



Omar C. Reid, Senior Vice President

HR Update

Your health and well-being is our highest priority.

The Human Resources department would like to provide updates and remind you of available resources.

Students Not Allowed to Care for COVID-19 Patients

Due to the local health emergency, high school students will not be able to work at Harris Health facilities until further notice. College students will be able to continue their clinical education at Harris Health System. **However, college students are not allowed to care for patients with COVID-19.**

Converting to Telecommuting Workforce

In an effort to mitigate the community transmission of the COVID-19, Harris Health System would like to convert as many employees as possible to full-time telecommute employees. This applies to non-clinical, administrative employees. However, telecommuting is not mandatory.

Employees must meet the [technical requirements](#) to telecommute. Harris Health will not provide equipment. **Harris Health leaders are responsible for deciding how their staff will be classified in the following categories.**

Classification	Action Needed
Full-time Telecommuter	No steps needed
Hybrid and Limited Telecommuters	Convert to full-time telecommute
Eligible to Telecommute but do not Telecommute	Convert to full-time telecommute
Administrative Employees who are ineligible to Telecommute	<ul style="list-style-type: none"> • Harris Health System Policy 6.49 allows these employees to Emergency Telework. Pavilion leadership will identify which employees fall within this classification. • Use the attached work log or create a work log to suit your operational needs.
Not Eligible but Admin/Non-Essential	

Personal Travel

If you travel to areas [designated as Level 3](#) by the Centers for Disease Control (CDC), you must inform your supervisor upon return to work. You will face a 14-day furlough and will be required to use Paid-Time Off.

Frequently Asked Questions

Please review the attached FAQs to learn about self-quarantines, PTO and keeping the workplace safe.

Personal Protective Equipment

Employees should NOT wear personal protective equipment (PPE) outside of patient care areas. It is not part of the CDC's guidelines.



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Employee Assistance Program

The current climate could cause increased anxiety. Remember to take care of yourself as you care for patients. The Employee Assistance Program can help you manage these challenging times. As a Harris Health employee, you and your family have access to:

- Licensed professional counselors
- Work-life specialists
- Legal and financial experts

It's confidential and comes at no cost to you. Feel free to call 1-800-638-3327 or visit [feieap.com](https://www.feieap.com) (username:hhs). Seeking help is an investment in your well-being.

Thank you for your cooperation and diligence to the safety of each other and our patients.



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