

COVID-19 Guidelines
*** For Workforce Distribution ***
March 26, 2020

Safer at Home:

Based on the “Safer at Home” by Los Angeles County and the City of Los Angeles, among other nearby jurisdictions, all residents are ordered to stay home starting 11:59 p.m. March 19 through April 19, 2020. ***The following core services at UCLA Health are essential and employees should continue to work.***

- Health care services and corresponding support. All UCLA hospitals and clinics will remain open and fully operational. This includes, but not limited to:
 - Direct patient care in the hospitals, clinics, labs, and pharmacies
 - Operations to maintain business continuity
 - Ancillary outpatient areas (PT, OT, speech, audiology, cardiac & pulmonary rehab, PFT, radiology)
 - General and ancillary services, such as environmental services, nutrition/food services, valet, security, visitor desk, facilities, and receiving
 - Case management
 - Social workers
 - Chaplaincy
 - Patient call center (PCC)
 - Occupational Health
 - Support groups such as patient experience, quality, performance improvement, emergency management, and environmental health and safety
- Classroom and laboratory instruction for remote learning will continue through the end of spring quarter. Deans and chairs will determine what on-campus essential support may be needed
- Animal care or animal research
- Research laboratory safety
- Research approved by the vice chancellor for research
- All Shared Services, including human resources, IT, finance, marketing, communications, compliance, and legal will continue, but primarily remotely. The respective executive leader may identify some functions that are not operationally needed.
- Please note: As volumes fluctuate, employees may be redeployed or have reduced shifts.

Workforce members who work in the areas not included in the above list ***and are approved by their supervisor*** should comply with Safer at Home order by isolating themselves in their residences. These workforce members will receive up to 128 hours of paid administrative leave and can also access their accrued leave banks. Those workforce members that continue to work should have their identification badge with them at all times when leaving their residences.

March 16th Executive Order: The University has modified emergency temporary leave in accordance with the Executive Order issued by President Napolitano on March 16th. The purpose of the Executive Order is to expand the paid administrative leave policy and better support our employees.

- Employees are now eligible to receive up to 128 hours paid administrative leave in order to cope with the impact of the COVID-19 pandemic. The 128 hours *replaces* the prior referenced 14 day paid administrative leave. These are working days, not calendar days.
- This particular leave *may only be used* for the following reasons all of which relate to COVID-19 (“covered category”):
 - When the employee is unable to work because the employee or a family member has a COVID-19 related illness
 - When an employee is unable to work because the employee has been directed not to come to work for COVID-19 related reasons and it is not operationally feasible for the employee to work remotely. This includes workforce members currently unable to return to work due to travel bans in place.
 - When an employee is unable to work because of a COVID-19 related school or daycare closure that requires the employee to be at home with a child or *dependent
 - When an employee has been ordered to “shelter in place”/ “safer at home” and is not able to work remotely

(*A dependent could include, for example, an ailing elderly dependent and/or individual with a mental disability usually in daycare.)

- The allocation for employees with less than full time appointments shall be prorated based on appointment percentage.
- The 128 hour allotment may be used consecutively in one block or incrementally.
- Employees may still use accrued sick, vacation or paid time off in order to address their own illness or the serious medical condition of a family member.
- The paid administrative leave may be used prior to usage of accrued leave.
- Subject to the University’s ongoing operational needs, the paid administrative leave provided pursuant to the Executive Order must be used no later than December 31, 2020 for reasons stated in the Covered Categories only.
- **Employees who want to use this paid administrative leave shall request it from their immediate supervisor who shall be responsible for determining whether to grant the administrative leave.** Supervisors will take into account the operational needs of the University with special consideration given to the critical importance of maintaining the continuity of UCLA Health operations.
- The use of paid administrative leave must be approved by your supervisor. The leave will not be paid without approval from your supervisor.
- A “shelter in place” or “safer at home” order is one that is issued by an official government agency

Additional Considerations

Illness:

- Workforce members who call out sick and/or provide a medical note and request paid administrative leave may be asked the reason for their leave in order to determine what paid leave options are available.
- Workforce members at work exhibiting sick symptoms such as flu-like symptoms and/or coughing should not be at work. Workforce members exhibiting these types of sick symptoms who are reluctant to leave work due to exhausted accruals may be granted appropriate paid administrative leave pending supervisory approval.

Pregnant, immunocompromised and/or those with chronic illnesses:

- Workforce members who are immunocompromised, have chronic illnesses or pregnant may be concerned about coming into work. If so, they are encouraged to consult with their healthcare provider, and if recommended, stay in their residence. They may be eligible to use accruals and be granted paid administrative leave **with approval by their supervisor**. These workforce members may also consider requesting reassignment.

Asymptomatic workforce members including those over the age of 65:

Asymptomatic workforce members – *regardless of their age (including 65+)* - who are not approved to work remotely and who have been advised of an operational need to come into work are expected to come into work. The use of paid administrative leave and/or accruals is not applicable.

Redeployment / reassignment:

- UCLA Health workforce members may be reassigned / redeployed, and your cooperation and willingness to help out is greatly appreciated.
- Asymptomatic workforce members needed at work for the continuity of operations may be appropriately reassigned or redeployed.
- COVID-19 positive asymptomatic workers can return to work after 7 days. With change in CDC guidance, it is now safe for individuals with asymptomatic low-level exposures to return to work to facilitate continuity of operations.

Refusal to treat patients:

Workforce members may not refuse assignment to patients. HS 7305 states that staff requests for reassignment could be considered when treatment of patient conflicts with cultural values, ethics or religious beliefs. Our current emergency does not fall into one of these categories.

Medical clearance:

This is not required for workforce members enrolled in self-isolation protocols as determined by UCLA Health. Otherwise, workforce members are expected to follow our usual policies and procedures.

Masks and Gloves:

- Workforce members should not wear masks in common areas and non-clinical areas. Wearing a mask when not necessary gives people a false sense of security. Masks can lose

effectiveness after a number of hours, and there is a tendency to touch your face more frequently to adjust the mask. Frequent hand washing with soap and water and social distancing (6 feet apart) are the best courses of action. If workforce members choose to provide and wear their own masks, they are expected to check with their supervisor/manager to insure that the masks will be properly used and meet our safety standards.

- Workforce members who are wearing gloves when unnecessary may be advised that this may not be sanitary and may pose infection risk to patients and others.