



*One Team. One Culture.*

**Management Directive**

# **PRC-MD-HR-54514**

## **Temporary Change to Return to Work Process**

Revision 0, Change 0

Published: 04/06/2020

Effective: 04/06/2020

Program: Human Resources

Topic: Human Resources

Technical Authority: Smith, Rebecca

Functional Manager: Diaz, Peter

# **Use Type: Administrative**



- 100 K Facility :  
Excluded from USQ  
**Exclusion Reason:**  
N/A per PRC-PRO-NS-062, Bulleted List of Exclusions
- 324 Facility :  
Excluded from USQ  
**Exclusion Reason:**  
N/A per PRC-PRO-NS-062, Bulleted List of Exclusions
- Canister Storage Building/Interim Storage Area :  
Excluded from USQ  
**Exclusion Reason:**  
N/A per PRC-PRO-NS-062, Bulleted List of Exclusions
- Central Plateau Surveillance and Maintenance :  
Excluded from USQ  
**Exclusion Reason:**  
N/A per PRC-PRO-NS-062, Bulleted List of Exclusions
- Plutonium Finishing Plant :  
Excluded from USQ  
**Exclusion Reason:**  
N/A per PRC-PRO-NS-062, Bulleted List of Exclusions
- Solid Waste Operations Complex :  
Excluded from USQ  
**Exclusion Reason:**  
N/A per PRC-PRO-NS-062, Bulleted List of Exclusions
- Transportation :  
Excluded from USQ  
**Exclusion Reason:**  
N/A per PRC-PRO-NS-062, Bulleted List of Exclusions
- Waste Encapsulation Storage Facility :  
Excluded from USQ  
**Exclusion Reason:**  
N/A per PRC-PRO-NS-062, Bulleted List of Exclusions

**JHA:** Administrative

**Periodic Review Due Date:**09/30/2020

Rev. 0, Chg. 0

## Change Summary

### Description of Change

New MD to implement changes to HPMC's portion of PRC-PRO-HR-693, Return to Work after Personal Medical-Related Condition or Absence.

**Temporary Change to Return to Work Process**

Published Date: 04/06/20

Effective Date: 04/06/20

**1.0 INTRODUCTION****1.1 Purpose**

The Centers for Disease Control (CDC) has provided guidance related to the COVID-19 pandemic. In an effort to comply with this guidance, changes are being made to PRC-PRO-HR-693, *Return to Work after Personal Medical-Related Condition or Absence*.

**1.2 Scope**

This management directive provides temporary guidance for the following sections of the Return to Work procedure:

- Section 3.1, steps 3 through 6
- Section 3.2, steps 2 through 4
- Section 3.4, steps 3 through 4
- Section 3.5, steps 2 through 7
- Section 3.6, steps 5 through 7

This temporary guidance addresses changes to HPMC's 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.

**1.3 Applicability**

This management directive applies to all CHPRC employees.

**1.4 Implementation**

This management directive is effective upon publication.

**2.0 DIRECTION**

Employees returning from an illness lasting 5 consecutive work days, or from any leave of absence, must call the HPMC Occupational Medical Service 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.

All other provisions of the Return to Work process will remain in effect.

**Temporary Change to Return to Work Process**

Published Date: 04/06/20

Effective Date: 04/06/20

---

**3.0 DURATION**

This management direction will be in effect until September 30, 2020, or until canceled.

**4.0 RECORD IDENTIFICATION**

None

**5.0 SOURCES**

**5.1 Requirements**

CDC Guidance:

<https://www.cdc.gov/coronavirus/2019-ncov/communication/guidance-list.html?Sort=Date%3A%3Adesc>

**5.2 References**

PRC-PRO-HR-693, *Return to Work after Personal Medical-Related Condition or Absence*