

Memo

To: All staff
From: Management
Date: 4/29/21
Re: Employee COVID testing and their time off bank

Now that 83% of our staff is vaccinated and we've seen a drop in COVID cases in our area, we feel that it is time to start scaling back our COVID protocols. This includes employee time off for COVID testing due to symptoms.

For all staff members that are fully vaccinated and it has been at least 2 weeks since your last dose, you can continue to work while your COVID test is pending and throughout the duration of symptoms, as long as the employee feels well enough to work and as long as their symptoms are not distracting. Lavella and Lindsay will help determine whether or not the employee can stay at work or if they should go home.

For all staff members that are not fully vaccinated, they must stay home while test results are pending. If negative, they may return to work as long as the employee feels well enough to work and as long as their symptoms are not distracting. Lavella and Lindsay will help determine whether or not the employee can stay at work or if they should go home.

If any employee is cleared to stay at work by Lavella or Lindsay but decides they would like to stay home, these days will count against their time off bank.

If an employee's COVID test comes back positive, the days used for isolation will not count against their time off bank.

Any time used while the COVID test is pending, will not count against the employee, however any days used after a negative test result will count against their time off bank.