

April 16, 2020

CH2004-12

**From:** Rhonda Connolly, Vice President  
Resource Management and Strategic Integration

**To:** CHPRC Employees (please cascade)

**Subject:** CHPRC TEMPORARY GUIDANCE ON RETURN TO WORK PROCESS  
THROUGH HPMC

In an effort to comply with guidance from the Centers for Disease Control (CDC), CHPRC issued a temporary management directive ([PRC-MD-HR-54514](#), *Temporary Change to Return to Work Process*).

This management directive provides temporary guidance for the HPMC Occupational Medical Service (HPMC OMS) portion of the return to work process, including when a doctor's note is required. All other provisions and steps of the return to work process will remain unchanged and in effect.

Employees returning from an illness lasting five consecutive workdays, or from any leave of absence (FMLA, STD, etc.), must call the HPMC OMS Scheduling Department at 509-376-9997, between the hours of 6 a.m. and 4 p.m. The HPMC OMS Scheduling Department will screen the employee's individual health situation and reason for return to work. Based on this screening, HPMC may elect to process the employee's return to work telephonically, if medically possible. If not, an appointment will be scheduled.

In accordance with the CDC guidelines, HPMC will not require a physician's note indicating employee's release from care for COVID-19 or a minor illness absence (e.g., common cold, flu).

After completing the appropriate appointment with HPMC, the returning employee must contact the CHPRC Return to Work Coordinator at 509-376-0103 for further instruction to complete the return to work process.

Any questions can be directed to the Return to Work Coordinator at 509-376-0103.