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Management Directive

PRC-MD-HR-54514

Temporary Change to Return to Work Process

Revision 0, Change 2

Published: 08/06/2020

Effective: 08/06/2020

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

JHA: Administrative

Periodic Review Due Date:09/30/2020

Rev. 0, Chg. 2

Change Summary

Description of Change

Change Rev. 0-1 updated the HPMC contact phone number to the number to call for COVID-19 testing however, the MD actually needs both numbers (main number and COVID-19 testing number) listed for HPMC.

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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, exceptions 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 one of the following numbers between the hours of 6 a.m. and 4 p.m.:

COVID related absence: 509-376-8378 (376-TEST)

Non-COVID related absence: 509-376-9997

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).

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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.

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*