus, Central Administration and other divisions outside of the Medical Center) would be directed to University Health*

## II. Guidelines

**A.** Payment under this policy may only be initiated if **all** of the following criteria have been met:

1. The individual is generally feeling well (not symptomatic or ill) and able to work.
2. The individual has a workplace exposure that poses a threat of contagion to patients, students or employees and that exposure has been validated by Employee Health or University Health Service.
3. The responsible administrator determines that a temporary, alternative assignment, without serious risk of contagion to patients, **cannot** be arranged and telecommuting is not able to be accommodated.

**B.** In cases where all of the above criteria have been met the individual shall receive base wages or salary (including shift differential where applicable) for regularly scheduled hours excused. Base wages or salary shall continue until Employee Health or University Health Service advises the department that the individual may return to work. However, under this policy, an individual's base wage or salary shall not continue beyond 30 days without additional review by Employee Health or University Health Service.

### **III. Procedures**

**A.** When an individual reports a verified workplace exposure which may pose a threat of contagion, supervisors/department heads must first consider and discuss with the individual reassignment duties available in the department and/or unit including the ability to work from home (telecommute).

**B.** If reassignment or telecommuting is not feasible, supervisors/department heads must call Employee Health **(585) 275-6040** (tel:5852756040) or University Health Service **(585) 275-2662** (tel:5852752662) to speak with the nurse regarding the affected individual. The nurse will validate the exposure or illness that it is workplace sourced and determine their ability to work and the potential threat of transmitting the contagion to patients, students and/or employees.

**C.** If the exposure is validated by Employee Health or University Health Service (e.g. determination of a workplace exposure), and no alternative assignment can be arranged, the absence should be recorded by noting the number of excused hours or days using the time reporting code of "CNH" for hourly employees and "CNS" for salaried employees in Time & Labor reporting system.

**D.** After normal business hours (Monday through Friday, 8 a.m. to 5 p.m.) or on weekends, the employee may be reassigned according to recommendation of the on-call Infection Control Staff (see Infection Control Manual for guidance); or may be excused until Employee Health or University Health Service reopens.

**See also:**

- [#339 Short-Term Disability Plan \(https://www.rochester.edu/policies/policy/short-term-disability/\)](https://www.rochester.edu/policies/policy/short-term-disability/)
- [#267 Paid Family Leave \(PFL\) \(https://www.rochester.edu/policies/policy/paid-family-leave/\)](https://www.rochester.edu/policies/policy/paid-family-leave/)
- [#271 Workers Compensation Insurance \(https://www.rochester.edu/policies/policy/workers-compensation/\)](https://www.rochester.edu/policies/policy/workers-compensation/)
- [University emergency information \(http://www.rochester.edu/emergency/\)](http://www.rochester.edu/emergency/)
- SMH Policy 7.8 Flu Exposure and Outbreak Plan
- SMH Policy 7.6 Work Restrictions Table

## **ABOUT THIS POLICY**

### **Policy Number**

324

### **Issuing Authority**

Human Resources

### **Responsible Officer**

Kathy Miner

### **Contact Information**

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## **ADDITIONAL RESOURCES**

**[University Emergency Information \(http://www.rochester.edu/emergency/\)](http://www.rochester.edu/emergency/)**

**[University COVID-19 Resource Center \(https://www.rochester.edu/coronavirus-update/\)](https://www.rochester.edu/coronavirus-update/)**

**[URMC and Affiliate Policies \(https://www.urmc.rochester.edu/compliance-office/plans-policies/affiliate-policies.aspx\)](https://www.urmc.rochester.edu/compliance-office/plans-policies/affiliate-policies.aspx)**

## **RELATED POLICIES**

**[Absence Due to Coronavirus \(COVID-19\) Exposure \(https://www.rochester.edu/policies/policy/absence-due-to-coronavirus-covid-19-exposure/\)](https://www.rochester.edu/policies/policy/absence-due-to-coronavirus-covid-19-exposure/)**

**[Short-Term Disability Plan \(https://www.rochester.edu/policies/policy/short-term-disability/\)](https://www.rochester.edu/policies/policy/short-term-disability/)**

**[Workers' Compensation Insurance \(https://www.rochester.edu/policies/policy/workers-compensation/\)](https://www.rochester.edu/policies/policy/workers-compensation/)**

**[Paid Time Off \(PTO\) \(Effective 01/01/2021\) \(https://www.rochester.edu/policies/policy/pto/\)](https://www.rochester.edu/policies/policy/pto/)**

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