**Policy Statement**

When there is a risk that an employee has been exposed to the novel coronavirus (COVID-19), the employee must be evaluated in accordance with this policy and may be excluded from the workplace for a specified period of time.

**Purpose**

The purpose of this policy is to address work restrictions and pay provisions for employees who have been or may have been exposed to the novel coronavirus.

**Scope/Coverage**

This policy applies to all employees who are employed by the State of Washington and covered by a collective bargaining agreement with the Washington Federation of State Employees (WFSE).

**Definitions**

Incubation Period – For the novel coronavirus, this is a period of 14 days from the last possible exposure.

**Provisions**

When there is a risk that an employee has been exposed to the novel coronavirus outside of their work for the State of Washington, the employee must notify his/her manager before returning to the workplace.

**Exposure Risk**

If there is a concern that an employee has been exposed to the novel coronavirus, either at work or outside of their work, due to a return from travel to a country with widespread community transmission of coronavirus or due to unprotected potential significant exposure to a confirmed novel coronavirus case or patient-under-investigation for novel coronavirus, the employee’s manager should refer their employee to their physician. The physician will make an assessment regarding whether the employee needs to be excluded from the workplace or whether other precautions would permit the employee to continue working. The employee will be given detailed instructions from their medical provider about any requirements. **When exposure to the novel coronavirus has occurred, an employee must be restricted from returning to the workplace during the incubation period.** If it is determined through the medical assessment above that an employee must be excluded from the workplace during an incubation period, the employee must notify his/her manager.

-If the employee’s manager determines that it is possible for the employee to work remotely during the incubation period, this is permissible within the State’s sole and absolute discretion and shall not be unreasonably denied.

-If it is not possible for an employee to work remotely during the incubation period, then the employee will receive Paid Administrative Time Off until the employee completes the incubation period and returns to work. The employee’s manager will code the employee’s time off as straight regular hours worked. Paid Administrative Time Off pursuant to this policy is not charged against the employee’s paid time off balance.

**-**The exposed employee is required to follow work restrictions and follow-up procedures as instructed. If the employee fails to follow the procedures as directed, the employee may become ineligible for the Paid Administrative Time Off provisions of this policy.

**Contracted Virus**

If an employee contracts the novel coronavirus (COVID-19), Paid Administrative Time Off ceases and the following governs the employee’s pay status should additional time away from work be required:

Exposed outside of work:

If the employee was exposed outside of their work for the State of Washington, then the employee is required to use accrued in accordance with time off procedures and applicable collective bargaining agreements. Paid leave shall not be unreasonably denied.

Exposure during work:

If reasonable evidence exists that exposure occurred in the course of their work, then Workers’ Compensation policies and provisions may govern the employee’s pay status, but at no time shall the employee’s compensation and benefits be decreased as a result contracting the virus through their work.