Designated On-Site Staff: Time Off and Leave Options During Isolation or Quarantine

We have prepared the following guide to support you as you determine appropriate time off and leave eligibility during COVID-19 isolation or quarantine. Telework should be discussed as an option, prior to using any available time off or leave.

Please note: The below time off and leave options have been formatted within the chart in the priority order that they should be used. If the first available time off and leave option is exhausted or the employee is not eligible for this option, move to the right for the next available time off and leave option. For example, first determine if the employee is eligible for Administrative Leave. If the employee is not, then determine if Pandemic Time is available.

Please also visit the Benefits website for further information on other benefits an employee may be eligible for. Depending on the duration of staff member’s illness, FMLA and/or short-term disability (if Workers’ Compensation is not applicable) may also be available.

Isolation and Quarantine

<table>
<thead>
<tr>
<th>Term</th>
<th>Staff Member Action</th>
<th>Typical Duration (calendar days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Isolation</td>
<td>Mandated isolation due to positive COVID-19 test</td>
<td>Minimum of 10 days</td>
</tr>
<tr>
<td>Quarantine</td>
<td>Mandated quarantine due to exposure to a person with a positive COVID-19 test</td>
<td>Refer to instructions provided in letter from CCST</td>
</tr>
</tbody>
</table>

On-Campus Exposure – Time Off and Leave Options

<table>
<thead>
<tr>
<th>Staff Member Scenario</th>
<th>Duration of Isolation/Quarantine (calendar days)</th>
<th>Administrative Leave (ALV)</th>
<th>Pandemic Time (PND)</th>
<th>Sick Time</th>
<th>Annual Time</th>
<th>Unpaid Time</th>
<th>Workers’ Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFA Occupational Health mandated isolation due to positive COVID-19 test</td>
<td>Minimum of 10 days</td>
<td>All regularly scheduled work days within 10 calendar day isolation period</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>
CCST or MFA Occupational Health mandated quarantine due to COVID-19 exposure

Refer to instructions provided in letter from MFA or CCST

All regularly scheduled work days within quarantine period

No  No  No  No  Yes

Off-Campus Exposure – Time Off and Leave Options

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</tr>
</thead>
<tbody>
<tr>
<td>Staff tests positive for COVID-19, isolation mandated by MFA Occupational Health due to non-GW campus exposure to COVID-19</td>
<td>Minimum of 10 days</td>
<td>N/A</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Staff required to quarantine by MFA Occupational Health or CCST due to non-GW campus exposure to COVID-19</td>
<td>Refer to instructions provided in letter from MFA or CCST</td>
<td>N/A</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Pandemic Time

**Eligible situations that qualify for the use of Pandemic Time:**

- Self-isolation or quarantine, even if they are not sick, when it is required or recommended by a public health authority or health care provider due to possible COVID exposure.
- Obtaining a personal diagnosis or caring for one’s own COVID-19 exposure or symptoms.
- Assisting a family member* who is self-quarantined because of a COVID-19 diagnosis or is experiencing symptoms of COVID-19 and needs to obtain medical diagnosis or care.
- Caring for a child dependent who is not sick but needs care due to COVID-19 related closures of schools or daycare. This includes support for virtual learning while schools are remote.
Please Note: This time is not available for quarantines that are due to personal travel.

Granted on March 16, 2020. Hours available based on employee status:
- Full Time benefits-eligible staff receive 80 hours.
- Part Time benefits-eligible staff receive 40 hours.
- Hourly wage/temporary workers receive 20 hours.

**Family Member Definition**

*A family member* is defined in accordance with the Time Off and Leave policy as:

- A person related by blood, legal custody or marriage;
- A foster child or child who lives with the employee and for whom the employee permanently assumes and discharges parental responsibility;
- A person with whom the employee shares or has shared, within the last year, a mutual residence and with whom the employee maintains a committed relationship.