

July 2020

Q: What measures is UEI taking to help protect our employees during the COVID-19 epidemic?

A: *In order to minimize the spread of the virus at our workplace we have updated our Injury and Illness Prevention Program (IIPP) to include additional measures such as enhanced cleaning and sanitation in our workplaces, providing guidance on using personal protection equipment such as masks, reducing on-site workforce to essential employees, allowing employees to work from home when possible, educating employees about how to minimize the spread of COVID-19 through proper hand-washing and social distancing, eliminating non-essential travel, and more. For more information, please review the recent [addendum to our IIPP](#).*

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such as wearing a mask?

A: *Immediately speak with the employee privately.*

Q: My employee recently called out sick. Now they want to return to work. How do I know if it is safe for them to return?

A: As per Cal/OSHA requirements, any employee out sick with fever or acute respiratory symptoms must not return to work until both the following occur:

- At least three days pass with no fever (without the use of fever-reducing medications) and no acute respiratory symptoms; and
- At least 10 days pass since the symptoms first appeared.

As per our IIPP, we are asking employees who return to work following an illness to promptly report any recurrence of symptoms.

Important Tip: When an employee first calls out sick, please proactively let them know of the above Cal OSHA requirements for returning to work.

Q: I recently sent a sick employee home. Do they have to use sick time?

A: Yes, the employee should use sick time, or, if they have no sick time remaining, they may use vacation time in lieu of sick time.

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A: If an employee has missed three or more consecutive shifts due to illness, we are allowed (but are not mandated) to take this step, please consult with your manager or with Human Resources.

Q: I heard a rumor that one of my employees was exposed to COVID-19. What should I do?

A: Please reach out to your supervisor or HR to further discuss the issue. As per Equal Employment Opportunity Commission, unless an employer has a reasonable belief based on objective evidence that this individual might have COVID-19, we should not ask them about their symptoms or if they might have COVID-19. However, we do expect employees to self-report. If you are unsure if the information you have constitutes objective evidence, please reach out to your supervisor or HR for further guidance.

Q: What should I do if an employee informs me that they have contracted COVID-19?

A: If someone has reported to us that they have COVID-19, contact HR immediately; we will contact the Director of the Health Center who will contact the local health authorities. This is specifically permitted during specific pandemic conditions only, which includes the current COVID-19 pandemic. That said, aside from informing HR, please
It would be up to local health authorities to determine who should be contacted and to follow-up (or direct us to follow-up) with employees who may have been exposed to this person. We would take direction from them and provide them any support they needed to conduct contact tracing.

Q: What should I do if an employee informs me that they have had close contact with