

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



As we continue to see the impact that the COVID-19 pandemic is having on our employees, Baptist Health is committed to answering employees' most frequently asked questions.

GENERAL HEALTH INFORMATION

1. How are decisions being made about which employees can work from home?

Because of the current emphasis on social distancing, as recommended by the CDC, employees who are not in patient-care areas are being asked to work remotely, if possible. Also factored into these decisions are the equipment, set up and access needs required for these employees to continue their job duties outside of their normal work environment.

2. Are the employment applicants coming to Baptist Health worksites for interviews being screened following CDC recommendations?

We are currently not conducting any in-person employment interviews. Some exceptions are being made for critical roles, and those applicants will go through the CDC-recommended screening process.

LEAVE OF ABSENCE AND PAID TIME OFF (PTO)

3. Under what quarantine circumstances would an employee be paid versus having to use Paid Time Off or unpaid leave?

- Employees who are quarantined by Occupational Health due to on-the-job exposure to COVID-19 will be paid their regularly scheduled hours and will qualify under Workers Compensation.
- Employees who are quarantined because a member of their household, who also works at Baptist Health, was exposed to COVID-19 at work and tested positive, will be paid their regularly scheduled hours.
- Employees quarantined due to personal travel restrictions will be required to use PTO or take an unpaid Leave of Absence.
- Employees quarantined due to a household member being quarantined will be required to use PTO or take an unpaid Leave of Absence.

4. Can employees cash out their Paid Time Off without penalties?

Employees may temporarily request an emergency PTO cash out without a penalty for financial hardship related to the COVID-19 pandemic. Due to the extraordinary circumstances, the requirement of having to leave 40 hours in your PTO bank will not apply. Please note this PTO cash out is considered taxable income, and you will be taxed at 22 percent for federal withholding and 7.65 percent for Social Security and Medicare Taxes. To request a cash out, please sign on to Employee Self Service and follow the instructions in PeopleSoft. Payments will be processed during the next scheduled paycheck after receipt of the request. Questions should be referred to the Pay &

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Perks Service Center at **786-662-7178, option 1**. For Boca Regional employees, a maximum of 40 hours can be cashed out. For more details and to apply, contact Boca Regional Benefits at 561-955-5050.

5. Can leaders restrict certain mission-critical and highly specialized employees from taking Paid Time Off during this time?

Employees may be asked to delay all scheduled PTO during this time, as resources are critically needed throughout the organization.

6. Will employees nearing or exceeding the 500 PTO hour limit be granted an exception to remain on the frontline?

We can offer a PTO cash-out option during the COVID-19 pandemic to allow employees who are nearing the 500-hour limit to cash out without penalty. This does not apply to Boca Regional employees.

STAFFING/WORK ACCOMODATIONS

7. Can employees be excluded from their job responsibilities if they express concerns about being infected?

Employees who are concerned about being exposed to COVID-19 at work should report to work and discuss their concerns with their leader, so that appropriate guidance can be given. Occupational Health is working with work groups to mitigate the risk of exposure. Employees who choose not to report to work against leader and Occupational Health advice will acquire unplanned absences, triggering policies that address absenteeism.

AS A REMINDER...

You can get the latest employee information regarding Coronavirus (COVID-19) from **Baptist Health on the go!** – a mobile site that can be accessed from anywhere at any time. Just type baptisthealth.net/go on your phone, computer or tablet. [Click here](#) for more information. *Boca Regional employees should type boca.baptisthealth.net and can [click here](#) for more information.*