

COVID PREVENTION AND SICK LEAVE POLICY

BACKGROUND

Based on current COVID-19 trends, the Department of Health and Human Services (HHS) allowed the federal Public Health Emergency (PHE) for COVID-19, declared under Section 319 of the Public Health Service (PHS) Act, to expire at the end of the day on May 11, 2023. As a result, and effective July 1, 2023 (fiscal year 2024), NDNU has updated its *COVID-19 Prevention and Sick Leave Policy* to align with federal, state, and county. Currently the regulations from the San Mateo County Health are located at <https://www.cdc.gov/ncird/whats-new/updated-respiratory-virus-guidance.html>

PURPOSE

The purpose of this policy is to provide specific guidance and protocols to all exempt and non-exempt employees who are directly or indirectly impacted by COVID-19 illness.

APPLICABILITY, ELIGIBILITY, AND DEFINITIONS

This policy specifically applies to all exempt and non-exempt employees of NDNU when not previously covered by a provision or term within an active collective bargaining agreement.

POLICY

1. NDNU fully supports its employees to be fully vaccinated and follow the local county protocols to prevent the spread of COVID-19.
2. Employees are permitted and supported to seek or obtain vaccination or medical treatment for COVID-19 related illness in accordance with the university's current sick leave policies.
3. Employees or their respective dependents who may have been recently exposed to COVID-19 or received a positive result to a COVID-19 test and suffer illness are eligible to elect sick leave in accordance with the university's current sick leave policies.
4. Asymptomatic employees or their respective dependents who may have been recently exposed to COVID-19 or received a positive result to a COVID-19 test and do not suffer from illness may work remotely in accordance with remote work requirements as established by their supervisor.
5. All sick leave taken by the employee for COVID-19-related illness is subject to documentation to the supervisor and human resources.
6. Accrued leave will be taken in the following priority if employee is unable to work:
 1. Sick Leave;
 2. Vacation;

7. Any employee who surpasses the COVID quarantine and isolation period in accordance with state or local county mandates requesting COVID medical accommodations or having a COVID medical treatment plan must contact human resources to obtain approval.

PROCEDURES

Upon the notification of and existence of a positive COVID-19 test, the employee is required to:

1. Notify human resources and supervisor of such illness.
2. Provide documentation upon request.
3. Isolate in accordance with local county protocols during the isolation period.
4. Seek medical attention if ill or symptomatic.
5. Notify human resources and the supervisor if there is no sign of illness or asymptomatic but still testing positive. The employee must obtain approval from the supervisor for arrangements to work remotely. If working remotely is not possible, then the employee must either return to work and wear a mask for 10 calendar days, use personal sick leave to remain at home or not be paid for time not worked.

EXCEPTIONS

Because COVID-19 illness affects employees differently, and due to the limits of accrued sick leave an employee may have, exceptions may be made on behalf of the employee and their medical treatment plan.