



COVID-19 Employment Guide for Non-Essential Employees

Question	Answer	Action
How long will I be off work?	At a minimum, you should expect to be removed from the schedule for at least through April 18, 2020. Operational needs will be assessed weekly and employees will be recalled based upon the operational needs of the Hospital.	Make sure you understand how your supervisor will be communicating about return to work expectations.
Why was I classified as non-essential?	Hospital leadership classified those positions that are not critical to ensuring Hospital operations and non-elective patient care continue during the pandemic as non-essential. In addition, department leaders are responsible for managing staff resources to align with decreases in patient volume and reductions in employee workload. Department leaders are responsible for determining the manner in which individual employees are determined non-essential.	
Will I qualify for unemployment?	<p>You may qualify for unemployment compensation because you have been furloughed or your hours have been reduced because of COVID-19.</p> <p>Previously, claimants were not eligible for benefits during their first week of unemployment (the “waiting week”). This has been suspended; you may receive benefits for the first week that you are unemployed.</p>	<p>Follow the attached instructions to file for unemployment compensation.</p> <p>If you have worked your full, regular hours for this work week, then file on Sunday following your last day of work.</p> <p>If your separation from your employer caused a change to your normal working hours for the week, then file right away.</p>
Am I allowed to use PTO while I’m not working?	You may choose to use accrued, unused PTO or available Holiday hours equal to but not greater than your budgeted FTE per pay period.	<p>You should follow your supervisor/timekeeper’s designated process for requesting to use PTO or available Holiday time on a weekly basis so it can be appropriately accounted for on your timecard.</p> <p>Any PTO used will be reported as earnings that may impact your eligibility for unemployment compensation.</p>



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<p>I've not finished my 90-day introductory period yet. Can I use the PTO I accrued even though it has not been added to my bank?</p>	<p>The 90-day requirement will be waived. You may choose to use any PTO that you have accrued.</p>	<p>You should follow your supervisor/timekeeper's designated process for requesting to use PTO. Your PTO balance will not show up in Kronos, but will be managed through a payroll adjustment process by your timekeeper.</p> <p>Any PTO used will be reported as earnings that may impact your eligibility for unemployment compensation.</p>
<p>How will I receive my pay?</p>	<p>Any pay earned through the use of PTO or Holiday time will be deposited in your account on the scheduled pay dates. Please note your check will include all current withholdings.</p> <p>Any unemployment compensation benefits will be paid directly by the Commonwealth of Pennsylvania in accordance with their processing timeline.</p>	<p>Employees have the option to make changes to their 401(k) through the Prudential website or by calling 1-877-778-2100.</p> <p>To make changes to your health savings account contribution please complete the Employee Benefits Change Form. Scan and email to Jennie.lambert@evanhospital.com for processing.</p>
<p>Am I allowed to use Extended Leave to increase my available PTO balance while I'm off work?</p>	<p>At this time, extended leave, which provides short-term coverage for qualified, personal medical needs, cannot be used in lieu of PTO.</p> <p>Extended leave may be available for use for qualifying medical leaves as determined on a case-by-case basis.</p>	<p>If you think you may qualify for Extended Leave, please contact Sedgwick at 888-436-9530 or visit timeoff.sedgwick.com to initiate a request for leave.</p>
<p>Will I continue to earn PTO while I'm not working?</p>	<p>If you are not working, you will not continue to earn additional PTO beyond your current PTO balance. Upon return to work, you will begin to earn additional PTO.</p>	<p>N/A</p>



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<p>What if my supervisor already approved my PTO request for a future date and I'm not back to work when that date arrives.</p>	<p>You may choose to use the PTO and be paid for those hours or you may choose to cancel your PTO request and save those PTO hours for future use.</p>	<p>You should communicate at the time whether you plan to use or cancel your PTO request to your supervisor/timekeeper so it can be appropriately accounted for on your timecard.</p> <p>Any PTO used will be reported as earnings that may impact your eligibility for unemployment compensation.</p>
<p>What will happen to my medical/Rx benefits while I'm not working?</p>	<p>All benefits will be continued while you are not working. The employee contribution toward medical premiums will be covered by the Hospital for up to 6 weeks (through May 2, 2020) for any employee who goes into arrears on their employee premium due to lack of pay.</p> <p>Employees who use PTO will continue to have their employee contributions deducted up to the maximum allowable. The deduction will only be taken if you have enough PTO to cover the entire premium.</p>	
<p>What will happen to my dental, vision, Aflac, voluntary life, and/or LegalShield/IDShield benefits while I'm not working?</p>	<p>We are continuing to work with our carriers and are awaiting guidance on these voluntary benefits.</p>	



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<p>What do I have to do to earn my Interactive Health points?</p>	<p>The following changes have been made for the 2020 Interactive Health program to secure the 2021 wellness credit:</p> <ul style="list-style-type: none"> • The number of required points on the PHAP has been reduced from 1000 to 800 points to be completed by the program deadline of December 11, 2020. • All remaining challenges will start in June 2020 or later. • Spouses will only need to complete the fall health evaluation. No other activity participation will be required for this year. 	<p>Watch for more details but continue to use the Interactive Health portal to access valuable wellness resources during this time. www.myinteractivehealth.com.</p>
<p>Does this count as a qualifying event if I want to change benefit elections for myself or my dependents?</p>	<p>COVID-19 IS not a qualifying event. However, if due COVID-19 or any other life circumstance, you experience one of the following life events:</p> <ul style="list-style-type: none"> • Marriage or divorce • Birth or adoption of a baby or child • Loss of other healthcare coverage • Eligibility of new healthcare coverage <p>you may eligible to make changes to your benefits.</p>	<p>Please complete the Employee Benefits Change Form. Scan and email to Jennie.lambert@evanhospital.com for processing.</p>
<p>What if I experience an FMLA or non-FMLA medical leave qualifying event while I'm not working (e.g. I have to have surgery or I give birth to a baby)?</p>	<p>We will review all requests for FMLA or Non-FMLA medical/caregiver leave through our standard process.</p>	<p>If you experience an event that may be eligible for FMLA or Non-FMLA Medical/Caregiver leave, please contact Sedgwick to initiate a claim. Sedgwick at 888-436-9530 or visit timeoff.sedgwick.com to initiate a request for leave.</p>



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<p>What if I get sick with COVID-19 while I'm not working?</p>	<p>Follow the protocol established by the CDC. You must complete the required self-isolation or quarantine period before being allowed to return to work.</p>	<p>If you have questions, please contact the Employee Health Nurse at 570-522-2598.</p>
<p>Will my access to email and other Hospital systems be shut off while I'm not working?</p>	<p>Yes, your access will be temporarily suspended while you are not reporting to work. However, you will be able to access your work email and Employee Self Service daily from 4pm to 6pm.</p>	<p>When you are recalled, your full system access will be restored by IT.</p> <p>To access your work email and Employee Self Service from 4pm to 6pm daily, please click on the links found at the bottom of the Employee Portal page on www.evanhospital.com/family.</p>
<p>How will I know what is going on at the Hospital while I'm not working?</p>	<p>Kendra is providing daily updates about the COVID-19 situation to all employees. For employees who do not have access to EvanNet or their emails, all information will be posted on the Hospital website.</p>	<p>Visit www.evanhospital.com/family.</p>
<p>What do I do if my BLS, ACLS, or PALS certification is set to expire while I'm not at work?</p>	<p>The Hospital will follow American Heart Association (AHA) recommendations and will extend recognition of an AHA provider card beyond its renewal date. Initially cards will be recognized for up to 60 days beyond renewal date.</p>	<p>Watch for guidance on how to renew your BLS, ACLS, or PALS upon your return to work.</p>
<p>What do I do if my license expires while I'm not at work?</p>	<p>All RN licenses currently in renewal and set to expire on April 30, 2020 have been extended to July 31, 2020. Extensions of all other licenses will be determined on a case-by-case basis by the appropriate licensing entity.</p>	<p>Continue to follow all steps for license renewal according to the requirements of your licensing entity.</p>
<p>What do I do if my child abuse clearances expire while I'm off work?</p>	<p>Childline (PA Child Abuse) and Pennsylvania State Police continue to be fully operational and applications for clearances can be submitted on-line. FBI fingerprinting through Identogo is experiencing temporary reductions in the number of enrollment centers available for appointments.</p>	<p>The HR team will reach out to you with further instructions regarding any clearance requirements.</p>



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<p>I was scheduled to attend a strategic training session (Opioid Awareness or Walk a Mile 4.0). Will I be penalized for not completing those trainings?</p>	<p>All Hospital-required strategic training is currently on hold. Decisions about rescheduling or extending training will be made at the time the Hospital returns to normal operations.</p>	<p>Watch for guidance on strategic training requirements upon your return to work.</p>
<p>I have HealthStream assignments coming due. What should I do?</p>	<p>All HealthStream assignment due dates will be placed on hold and new deadlines will be established upon return to normal operations.</p>	
<p>Is there any way I can come to work and perform a different job or function and get paid?</p>	<p>As the operational needs of the Hospital change, there may be the need to recall employees back to perform different duties. As those needs arise, your supervisor will reach out for assistance.</p>	<p>Make sure your supervisor has your preferred contact information.</p>
<p>Is there any way I can volunteer my time and work without getting paid?</p>	<p>Due to the Fair Labor Standards Act (FLSA) regulations, employees performing compensable work must be compensated. While we appreciate employees' willingness to volunteer, we are unable to accept those offers at this time.</p>	
<p>What if I obtain other employment during this time I'm off work?</p>	<p>We understand that employees may seek alternative work during this time period. Other reportable wages may impact your ability to collect unemployment compensation.</p>	<p>If you intend to permanently resign from your position at Evangelical, please email humanresources@evanhospital.com.</p>
<p>Can I still apply for or be interviewed for an internal transfer?</p>	<p>To the extent possible, Human Resources will continue to post and manage open positions through the Hospital career site. Due to COVID-19, you may experience delays in our recruitment process. Please know that we are reviewing all applications that we receive and will make every effort to contact qualified candidates in as timely a manner as possible.</p>	<p>From outside the hospital, visit www.evanhospital.com/careers/careers for up to date information on our job openings.</p>



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<p>Will the Human Resources office be open if I have questions?</p>	<p>The Human Resources office will be staffed remotely and will be available by email or phone to answer any questions. Some services may be limited, such as requesting copies of your clearances or immunization records.</p>	<p>Email humanresources@evanhospital.com or call 570.522.2595 with your preferred contact information for a return response.</p>
<p>How can I combat my anxiety about being off work for an undetermined period of time?</p>	<p>We understand you may be experiencing heightened levels of anxiety during this time. We encourage employees who feel anxious or worried because of the coronavirus to contact the EAP, which is available to help 24/7 to employees and immediate family members.</p>	<p>Contact the EAP at 800-252-4555 or visit the website at www.HealthCareEAP.com.</p>
<p>What if I still have questions?</p>	<p>It is perfectly natural to have a lot of questions.</p>	<p>If you have a question while you are still at work, please talk to your supervisor. If your supervisor is unable to answer your question, please submit your question through covid@evanhospital.com if the question is not HR specific. For HR specific questions, email humanresources@evanhospital.com. Make sure to include your personal contact information if we need to reach you outside of work.</p>