

## Q. I think I'm sick, what do I do?

A. Do NOT come to work. Contact your PCP or the healthcare facility you regularly visit for care immediately for guidance. Once you have talked to a provider for clarity on next steps, contact your Program Director for guidance on work. You will be eligible to use the specialty time off bank established for the CDC recommended 14-day quarantine if your medical provider directs you to self-quarantine.

## Q. Does my healthcare cover testing and treatment?

A. Yes, laws have been passed mandating coverage for both testing and treatment

## Q. How do I get tested if I think I may be sick?

A. Contact your PCP, they will walk you through the steps. If you do not have a PCP, call the healthcare facility you normally visit, they will walk you through the steps.

## Q. I think a co-worker is sick, what do I do?

A. Report your concerns to the Program Director ASAP. They will take appropriate action based on the information you provide and in conformity with CDC guidelines.

## Q. I think a client is sick, what do I do?

A. Report your concerns to the Program Director ASAP. They will take appropriate action based on the information you provide and in conformity with CDC guidelines.

## Q. Will I be notified if a client or coworker is being tested for Covid-19 or if a co-worker elects to self-quarantine?

A. No. Only when a person has tested presumptive positive will staff that work with the individual be notified of a risk of exposure. This is for many reasons, including: medical confidentiality, to reduce needless panic, and prevent a sudden influx of Covid-19 testing inquiries in an already overwhelmed system. If there is a risk of exposure, the CDC will take over and execute their protocols to minimize risk.

## Q. I recently (in the past 30 days) travelled, should I come into work?

A. Contact the Program Director for guidance. If you have travelled to and/or stayed in any part of the world or country that has been deemed high risk, you will be asked to self-quarantine. **You will be eligible to use the specialty time off bank established for the CDC recommended 14-day quarantine.**

## Q. I think I was exposed to Covid-19, what should I do?

A. Do NOT come to work. Contact your PCP or the healthcare facility you regularly visit for care immediately for guidance. Once you have talked to a provider, contact your Program Director for guidance on work. **You will be eligible to use the specialty time off bank established for the CDC recommended 14-day quarantine if your medical provider determines you will need to self-quarantine.**

## Q. My kids have no school, what do I do?

A. If your job permits you to work from home, the agency is asking that you do so until another directive is provided. If your job does not permit you to work from home, you may request time off using your accrued vacation, personal, or sick time. If you do not have any accrued time you will be unpaid if you elect to take time

off from work. You may also work with your Supervisor/Director to adjust your schedule to continue to work. **If you are unable to come to work, you may request a leave of absence as per the Personal Leave of Absence Policy in the employee handbook (Section 8, Subsection H, pg. 19). This policy requires use of any existing benefit time (Vacation, Sick, Personal) until exhausted. If you take a Personal Leave of Absence, and you do not have any benefit time available or you exhaust your leave benefits, the remaining leave will be unpaid, however, you may also be eligible for Unemployment as a result of the recent changes to the Unemployment statute (Maine LD 2167).**

**Q. I am part of a high-risk demographic as identified by the CDC and don't feel comfortable coming into work, what do I do?**

A. If your job does not permit you to work from home, contact HR to discuss your individual circumstances. We will use the framework for Job accommodations per the Americans with Disabilities Act (ADA) to determine the best course of action. If you are permitted to stay home and not report to work as a result of the interactive process, you may request a leave of absence as per the Personal Leave of Absence Policy in the employee handbook (Section 8, Subsection H, pg. 19). This policy requires use of any existing benefit time (Vacation, Sick, Personal) until exhausted. If you take a Personal Leave of Absence, and you do not have any benefit time available or you exhaust your leave benefits, the remaining leave will be unpaid, however, you may also be eligible for Unemployment as a result of the recent changes to the Unemployment statute (Maine LD 2167).

**Q. A member of my household is part of a high-risk demographic as identified by the CDC and I don't feel comfortable coming into work, what do I do?**

A. If your job does not permit you to work from home, contact HR to discuss your individual circumstances. **If you are unable to come to work, you may request a leave of absence as per the Personal Leave of Absence Policy in the employee handbook (Section 8, Subsection H, pg. 19). This policy requires use of any existing benefit time (Vacation, Sick, Personal) until exhausted. If you take a Personal Leave of Absence, and you do not have any benefit time available or you exhaust your leave benefits, the remaining leave will be unpaid, however, you may also be eligible for Unemployment as a result of the recent changes to the Unemployment statute (Maine LD 2167).**

**Q. I am NOT part of a high-risk demographic as identified by the CDC and don't feel comfortable coming into work, what do I do?**

A. If your job does not permit you to work from home, contact HR to discuss your individual circumstances. **You may be eligible, upon request, for a leave of absence per the Personal Leave of Absence Policy in the employee handbook (Section 8, Subsection H, pg. 19). This policy requires use of any existing benefit time (Vacation, Sick, Personal) until exhausted. If you are approved for a Personal Leave of Absence, and you do not have any benefit time available or you exhaust your leave benefits, the remaining leave will be unpaid. Requests for personal leaves will be approved on a case by case basis. However, if you are approved for a leave, and no benefit time available, you may also be eligible for Unemployment as a result of the recent changes to the Unemployment statute (Maine LD 2167).**

**Q. How do I know whether I am part of a high-risk demographics as identified by the CDC.**

A. The CDS has identified certain demographic as being particularly vulnerable to COVID 19. A list may be found at <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html>

**Q. I think a client was exposed or is exhibiting symptoms of Covid-19, what do I do?**

A. Contact your Program Director immediately for guidance.

**Q. A client/co-worker has been diagnosed with Covid-19, what happens now?**

A. The CDC will take over and execute their protocols to identify at risk populations and mandate actions for Preble Street and the infected individual. This will include identifying and notifying who is at risk and who is not.

**Q. If I choose to not work due to my personal concerns of exposure to Covid-19 during this pandemic, will my employment be terminated?**

A. No

**Q. How do I apply for Unemployment Insurance (UI)?**

A. You can apply for Unemployment Insurance in three ways:

- Online at: <https://reemployme.maine.gov/accessme/faces/login/login.xhtml> 2
  - If you are able to file online that is probably the fastest option. There are often long waits on the phone. Monday and Tuesday usually have the longest wait times. They are shorter on Wednesday and Thursdays.
- By telephone by calling 1-800-593-7660 Monday through Friday between 8:00 AM and 12:15 PM (For people who are deaf or hard of hearing use TTY/Relay for deaf and hard of hearing: Maine relay 711)
- By mail at Benefits Services Division, 47 State House Station, Augusta, Maine 04333-0047

When you apply be sure to have:

- Your social security number (and alien registration number if applicable);
- The business name, address, and telephone number of each place you worked in the last 18 months
- The jobs that you held during this period and the dates you worked for each employer; and
- Information about any dependents you have including the Social Security Numbers of any children who you are the main support for (you can get an additional \$10 for each dependent up to a limit).

**NOTE: Preble Street will waive the restricted use of sick time for personal leaves of absence for non-medical reasons to ensure employees have access to as much time available for use during this pandemic.**

If you have questions regarding this FAQ, Please contact the Human Resources Department at [HR@preblestreet.org](mailto:HR@preblestreet.org)

Or call Manny Archibald, Director of Human Resources at 207 775 0026 ext. 1128

If you have questions about this FAQ as it relates to the MSEA-SEIU Local 1989, Contact your nearest Union Rep.