

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



As we continue to navigate through these uncertain and challenging times, we are committed to continuing to provide employees with timely information and helpful resources.

## MOBILE ACCESS TO CORONAVIRUS EMPLOYEE INFORMATION

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 anytime. Just type [baptisthealth.net/go](http://baptisthealth.net/go) on your phone, computer, or tablet. [CLICK HERE](#) for more information. *Boca Regional employees should type [boca.baptisthealth.net](http://boca.baptisthealth.net) and can [click here](#) for more information.*

## PAID TIME OFF (PTO) HOURS

### What happens if I am getting low on PTO hours?

Baptist Health has decided to temporarily allow employees to go into the negative on their PTO up to a maximum of 80 hours. If you have questions, call the Pay and Perks hotline or your local HR department.

## PATIENT PRIVACY AND SOCIAL MEDIA REMINDER

At all times, but especially during times of crisis and uncertainty, it is important to keep our privacy and social media guidelines in mind. Remember that as an employee, you represent Baptist Health. Therefore, how you present yourself to our patients and community, both in-person and online, is a reflection on Baptist Health. Employees should be appropriate and respectful and should never disclose any protected health information or confidential business records or data. If you have any questions, please refer to the Social Media and HIPAA Privacy policies which can be found on the intranet, or contact your HR representative.

## HELPFUL EMPLOYEE RESOURCES

### Does Baptist Health have any resources available to help employees cope during this crisis?

As an employee of Baptist Health, you have many helpful resources available to you, including our Employee Assistance Program, Pastoral Care, The Sunshine Fund, among others. Several documents have been created to help you find them easily: [EAP Resources](#), [Medical and Prescription Plan Resources](#) and [Financial Hardship Resources](#). We encourage you to use whatever will help you and your family get through this uncertain time. In addition, if you have questions about certification deadlines and extensions, please contact [classregistration@baptisthealth.net](mailto:classregistration@baptisthealth.net).