

## HR Communications Regarding Coronavirus (COVID-19) and Frequently Asked Questions



The safety of our employees, physicians and patients is our top priority. There have been a number of questions concerning our response to the Coronavirus. Many have been posted on the Intranet webpage but there are a number of specific employee questions we will begin to answer through a consistent Q & A communication that will be distributed weekly.

### GENERAL HEALTH INFORMATION

#### **What do I do if I have signs and symptoms?**

Call your doctor if you think you may have been exposed to COVID-19 and develop a fever and symptoms of respiratory illness, such as cough or difficulty breathing. You should stay home, avoid public areas and public transportation, stay away from others and call ahead before visiting your healthcare provider. You can also access Care on Demand if medical care is needed.

### LARGE GROUP MEETINGS/EVENTS

#### **Are conferences and meetings with large numbers of employees going to be canceled?**

Baptist Health is in the process of canceling various meetings and events with 50 or more attendees throughout the system. We encourage the use of teleconferencing options such as Zoom or Skype. Mission critical leadership meetings may still be held.

### TRAVEL/QUARANTINE PERIOD

#### **Are we restricting business travel?**

Baptist Health is restricting all business travel internationally and domestically. If you have any business travel plans in the next 60 days please cancel those trips. Any cancellation charges will be absorbed by Baptist Health. If your travel plans are scheduled beyond 60 days in the future please do not cancel those at this time. We will provide further guidance as the situation evolves. Any exceptions must be approved by the appropriate Executive Vice President. We ask that no new travel arrangements or conference registrations be made during this time.

#### **What do I need to do if I travel to one of the countries listed on the CDC's Level 3 & 2 Travel Health Notices (or are returning from travel on any cruise ship)?**

Employees, volunteers, medical staff or contractors who travel to high-risk areas (including travel on any cruise ship) must stay home and immediately contact Occupational Health (786-596-2345) who will quarantine the individual for 14 days. If after this period they are asymptomatic, Occupational Health will clear the individual to return to work. Level 3 Travel Health Notice is defined as widespread community transmission and avoidance of nonessential travel. Level 2 Travel Health Notice is defined as sustained community transmission and special precautions for high-risk travelers.

**Will I be paid for the quarantine period?**

If you choose to travel **voluntarily** to a high-risk area (or an area that becomes high-risk), including via cruise, then you may be required to use PTO or take an unpaid personal leave of absence during the quarantine period. A request to work remotely can be made to your supervisor, if appropriate, but may not be approved.

**REMOTE WORK**

**In the case of a widespread community outbreak, will employees be encouraged to telecommute (when applicable)?**

At this time, we are evaluating whether there are appropriate instances to encourage employees to work from home if this becomes necessary. We are looking at technology provisions and guidelines to ensure we can support this change.

**EARLY LEARNING CENTERS (ELC)**

**In the event of school closures, will Baptist Health offer child care services for school-aged children?**

Child care services for children not currently enrolled in our Early Learning Centers cannot be accommodated. School closures are intended to limit potential exposure of the virus and we will evaluate whether we will be keeping our own centers open in this instance. On an ongoing basis, employees should be encouraged to develop alternative child care plans to anticipate situations where school or primary child care arrangements are not available.

**QUESTIONS/CONTACTS**

**Who can I contact if I have questions?**

You can contact Occupational Health, your local HR site team or talk to your leader.

**If I have been contacted by the media, how do I respond?**

Please refer any media calls to our Marketing & Communications team at [Mediarelations@baptisthealth.net](mailto:Mediarelations@baptisthealth.net) or (754) 900-6667.