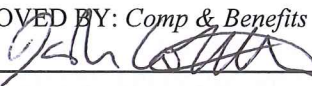
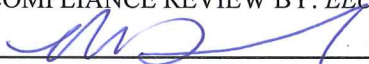

 <p>ONEIDA NATION STANDARD OPERATING PROCEDURE</p>	<p>TITLE: COVID-19 Time off</p>	<p>ORIGINATION DATE: April 15, 2020 REVISION DATE: July 15, 2020 EFFECTIVE DATE: Upon final Signature</p>
<p>AUTHOR: HRD</p>	<p>APPROVED BY:</p>	<p>DATE:</p>
<p>DEPARTMENT: All</p>	<p>APPROVED BY:</p>	<p>DATE</p>
<p>DIVISION: All</p>	<p>APPROVED BY: <i>Comp & Benefits Director</i> </p>	<p>DATE: 7/17/20</p>
<p>EEO REFERENCE NUMBER:</p>	<p>COMPLIANCE REVIEW BY: <i>EEO</i> </p>	<p>DATE: 7/17/20</p>
<p>PAGE NO: 1 of 2</p>	<p>APPROVED BY: <i>HRD Manager</i> </p>	<p>DATE: 7/17/20</p>

PURPOSE

1.1 To help all supervisors and employees make time off decisions related to COVID-19.

2.0 DEFINITIONS

- 2.1 COVID-19: SARS CoV-2, or Coronavirus, is a respiratory disease that can result in serious illness or death and possesses a higher risk to elders, individuals who have underlying medical conditions and compromised immune systems.
- 2.2 Acute Respiratory Illness Symptoms: fever, cough, shortness of breath.

3.0 WORK STANDARDS

- 3.1 Employees shall be sent home, removed from the schedule, and/or not report to work if they:
 - 3.1.1 Test positive for COVID-19.
 - 3.1.2 Have symptoms of COVID-19 or acute respiratory illness.
 - 3.1.3 Are notified by a public health official that they were exposed to COVID-19 and should self-quarantine.
- 3.2 Employees who meet any of the conditions in 3.1 shall not return to work until they have been cleared by a public health official or meet CDC criteria for returning to work.
- 3.3 Employees who meet any of the conditions in 3.1 shall immediately notify their supervisor through the normal call-in process.
 - 3.3.1 Employee shall provide their supervisor with workdays unavailable to work and estimated return to work date (time off options are listed in section 3.7).
 - 3.3.2 Employees are required to maintain good communication with their supervisor.
- 3.4 Employees shall provide proof of COVID-19 related time off (i.e. Doctor's note) to their supervisor

Employees unable to work due to COVID-19 related reasons

- 3.5 Employees may be unable to work due to many COVID-19 related reasons:
 - 3.5.1 Employee's own illness displaying Acute Respiratory Illness Symptoms
 - 3.5.2 Quarantine due to exposure to another person reported as having COVID-19 or Acute Respiratory Illness Symptoms
 - 3.5.3 Caring for someone who is ill
 - 3.5.4 No viable alternative childcare options for children (i.e. school, daycare, head start).
 - 3.5.5 At-risk health populations (self or household members)
 - 3.5.5.1 Older adults
 - 3.5.5.2 Serious chronic health conditions such as heart or lung disease, diabetes.
 - 3.5.6 Unable to return from travel due to travel bans

Time off for COVID-19 related reasons

- 3.6 Employees may not be furloughed or laid off for reasons listed in 3.5.
- 3.7 Employees shall be eligible to use the following options for time off with supervisor approval for reasons listed in section 3.5:
 - 3.7.1 Vacation or personal time – up to the number of hours approved to work.
 - 3.7.1.1 For example, if approved for 24 hours of work, the employee may use up to 24 hours of vacation or personal time.
 - 3.7.2 Time off without pay. NOTE: Exempt employee option is only for full day(s) off.
 - 3.7.3 Donation of Hours under Donation of Hours for Medical Emergency SOP (1-13-17)
 - 3.7.3.1 Doctor notes will be required for COVID-19 related requests.
 - 3.7.3.2 Donation Forms (*Donation of Hours Form* and *Medical Emergency Verification Form*) must be approved by the supervisor.
 - 3.7.4 Leave of Absence
- 3.8 If employee has other reasons not outlined in this work standard/sop, the supervisor will use discretion to assess the request and use the applicable department/normal time off request procedures.

4.0 PROCEDURES

Supervisors documenting time off related to COVID-19

- 4.1 All time off requests must be entered in the Timekeeping system with codes specific to the request to ensure the Oneida Nation is able to accurately track employee time off.
 - 4.1.1 Each of the following codes shall be used to enter an appropriate comment:
 - 4.1.1.1 CB - Travel ban: unable to return from travel
 - 4.1.1.2 CF - Family care: employee caring for someone who is ill
 - 4.1.1.3 CM - Medical: employee's own illness (showing symptoms)
 - 4.1.1.4 CO - Off waiting for test results
 - 4.1.1.5 CP - COVID positive test/isolating
 - 4.1.1.6 CQ - Quarantine: not working, no symptoms
 - 4.1.1.7 CR - At-risk: Immuno-compromised
 - 4.1.1.8 CS - School/daycare closure: no viable alternative childcare options for children