



To: All staff
From: CCLS COVID Task Force – Karla Bright, Susan Peek, Sherry Marshall, Jim Zache
Subject: COVID-19 #19
Date: September 14, 2020

Revised Employee COVID-19 Employee Symptoms Screening Tool

As things continue to change and evolve with COVID-19, we have updated our Employee Symptoms Screening that staff complete at the beginning of each work shift at a program or office. You will notice with the new form it is now a one-person form that will be kept as outlined below. If you answered yes to any of the symptoms or have a fever of 100.4 or higher, you must contact your supervisor or on-call supervisor immediately.

Licensed Programs - Each staff will have a file folder in the program office area in which they will keep their form. All forms must remain at the program. The Program Manager will gather the forms at the end of each pay period and submit to regional HR representative.

Unlicensed Programs - Each staff will have a file folder in the program office area in which they will keep their form. If there is not an office area in the program, staff will keep their own form but are required to submit the form to their Program Manager after each pay period. The Program Manager will gather the forms at the end of each pay period and submit to the regional HR representative.

Offices - Each staff will keep their own form but are required to submit the form to the regional HR representative after each pay period. Staff are not required to complete the form for any day they work from home for the entire work shift.

PTO MAXIMUM ACCRUAL

As noted in prior UPDATES, we had temporarily lifted the maximum PTO accrual levels which froze the accrual of hours once you reached the maximum accrual as outlined in the Paid Time Off policy. This will be ending on **9/27/2020**. On this date, the maximum PTO accrual will revert to the levels outlined in the Paid Time Off policy. If your PTO balance is at or above the maximum level on 9/27/2020, you will not accrue PTO hours until your balance is reduced. Here are a few suggestions to reduce your PTO balance:

- Request time off.
 - If eligible, you can submit a PTO Cash Out form by 9/15/2020 to reduce your PTO up to 32 hours (this cash out will be paid at 50% on 10/9/2020 as outlined in the Paid Time Off policy).
 - Donate some of your PTO hours to the Leave Sharing Bank by completing the Donation of PTO Hours Authorization form.
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EMPLOYEE INFLUENZA VACCINE

As this year's influenza season is fast approaching, we have a responsibility to keep our clients/residents and staff as healthy as possible. We want to remind you on September 1, 2020, CCLS joined the list of organizations that have chosen to make flu vaccinations mandatory for employees unless a signed medical or religious waiver is completed. Vaccines must be obtained no later than December 1, 2020. You are required to read the full policy at www.aletatrainiq.com.