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GMR COVID-19 Pay Practice Policy

(Updated March 24, 2020)

We have updated the [Pay Practice Policy](#), which now includes details on the GMR Childcare Assistance Program and quick reference guide.

This policy is for all GMR employees including clinical, operations and support departments.

COVID-19 Pay Practice Quick Reference Guide*

Added March 24, 2020

SITUATION	EMPLOYEE ACTIONS	RESOURCES AVAILABLE
On the job exposure to COVID-19 for full-time GMR employee	<ul style="list-style-type: none"> Report exposure to GMR Nurse Navigation Team (855.361.1996) Follow self-isolation or quarantine as mandated by the local health department 	<ul style="list-style-type: none"> Paid administrative leave for the shifts that the full-time employee would have worked
On the job exposure to COVID-19 for part-time GMR employee	<ul style="list-style-type: none"> Report exposure to GMR Nurse Navigation Team (855.361.1996) Follow self-isolation or quarantine as mandated by the local health department 	<ul style="list-style-type: none"> Paid administrative leave based on the average number of hours employee worked the week prior to exposure
Off-duty exposure to COVID-19 for full- or part-time GMR employee* <i>*Follows same protocols as illnesses, such as flu</i>	<ul style="list-style-type: none"> Report exposure to GMR Nurse Navigation Team (855.361.1996) Follow all mandated quarantine orders by local health department 	<ul style="list-style-type: none"> Eligible to file a short-term disability claim Can choose to use PTO and are allowed to run up to an 80 hours negative balance on PTO for this reason
Additional missions outside regular business operations	<ul style="list-style-type: none"> Communicate interest and availability with supervisor if opportunity for additional operations arise 	<ul style="list-style-type: none"> Eligible for enhanced operational pay if requested and available to fulfill these missions
Child Care Assistance	<ul style="list-style-type: none"> Eligible employees complete an application and submit it to their HR Manager 	<ul style="list-style-type: none"> \$50 Stipend per shift worked Monday- Friday

**Employees should reference the full version of the COVID-19 Pay Practice Guide for complete details. Full pay practice guides were sent to all employees on March 16, 2020.*

Message distributed to all GMR employees

