

Appendix E: Employee Screening Process Packet

Employee Screening Process

Before reporting to work each day, please complete the following two-step process:

1. Take your temperature

- If you do not own a thermometer, please contact Michael Giles at (865) 342-3042 or michael.giles@tys.org as soon as possible.

2. Answer the following questions:

- Have you been in close contact with a confirmed case of COVID-19?
- Are you experiencing a cough, shortness of breath, or sore throat?
- Have you had a fever in the last 48 hours?
- Have you had new loss of taste or smell?
- Have you had vomiting or diarrhea in the last 24 hours?

If you have a temperature that exceeds 100.4 degrees Fahrenheit, answer YES to any of the questions listed above, or experience COVID-19 symptoms, do **not** report to work and contact your supervisor to make him/her aware of your absence. It is recommended that you seek medical care and/or COVID-19 testing per the Tennessee Department of Health and CDC guidelines.

<https://www.tn.gov/governor/covid-19/economic-recovery/general-guidelines-for-businesses.html>

Medical Care Providers

There are a variety of medical care providers that can provide testing including:

- **Blount Memorial Hospital**
907 E. Lamar Alexander Parkway, Maryville, TN 37804
- **Blount Memorial Care Today Clinic (East TN Medical Group)**
266 Joule Street, Alcoa, TN 37701
- **Fort Sanders Hospital (Covenant Health Physicians Services)**
1921 Topside Road #101, Louisville, TN 37777
- **UT Hospital**
1924 Alcoa Highway, Knoxville, TN 37920

You may seek medical testing and care from any provider, even if they are not listed here.

CIGNA COVID-19 Care and Coverage

1. Am I covered if my family or I get COVID-19?

Yes. Your plan will cover diagnosis, testing, and treatment associated with COVID-19 including:

- **COVID-19 diagnostic visits:** Cigna is waiving out-of-pocket costs for COVID-19 visits with in-network providers, whether at a provider's office, urgent care center, emergency room, or via virtual care, through May 31, 2020.
- **COVID-19 testing:** Cigna is waiving out-of-pocket costs for COVID-19 FDA-approved testing. Only a health care provider or hospital can administer the test and send the sample to an approved lab for results.
- **COVID-19 treatment:** Your plan will cover treatment associated with COVID-19 or similar diseases. Out-of-pocket costs may apply.

2. Will Cigna cover COVID-19 virtual care visits?

Yes. If your visit is related to screening, diagnosis, or testing for COVID-19, your out-of-pocket costs will be waived.

Cigna customers **can also receive virtual medical care not related to COVID-19** by physicians and certain providers with virtual care capabilities through May 31, 2020. Out-of-pocket costs may apply.

<https://www.cigna.com/coronavirus/individuals-and-families>

Employee Rights Under the FFCRA

Please see the next page for information regarding the Families First Coronavirus Response Act (FFCRA or Act).

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- $\frac{2}{3}$ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at $\frac{2}{3}$ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

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| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
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▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd

