



Policy Title: Exposure to Novel Coronavirus (COVID-19)	Policy Number: MHS.HR.053
Owner Department: Human Resources	Effective Date: 03/19/2020
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1.0 Policy Statement

When there is a risk that an employee has been exposed to the novel coronavirus (COVID-19), the employee must be evaluated in accordance with this policy and may be excluded from the workplace for a specified period of time.

2.0 Purpose

The purpose of this policy is to address work restrictions and pay provisions for employees who have been or may have been exposed to the novel coronavirus.

3.0 Scope/Coverage

3.1 This policy applies to: employees who are employed by the entities listed below:

3.1.1 Maui Health System, a Kaiser Foundation Hospitals LLC (MHS)

3.1.2 Maui Memorial Medical Center (MMMC)

3.1.3 Kula Hospital (Kula)

3.1.4 Lanai Community Hospital (LCH)

4.0 Definitions

4.1 Incubation period — For the novel coronavirus, this is a period of 14 days from the last possible exposure.

5.0 Provisions/ Procedures

5.1 When there is a risk that an employee has been exposed to the novel coronavirus outside of the workplace, the employee must notify their manager before returning to the workplace.

5.2 If there is a concern that an employee has been exposed to the novel coronavirus, either at work or outside of the workplace due to a return from travel to a country with widespread community transmission of coronavirus or due to unprotected potential significant exposure to a confirmed novel coronavirus case or patient-under-investigation for novel coronavirus, the employee's



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manager should refer their employee to seek medical treatment. A medical professional will make an assessment regarding whether the employee needs to be excluded from the workplace or whether other precautions would permit the employee to continue working. The employee will be given detailed instructions about any requirements.

- 5.2.1** When exposure to the novel coronavirus has occurred, an employee must be restricted from returning to the workplace during the incubation period.
- 5.2.2** If it is determined through the assessment in 5.2 that an employee must be excluded from the workplace during an incubation period, the employee must notify their manager.
- 5.2.3** The exposed employee is required to follow work restrictions and follow-up procedures as instructed.

5.3 If the employee's manager determines that it is possible for the employee to work remotely during the incubation period, this is permissible within Maui Health's sole and absolute discretion.

5.4 When an employee has been exposed to COVID-19 in the workplace, is restricted from the workplace, and remote work is not possible during the incubation period, then the employee will receive Paid Administrative Time Off until the employee completes the incubation period and returns to work. The employee's manager will code the employee's time off as straight regular hours worked, using pay type code ADN (Admin-Non Productive). Paid Administrative Time Off pursuant to this policy is not charged against the employee's paid time off balance.

5.4.1 If the employee fails to follow the procedures as directed, the employee may become ineligible for the Paid Administrative Time Off provisions of this policy.

5.5 When an employee has been exposed to COVID-19 outside the workplace, is restricted from the workplace, and remote work is not



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possible during the incubation period, the employee may use Paid Time Off (Vacation/PTO/ETO/Sick Leave) benefits to be compensated for the absence. Such time may be protected under applicable state or local laws.

5.5.1 If Pay practices described in collective bargaining agreements supersede provision 5.5., where applicable.

5.6 If an employee contracts the novel coronavirus (COVID-19), Paid Administrative Time Off ceases and the following governs the employee’s pay status should additional time away from work be required:

5.6.1 If the employee was exposed outside of the Maui Health workplace, then the employee is required to use accrued, unused sick leave, Extended Sick Leave, or other appropriate leave, in accordance with time off procedures and applicable collective bargaining agreements.

5.6.2 If reasonable evidence exists that exposure occurred in the workplace, then Workers’ Compensation policies and provisions may govern the employee’s pay status.

6.0 References/Appendices

- 6.1** Sick leave and extended sick leave policies
- 6.2** Aerosol Transmissible Disease policies/plans
- 6.3** MHS.HR.036, Time Off Protected by Statute

7.0 Approval

This policy was approved by the following representative(s) of Maui Health System.

Approver	Date
Tara K Cole	3/19/2020