



COVID-19 Employment & Timekeeping FAQ's:

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LEAVE AND ISOLATION QUESTIONS:	
<p>I am sick. What do I need to do?</p>	<p>Avoid the workplace when sick. Staff must notify their supervisor AND Employee Health at 729-4578 or 729-2900 for further guidance and a symptomatic COVID-19 test referral. The order will be sent to the testing site (drive through or walk up).</p> <p>Options for next steps:</p> <ul style="list-style-type: none"> a) Employees who are able to work but restricted from the work site may be able to utilize the ANTHC Work from Home (WFH) Operational Policy. b) Employees who are unable to work due to illness, but have not tested positive for COVID-19, will use Paid Time Off. c) Employees who test positive for COVID-19 can utilize the Paid COVID-19 Sick Time Procedure. This benefit is available for each COVID-19 illness event (at least 90 days after any prior infection).
<p>I am waiting to receive a result of a COVID-19 test. How should I code my time?</p>	<p>Employees restricted from work due to symptoms or suspected illness will utilize PTO while waiting for the results of a COVID-19 test.</p> <p>If the results return as positive for COVID-19, time will be coded to administrative leave per the Paid COVID-19 Sick Time Procedure.</p>
<p>I tested positive for COVID-19. What do I do now and how should my time off be coded?</p>	<p>All ANTHC employees who test positive for COVID-19 are required to notify their supervisor and Employee Health and follow other requirements outlined in ANTHC Employee Health COVID-19 Procedure.</p> <p>Employees who test positive for COVID-19 can utilize either the ANTHC Work from Home (WFH) Operational Policy or the Paid COVID-19 Sick Time Procedure. This benefit is available for each COVID-19 illness event (at least 90 days after any prior infection). Employees can elect to take Leave Without Pay (LWOP) instead of using Paid Time Off (PTO) when employees are restricted from the worksite, in accordance with ANTHC Operational Procedure HR 606-02.</p>
<p>I tested positive for COVID-19. When can I return to work?</p>	<p>Employees may be cleared to return to work under guidance from a licensed healthcare provider, under applicable guidance from the CDC, or as defined in regulations. See ANTHC Employee Health COVID-19</p>



	Procedure for specific criteria for Frontline Healthcare Workers and employees or contracted staff who are not working in the health care facility. See https://anthcstaff.org/covid-19-updates/
I do not have any symptoms, but I would like to be tested for COVID-19. Am I able to?	Testing is available for ANTHC employees and their family members on the Anchorage campus at no out-of-pocket cost.
I had to cancel planned PTO because I tested positive for COVID-19. What should I do?	Employees who test positive for COVID-19 must contact employee health to report and can utilize either the ANTHC Work from Home (WFH) Operational Policy or the Paid COVID-19 Sick Time Procedure. Employees should work directly with their supervisor on coding time accurately. A timecard correction form is required.
I cannot return to work from planned PTO due to testing positive for COVID-19. What should I do?	Employees who test positive for COVID-19 can utilize either the ANTHC Work from Home (WFH) Operational Policy or the Paid COVID-19 Sick Time Procedure from the date of the positive test result. Employees should work directly with their supervisor to plan their return and ensure time is coded accurately. A timecard correction form is required.
If I get sick and I am unable to work for an extended time, are there any other financial benefits I can utilize besides PTO?	Employees who become sick and unable to work may be eligible for benefits under ANTHC's Short Term Disability plan.
Exposure and Leave Questions	
<p>ANTHC's paid administrative leave is not available when an employee is exposed to COVID-19 through a low-risk workplace exposure or any other community exposure.</p> <p>My exposure fits into this category.</p> <p>What should I do next and how should my time off be coded?</p>	<p>Employees should contact their supervisor and Employee Health at 907-729-2900 or using Tiger Connect. Employees should communicate potential exposure before reporting to the workplace.</p> <p>Employees who are able to work but restricted from the work site may be able to utilize the ANTHC Work from Home (WFH) Operational Policy either in their primary position or on reassignment.</p> <p>If WFH is not an option, employees will be required to use paid time off (PTO) or leave without pay (LWOP) under the Option to Use Leave Without Pay Instead of PTO HR602-02 procedure exception to the Leave of Absence Policy No. HR-602.</p>



	<p>Employees may return to work according to the timeline determined by Employee Health or per the ANTHC Return to Work protocol.</p>
<p>ANTHC’s paid administrative leave is available for COVID-19 quarantine leave when it is determined that the exposure is a high-risk workplace exposure.</p> <p>I’ve reported a workplace event that Employee Health has determined is a high-risk workplace exposure.</p> <p>What should I do next and how should my time off be coded?</p>	<p>Not all workplace exposures are high-risk.</p> <p>Employee Health will follow the ANTHC Employee Health COVID-19 Procedure to evaluate the event. If Employee Health has determined it is a high-risk workplace exposure, they will instruct the employee to be restricted from the workplace (quarantined).</p> <p>Employees who are able to work but restricted from the work site may be able to utilize the ANTHC Work from Home (WFH) Operational Policy either in their primary position or on reassignment.</p> <p>If WFH is not an option, benefit eligible employees who were following ANTHC guidelines and practices may receive Paid Administrative Leave consistent with the Paid COVID-19 Sick Time Procedure HR602-01.</p> <p>Employees may return to work as soon as recommended by a medical professional or per the ANTHC Return to Work protocol.</p>
<p>What are the steps I can take to reduce the risk of quarantine due to COVID-19 exposure?</p>	<ul style="list-style-type: none"> • Get a COVID-19 booster dose as soon as you are eligible. • Wear a well-fitted mask, per the Universal Masking Policy. • Maintain a physical distance of at least six feet, including when occupying non-clinical spaces. • Avoid anyone displaying symptoms and large gatherings.
<p>What is the difference between fully vaccinated and “up to date”?</p>	<p>The CDC defines “fully-vaccinated” as completed the primary vaccine series. The CDC defines “up to date” as, having completed the primary vaccine series and booster doses when eligible.</p> <p>https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html</p>



	<p>If you are not considered “immune”, as defined here: https://anthcstaff.org/wp-content/uploads/2022/05/ANTHC-Employee-Health-COVID-19-Procedure-3.2.22.pdf, the amount of time you will be required to quarantine is up to 10 days.</p>
<p>Why do I have to quarantine if I am fully vaccinated and not sick?</p>	<p>Employees are required to quarantine if they are involved in a high-risk exposure and have not received a booster vaccine or are not considered immune, as per the Employee Health procedure.</p> <p>Staff are placed in isolation when they test positive for COVID-19 or develop symptoms.</p>
<p>Labor Pool:</p>	
<p>What is the Labor Pool and how does it work?</p>	<p>The Labor Pool was activated by ANMC Incident Command to assist ANMC in filling critical staffing needs in non-clinical roles in all work shifts that include days, mid-days, nights, and weekends. The need for Labor Pool is evaluated each operational period and follows the Incident Command structure. All ANTHC employees are eligible to participate at this time and should work directly with their supervisor to sign up.</p>
<p>I am interested in helping with the Labor Pool and my supervisor has approved. How do I get an assignment?</p>	<p>Once approved, employees should complete the Labor Pool Availability Profile on ANTHC’s SharePoint site for a temporary assignment. Managers can also initiate the profile on behalf of their employee. Make sure to include your current information, availability, contact information and any credentials or special skills.</p>
<p>I am working on a Labor Pool assignment, what account code should I use? How do I record my time? Will my pay rate change?</p>	<p>Employees must work with their supervisor/timekeeper for accurate recording of time in Kronos. It is the employee’s responsibility to record the days and hours worked in alternate departments. All time worked on Labor Pool assignments should be coded to:</p> <p style="padding-left: 40px;">Accounting Unit 208141 Activity 10-0153-02-02</p> <p>An activity license is required to code hours to an activity. When the employee’s profile is created in the Labor Pool, they will receive an activity license from the Finance Activity Team. Please allow 24 hours the license and activity to be activity.</p> <p>No changes will be made in myHR for the majority of temporary redeployments by Incident Command, including your pay rate.</p>



<p>Contact information for Incident Command and Labor Pool:</p>	<p>Incident Command Labor Pool via email at laborpool@anthc.org Finance questions email: COVIDFinance@anthc.org Payroll questions email: Payroll@anthc.org and copy COVID Finance@anthc.org</p>
<p>BENEFITS QUESTIONS:</p>	
<p>My spouse or partner was laid off and lost the health insurance coverage through their employer. Can they be added to our health benefit plan?</p>	<p>Yes. Experiencing a Qualifying Life Event (QLE)—e.g., marriage, divorce, or loss of health insurance— allows people to enroll in employer-sponsored insurance outside the yearly open enrollment period. If your spouse or partner lost health insurance because they were laid off, that is a QLE. They could then seek enrollment through ANTHC’s employer-sponsored plan.</p> <p>They may also be eligible for assistance through the state Medicaid program or eligible for subsidies to purchase insurance through the federal insurance marketplace (individual marketplace). Alaska Natives and American Indians have a monthly special enrollment option. Visit www.healthcare.gov for more information.</p>
<p>RECRUITMENT AND HIRING QUESTIONS:</p>	
<p>Are ANTHC and ANMC still hiring?</p>	<p>Yes, we continue to recruit and hire new employees.</p>
<p>Remote onboarding or remote work (permanent or temporary)?</p>	<p>The I-9 requires that new hires have their documents inspected in-person, so a visit to the Human Resources department is still required. Recruiters are providing new hires with fillable PDF pre-employment paperwork to minimize the amount of time they will need to be on campus. Additionally, HR staff are cleaning the HR office area after each onboarding session to prevent spread of illness. Please contact your recruiter if you have questions.</p> <p>Remote Work Request forms must be completed and approved before an employee begins working remotely on a temporary or permanent basis. Forms can be found here: http://share.home.anthc.org/cbss/hr/forms/SitePages/Home.aspx</p>
<p>Are new employee orientations canceled during COVID-19?</p>	<p>ANMC’s new employee orientations will continue, however, new employee orientation will only occur every other week. Your recruiter will communicate with you and your new hire to coordinate their start date and orientation. Orientation options are online or in-person practicing social distancing to prevent the spread of illness and keep our employees safe.</p>
<p>CONTACTS AND RESOURCES:</p>	



**ALASKA NATIVE
TRIBAL HEALTH
CONSORTIUM**

<p>Where do I find additional information on policies and procedures related to COVID-19?</p>	<p>Select COVID-19 Updates and Staff News on the ANTHC Hub.</p>
<p>Contact information for related resources:</p>	<p>Employee Health (M-F) (907) 729-4578 or (907) 729-2900 Employee Health email: _aka-employeehealth@anthc.org Human Resources (907) 729-1301 Information on scheduling a test: https://anthc.org/covid-19-testing-at-anmc/ Information on signing up for a vaccine booster: Staff are not required to have a Booster but HIGHLY encouraged. Register here: https://anthc.as.me</p> <ul style="list-style-type: none">• Vaccine clinics are every Friday, 7:00 a.m. – 11:00 a.m.