

CORONAVIRUS SICK LEAVE POLICY

As a result of the outbreak of novel coronavirus (COVID-19), we have updated Moore's sick leave policy, in preparation for the possible spread of the virus.

If you become ill and display flu-like symptoms, you should stay home and contact your immediate Supervisor or Department Chair, the Director of Human Resources and your Primary Care Provider or Urgent Care Physician.

THE SYMPTOMS TO MONITOR ARE AS FOLLOWS:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Before returning to work, you should isolate for five (5) days, after which you can return if you are fever-free for 24 hours without the use of a fever-reducing medicine and your symptoms are improving.

Employees should keep in contact with their supervisor or department chair until they are able to return to work. During this time, employees should use their available sick leave time, in accordance with our sick leave policy.

Employees caring for an immediate family member showing flu-like symptoms can use sick time without the restriction of three days, which is indicated in our general Sick Leave policy.

For more information about the Coronavirus, please click the following CDC link: [CDC: COVID-19 Symptoms](https://www.cdc.gov/coronavirus/2019-ncov/symptoms.html).

If you are diagnosed with the Coronavirus, the Department of Public Health will determine when you are able to return to work.

[Click here for more information](#) on what you can do to protect yourself from the Coronavirus.

As a reminder, here's what you can do to keep yourself and others healthy and well:

1. If you experience a fever or other flu-like symptoms, stay home and contact your supervisor, Human Resources and your Primary Care Provider or Urgent Care Physician.
2. If traveling and feeling unwell, seek medical care. International SOS or your health insurance can be a good source of information regarding accessing care.
3. [Get a flu and COVID-19 vaccine](#): They are available by walk-in at local pharmacies. Seasonal Influenza occurrence in Philadelphia remains high and vaccination is the best preventive measure.
4. [Use good hand hygiene](#): Wash hands with soap and warm water **for at least 20 seconds**, taking care to wash between your fingers and thumbs, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.
5. [Limit the spread of germs and illness](#): Cover your mouth and nose with a tissue when coughing or sneezing. If you don't have a tissue, cough or sneeze into your sleeve or elbow. Refrain from touching your face, especially your mouth, eyes and nose. Avoid shaking hands and avoid sharing food, drinks, utensils, cups, vapes/JUULs, etc.