



INTEROFFICE MEMO #3518

To: All Wright & Filippis
From: Administration
Date: March 13, 2020
RE: COVID-19 Amended Attendance and Disability Policy

During this statewide emergency and for the duration of the COVID-19 outbreak, Wright & Filippis is amending the attendance, and disability pay policies for the potential impact absences may have on our employees. **This is specific to a COVID-19 diagnosis only. Not a cold, flu, gastrointestinal virus, or other illness or injury.**

For all Full-Time Employees:

Infected employee:

- Medical diagnosis required, of COVID-19
 - If hospitalized, STD begins immediately. STD would cover 50% of weekly wages and W&F will self-pay the other 50%.
 - If not hospitalized, first 5 work days would use PTO (follows our standard Short-Term Disability policy)
 - If no PTO available, we will allow PTO to go negative (borrowing from future PTO accruals) or take as unpaid leave at your choosing.
 - After 5 PTO days used, 100% wage coverage for the duration of the COVID-19 illness. STD would cover 50% and W&F will self-pay the other 50%.

Employee exposed to infected person, or a caregiver of a medically diagnosed COVID-19 person:

- Self-quarantine as required by a medical professional
 - First 5 days would be PTO (or if no PTO available, PTO balance would be allowed to go negative or unpaid at your choosing)
 - After 5 days, 100% wages paid by W&F while under quarantine.

Missing work:

- Due to a cold or flu or other illness
OR
- Due to closed schools
 - You will not be required to use PTO. It will be an option.
 - ADP records will reflect your missed work as “excused”, and will not be held against you for any future attendance policy issues.

Additional items of note:

Regular Attendance Policy applies to absences outside COVID-19

- You must still follow the reporting procedures for unexpected absences.
- You must still follow the request/approval process for planned absences.



Regular Short-Term Disability approval process, pay amounts and duration apply to claims outside of COVID-19 related disability claims.

BCBSM and BCN are helping to take the financial worry out of the decision to test or not test:

- Waiving Prior Authorizations for COVID-19 testing if patients generally meet criteria established by the CDC.
- Fully covering the costs of COVID-19 diagnostic testing when deemed medically necessary.
- Waiving all copays and deductibles for members meeting the above criteria who are seeking COVID-19 testing.
- Waiving early medication refill limits for any patients who need prescriptions while battling COVID-19
- Expanding access to Blue Cross Blue Shield's 24-Hour telehealth and nurse hotline
 - You can download the BCBSM Online Visits app from the Google Play Store or Apple App Store
OR
 - Web-- www.bcbsmonlinevisits.com
OR
 - Phone—1-844-606-1608
OR
 - Wright & Filippis Plans Blue Care Network 24-Hour Nurse Hotline-- 1-855-624-5214
OR
 - For BCBSM plans not provide through Wright & Filippis-- 1-800-775-BLUE (2583)

These initiatives apply to members in commercial health plans that are fully insured like the plans offered by Wright & Filippis. Medicare Advantage and large self-insured customers are not eligible for these benefits.

