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, the Resident will receive paid administrative leave during the Employee Health-directed period of self-quarantine.

   - [revised 3/19/2020]
     - 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.

Due to community-wide spread, residents will receive paid administrative leave if they are required to self-quarantine. - revised 3/19/2020

Residents who are sick should use sick leave.

5. Unused vacation/education leave due to COVID-19 patient care can roll over into the next academic year. If rolling unused vacation/education leave into the next academic year causes undue hardship in terms of patient coverage, Program Directors may prioritize approvals for the standard vacation/education allotment over leaves that were rolled over. Program Coordinators are required to track this information and communicate it to Tiffany Roth (GME Payroll Administrator). - revised 3/19/2020

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 any Resident who tests positive. - revised 3/19/2020

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

Please contact me with your questions.

Thanks,
Ashley

Ashley Wexler-Walter | Director of Finance & Administration
Graduate Medical Education | University of Colorado Anschutz Medical Campus
13001 E. 17th Place, Mail Stop C293 | Aurora, CO 80045
Ph: 303-724-9286
Ashley.Wexler-Walter@cuanschutz.edu