GME Resident Travel and Leaves - COVID-19

To GME Program Directors and Coordinators

Please see the guidance below pertaining to GME Resident travel and leaves during the COVID-19 precautionary period.

1. Paid time off for Residents who have been instructed by employee-health to self-quarantine due to unprotected and direct COVID-19 exposure.
   - If a Resident’s duties can be accomplished from home, they will be allowed to telework during the Employee Health-directed period of self-quarantine.
   - If a Resident’s duties can’t be accomplished from home and the employee’s contact with COVID-19 occurred during the course of their work, the Resident will receive paid administrative leave during the Employee Health-directed period of self-quarantine. The leave is not charged against the Resident’s paid time off balance.
     - Workers’ Compensation policies and provisions may govern the Resident’s pay status, but at no time shall the Resident’s compensation and benefits be decreased as a result of contracting the virus through their work (https://www.cu.edu/risk/workers-compensation).

2. Program Directors and Coordinators must notify Tiffany Roth (GME Payroll Administrator) of any paid administrative leave time. Tiffany will record the leave in MedHub as follows:
   - Ensure the Resident is scheduled to the appropriate billed location based on their rotation, call, and/or clinic schedule.
   - Enter the duration of self-quarantine period in the LOA tab.
   - Choose “Other Leaves of Absence”
   - In the comments field write COVID-19 Paid Administrative Leave

3. University-business travel (domestic or international) is banned
   - The University of Colorado has issued a travel ban on all university business both international and domestic travel. Due to the travel ban, all Resident international and out-of-state rotations are cancelled until further notice.
   - University funding shall not be used to support travel out-of-state or internationally until further notice.

4. Personal travel (domestic or international) is discouraged
Residents who are required to self-quarantine due to personal travel must notify their Program Directors immediately.

Residents who are asymptomatic should work with their Program Director to identify ways to work from home during the mandatory self-quarantine.

Residents who did not travel for university-approved business and must self-quarantine, must utilize vacation/education leave, and if exhausted use unpaid leave.

- CU GME Health insurance will remain in place during unpaid leaves due to COVID-19 quarantines.
- Residents who are sick should use sick leave.

5. **Resident vacation time that is forgone due to COVID-19 travel restrictions can carry over into next year’s vacation allotment.** Program Coordinators are required to track this information and communicate it to Tiffany Roth (GME Payroll Administrator).

6. **Program Directors and Coordinators shall notify Debra Johnson (GME Benefits Manager) of any leaves pertaining to COVID-19 so that GME can oversee the leave letter provided to the Resident.**

7. **CU GME is not accepting visiting Residents from out-of-state or internationally**
   - Alyssa Maxfeldt will be notifying applicable Program Directors and Coordinators of these cancelled rotations.

Information and updates regarding the travel restrictions at [CU Anschutz COVID-19 website](http://cuanSchutz COVID-19 website)

Please contact me with your questions.

Thanks,

Ashley

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