

Subject: **Reassignment/Absence to Prevent Contagion Due to Workplace Exposure**

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 Service¹, 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 the Paid Time Off (PTO) policy ([Policy 340](#)) or Sick Leave Plan and Short-Term Disability policy ([Policy 339](#)) as appropriate.

NOTE: FOR PROTOCOLS RELATED TO CORONAVIRUS PLEASE SEE ADDENDUM

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.

¹ Hospital Employees and Employees working in division 40 and 91 would be directed to Employee Health. Employees in division 92, 60 or non-medical center divisions would be directed to 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 (275-1164) or University Health Service (275-2662) to speak with the nurse regarding the affected individual. The nurse will validate the exposure or illness, their ability to work and the potential threat of transmitting the contagion to patients.
- 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, 8:00 a.m. to 5:00 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 Policy: [#339 Sick Leave Plan for Short-Term Disability](#)
[#267 Paid Family Leave \(PFL\)](#)
[#271 Workers Compensation Insurance](#)
[University Emergency Information](#)
SMH Policy 7.8 Flu Exposure and Outbreak Plan
SMH Policy 7.6 Work Restrictions Table

CORONAVIRUS ADDENDUM

Subject: Reassignment/Absence Due to Coronavirus (COVID-19) Exposure

Applies to: All Faculty and Staff

- I. Guidelines:** Effective March 20, 2020 and in accordance with Center for Disease Control (CDC) and Department of Health guidelines, the following guidelines will be followed when a University faculty or staff member is exposed to or tests positive for COVID-19. These protocols will be in place until such time as the CDC or Department of Health determine COVID-19 no longer represents a Pandemic or Public Health Emergency.
- A. Employees who suspect they may have been exposed to the coronavirus should contact the appropriate office below for notification and tracking purposes:
 - 1. Medical Center employees: Employee Health at 275-1164
 - 2. River Campus and other non-Medical Center employees: University Health Service at 275-2662Employees may contact the appropriate health center directly rather than having their manager contact them.

 - B. An employee who either (1) has an exposure to or positive test for COVID-19 as confirmed by either University Health Service or Employee Health and/or (2) is subject to a mandatory or precautionary order of quarantine by the Monroe County Department of Public Health, or other authorized agency, due to COVID-19 (including exposures outside of work), will be eligible for contagion pay unless: (1) the employee is asymptomatic and has the ability to work from home during the fourteen day period; (2) the employee engaged in travel, not taken as part of the employee's employment or at the direction of the University of Rochester, to a country for which the CDC has a level two or three travel health notice; or (3) the employee engaged in travel, not taken as part of the employee's employment or at the direction of the University of Rochester, to or through a restricted U.S. state as determined by the New York State Department of Health. As applicable, the fourteen day period shall be counted from the first full day of isolation or quarantine, or the last day in which an employee was in a restricted U.S. state. Employees returning to New York State who are active or are expected to be active with 14 days of their return, should contact University Health Service or Employee Health based on their assigned work location.

 - C. The contagion pay referenced herein will be available to eligible employees for a period not to exceed fourteen days in compliance with government mandates for COVID-19-related benefits.
 - 1. Should an employee become ill during the 14 day quarantine period the University will pay the employee their base wages (including shift differential where applicable)

for the quarantine period (maximum of 14 days). Employees will not be required to use sick time or PTO for the duration of the quarantine period (up to 14 days).

2. If an employee remains subject to a mandatory or precautionary order of quarantine or remains ill beyond the 14 day period, the employee may be eligible for paid family leave, disability or workers compensation benefits. For work related exposures resulting in an illness complete an [incident report](#) and for non-work related exposures resulting in quarantine or illness employees should contact The Hartford.

This policy will be reviewed and updated in accordance with all applicable state and federal laws as well as CDC and Department of Health Guidelines.