

## COVID-19 For Faculty

Dear College of Dentistry Faculty and Academic Professionals (monthly paid employees),

The following information is being provided in the event that COVID testing yields positive results for the employee. If positive test results are received, please inform your direct supervisor (i.e. Department Head, MP, Program Director, Course Director, departmental business manager) via email and the designated method of communication your supervisor has instructed you to inform them of an absence. If you are asymptomatic and are able to work remotely, the Department leadership will approve if appropriate. In addition, employees and supervisors should inform the Dentistry HR Leave Coordinator, Ms. Ana Mendez at am79@uic.edu or denthr@uic.edu in order to provide the employee information on eligibility of the U of I Temporary Coronavirus Paid Leave if remote work is not appropriate or is not approved by the Department.

Employees should anticipate a 10 days isolation period from the onset of symptoms or if asymptomatic, from the date of test results. You must return on day 11 if you have been 24 hours without a fever and symptoms are improving. You do not need formal return to work clearance if UHS is delayed in completing its processing.

If symptoms have not improved and the employee is unable to return to work after 10 days, documentation from your medical provider is required to excuse additional absences. Employees must contact the Leave Coordinator to determine what leave options are available after the isolation period additional sick time requires use of personal sick benefits.

### **Steps To Take if Faculty/AP Tests Positive:**

- Inform supervisor of results and Dentistry HR Leave Coordinator
- Begin isolation, if urgent care is not required.
- If COVID test was conducted at the University, you will receive a message to log into “Immuware”, <https://immuware-uic.azurewebsites.net/Account/Login> This confidential portal will provide guidance and information. Please note that it may take 24-48 hours to receive the Immuware message.
- If Test results are from a lab outside of the University, contact University Health Services (UHS) at 312-996-7420 and follow their instructions. Due to a high volume of calls you may have to leave a message.
- Employee returns to work on the 11th day if the employee has been 24 hours without a fever and symptoms are improving. You do not need formal return to work clearance if UHS is delayed in completing its processing.
- Employee routes a copy of the Return to Work WSR (if/when received) to Leave Coordinator (Ms. Ana Mendez at am79@uic.edu or denthr@uic.edu)

If Remote Work is Not Approved by the Department the following leave resources for COVID-19 Absences are available:

On a temporary basis, the University of Illinois System will provide a limited amount of paid time off to eligible employees due to isolation orders for their own illness (i.e. only for positive test result for self).

**To apply for this benefit the followings steps must be completed immediately upon receiving results:**

1. Complete, sign and date the U of I Temporary Coronavirus Paid Leave form.
2. Provide/attach supporting documentation of test results to the leave form.
3. Forward all UHS received status reports to Ana Mendez am79@uic.edu or DENTHR@uic.edu
4. Once steps 1-2 are completed, forward to Ana Mendez for review and determination of eligibility.

**Approval and GoTime leave management system:**

- Approved U of I Temporary Coronavirus Paid Leave will have an approval letter forwarded to the Employee, Department Head and Immediate Supervisor.
- Instructions on how to code the leave in the GoTime leave management system will be provided with the approval letter. A COVID benefit request through Go Time cannot be entered or approved until an approval letter has been issued.
- The approved dates must be entered in GoTime within 24 hours of having received the approval letter or there may be a delay in pay.

Please do not hesitate to contact Ana Mendez with any questions you may have.