

Colleagues,

Mayo Clinic is committed to taking care of staff and patients amid the COVID-19 outbreak. That includes continuing to evaluate and change policies as the cases of COVID-19 increase in the states with Mayo Clinic facilities. To support this commitment, Mayo Clinic has temporarily updated its attendance, short-term disability and travel policies effective immediately.

Mayo Clinic has a strong culture with individuals who embrace our values. Because of this, we're confident that our staff will use the updated policies only for their intended purpose – protecting staff and patients.

### **Attendance policy**

Because it is critical for staff to stay home when displaying symptoms of COVID-19, staff will not receive an occurrence if they call in sick due to their personal illness or that of a dependent. This is a temporary measure to protect staff and patients amid the outbreak of an especially contagious disease.

### **Short-term disability policy**

The short-term disability waiting period is being waived for staff who receive direction from Occupational Health Services that they are unable to work due to COVID-19 symptoms.

Additionally, staff do not need to complete an application for short-term disability benefits when being placed on short-term disability for COVID-19 symptoms. Occupational Health Services will communicate to Recovery and Claims Services, and they will complete the application on staff's behalf.

Benefit eligible staff will receive approval for short-term-disability with no waiting period for up to two calendar weeks. If more time off is needed, staff will work with Recovery and Claims Services to supply the appropriate medical documentation supporting their continued inability to work.

All other provisions of the policy continue to apply. Again, these changes are a temporary measure to protect the health of staff and patients as well as alleviate some financial concerns for families in this uncertain time.

More HR information related to Mayo Clinic's COVID-19 response is available by clicking on the COVID-19 information link on the HR Connect homepage.

### **Travel policy**

Mayo Clinic will continue to restrict nonessential business travel to all locations (international and domestic) through April, and will reassess and communicate changes. This includes travel between Mayo Clinic locations. Car travel (among health system facilities, for example) will continue to be an option for business needs. Expectations related to quarantine and returning to work following travel are changing. Going forward, staff will:

- No longer call Occupational Health Services if they return from travel and do not have symptoms.
- Monitor themselves for symptoms and take appropriate steps if symptoms develop, regardless of travel history. This includes calling the enterprise Nurse Line for triaging COVID-19 related concerns to initiate testing if needed. They can call the line at xxx-xxx-xxxx.
- Return to work if they are not experiencing symptoms.
- Avoid coming to work if symptoms develop.

Mayo Clinic leaders made this decision in consultation with key internal groups, including Infection Prevention & Control (IPAC), Occupational Health Services, Patient Safety, Emergency Management, Human Resources, and key physicians.

### **Communicating the change**

We will follow with an email from the Mayo Clinic News account to all staff and an article in the Mayo Clinic News Center early tomorrow morning.