

Communicable Disease Policy: Coronavirus (COVID-19)

COVID-19 Prevention and Containment

In an effort to prepare and protect our employees, students, clients, tenants and visitors, and to prevent the potential spread of the Coronavirus (COVID-19), CORA Services, all employees, clients, and visitors are asked to comply with the following policies. As new information about the virus becomes available, CORA Services in its sole discretion reserves the right to make changes to these policies.

1. Employees must report their own and their household members' travel to geographic areas with significant transmissions of COVID-19 to their supervisors. In cases where the location of the travel is questionable, CORA will request that the employee does not enter CORA property/service sites for 14 days upon return from such geographic area. Whenever possible, we will enable the employee to work remotely. CORA supervisors are asked to report these cases to the Director of Human Resources.
2. In the case of an employee or the employee's household member being diagnosed with COVID-19, or of an employee being exposed to an individual diagnosed with COVID-19, the employee will not be allowed on CORA property/service sites until 14 days have passed and the employee presents medical clearance stating that it is safe for the employee to return to work.
3. CORA will require that an employee, client or visitor leave CORA property/service sites if we reasonably believe that person has been exposed to or is demonstrating symptoms of COVID-19 (fever, cough, shortness of breath). Such persons may not return to the property until 14 days have passed.
4. Any employee who is feeling ill is encouraged to stay home and to seek medical attention if needed.

COVID-19 Contingency Plan

CORA will minimally follow the guidance and direction of the Philadelphia Department of Public Health (PDPH) to prevent the spread of COVID-19; in its sole discretion, CORA may take additional action to minimize risk to employees, students, clients and visitors. The following actions may be taken:

- Instituting telephonic service in lieu of home visits or in-person service provision
- Encouraging or requiring telework (i.e. work from home)
- Staggering shifts
- Cancelling large events
- Closing CORA facilities or service sites

CORA has established procedures for the following situations:

COVID-19 Case at a CORA Facility:

CORA will:

1. Notify and coordinate next steps with the PDPH.
2. Notify all persons who potentially have been exposed.
3. Temporarily close the site for professional cleaning and sanitation.
4. Reopen the facility after consultation with the PDPH.

Employee Not Permitted to Enter Service Site/School Due to Illness:

CORA employee exhibiting symptoms of COVID-19 or other communicable disease:

1. Notify their supervisor.
2. Return home and seek medical attention if needed.
3. Return to work when no longer symptomatic, or in the case of suspected or confirmed COVID-19, upon clearance by a medical professional.

CORA employee without symptoms of COVID-19 or other communicable disease:

1. Notify their supervisor.
2. Work from the Fox Chase building if the employee does not pose a risk of transmission of COVID-19 or other communicable disease.
3. Alternatively, conduct work remotely if directed by their department and/or supervisor.
4. Return to the site/school as permitted by site/school policy.

Individual Service Site/School Closure:

CORA employees assigned to the site/school will:

1. Notify their supervisor(s) and provide available information.
2. Follow the directives of the service site/school.

3. Work from the Fox Chase building if the employee does not pose a risk of transmission and has not been directed by the site/school or local health officials to self-quarantine or practice other social distancing measures.
4. Alternatively, conduct work remotely if directed by their department and/or supervisor.
5. Return to work at the site when it reopens and continue through the end of the school year, which may be extended.

School System(s) Closure:

CORA will:

1. Notify all affected employees of the closure.
2. Consult with the PDPH to determine if CORA facilities/service sites should close.

CORA employees assigned to the closed school system(s) whose primary work location is in schools (i.e. School Services and some Community Services staff) will:

1. Follow the directives of the school system(s) where they deliver services.
2. Remain home and not report to the Fox Chase facility.
3. Conduct work remotely if directed by their department and/or supervisor.
4. Return to work at the site when the school system reopens and continue through the end of the school year, which may be extended.

CORA employees assigned to the closed school system(s) whose primarily work location is at the Fox Chase facility (i.e. Clinical Services and some Community Services staff) will:

1. Follow the directives of the school system(s) where they deliver services.
2. Work from the Fox Chase building if the employee does not pose a risk of transmission and has not been directed by the site/school or local health officials to self-quarantine or practice other social distancing measures.
3. Alternatively, conduct work remotely if directed by their department and/or supervisor.
4. Return to work at the site when the school system reopens and continue through the end of the school year, which may be extended.

Paid Leave Policy Modifications

We expect staff to work from home during this time if unable to report to their worksite. However, there may be instances when an employee is unable to work from home but their worksite is still open. In an effort to provide flexibility to employees to be able to stay home during the COVID-19 outbreak, CORA is amending certain policies on a temporary basis for absences related to the following:

- Employee illness or medical-related absence
- Care for a sick household/family member
- Care for children whose school is closed
- Risk reduction for vulnerable employees at higher risk of COVID-19 complications
- Isolation, self-quarantine or social distancing

The follow policy is amended temporarily:

- **Certification from healthcare provider**—current policy states that after an absence of three (3) or more days from work, CORA may request a certification from an employee’s healthcare provider. This requirement is suspended during this period. However, employees who have been diagnosed with, exposed to, or quarantined for COVID-19 must supply medical clearance to return to work.

The following changes to CORA policy are effective on a temporary basis regarding the utilization of paid leave:

- **Use of PTO before Sick Time**—current policy states PTO days **must** be used before an employee can use sick time. Anyone who is not working for the reasons stated above and has time in their sick leave bank may use that time without using PTO first.
- **Use of Sick Time for Household/Family Members**—current policy states that “banked” sick leave may only be used for an employee’s personal illness or medical-related absence, or for other FMLA-certified reasons with HR approval. During this period, banked sick time may be used for any reason stated above, without HR approval or FMLA certification.
- **Negative PTO balances**—current policy states that PTO requests should not result in a negative PTO balance. Anyone who is not working during this period will be allowed to have their PTO balance go into the negative, up to 10 workdays. A negative balance should not persist for an extended period of time, and any remaining negative balance will be deducted from final pay upon termination of employment.

Compensation During Closure

In alignment with CORA’s Weather/Other Emergencies Policy, if a CORA facility, school or other service site is closed, CORA employees will be compensated based on their regular schedule for the duration of the closure and will not be required to use paid leave. Employees able to work from home are expected to do so during the closure. CORA reserves the right to suspend pay during an extended non-work period.