

**Disclaimer: Parts of this document no longer apply as of July 17, 2022.
The NPPC and NPPV pay codes are no longer available. The NPPB pay code may still be used.**

Occupational Health Services / Employee Health Return-to-Work Process after COVID-19 Illness during the Omicron Surge

- Employees are expected to return to work (RTW) at five days (unless they are unvaccinated or severely immunocompromised)
 - An automated RTW email will be sent to both manager & employee at the end of their 5-day isolation period indicating that they are to RTW on the 5th day of this period
 - If employee is experiencing fever, vomiting, diarrhea, or still feels too ill to RTW, employee will let manager know that they are unable to RTW, following standard entity call-out procedure
 - If an unvaccinated employee receives a 5 day return to work notice, they must notify the Johns Hopkins COVID-19 Call Center (JHCCC) and let their manager know they await guidance from the JHCCC
- The RTW email will contain a link which will bring the employee to an *online form – the [*JHM/JHU Ongoing Symptoms – Unable to Return to Work*](#) form
 - Employee completes this online form if unable to RTW on **day 5**
 - Employee is then to go to work once they feel well enough
 - Employees do not require additional OHS approval if able to RTW before day 10, **however**
 - If employee still unable to RTW on **day 10**, employee is to return to the email link and complete the online form again
 - Employee informs manager, per standard call-out process, that they are unable to RTW
 - This link can also be accessed via the [JHCCC website](#)
- If employee is unable to RTW beyond 10 days:
 - Employee must bring a medical clearance note from their personal healthcare provider to their entity Occupational Health Service (OHS) /Employee Health office when ready to RTW
 - Employee needs to be cleared by OHS prior to RTW
- Nonproductive pay COVID (NPPC) can be used for up to a total of 10 days, as per HR
 - After 10 days employee uses PTO
 - Managers may assign NPPC time as appropriate
- After 7 days employee may become eligible for STD as per your usual entity HR policy. Please check with your entity HR:
 - Phone: 443-997-5400
 - Email: hrsc@jhmi.edu OR helpdesk@jhmihrsolutions.freshservice.com
 - Website: https://www.hopkinsmedicine.org/human_resources/about/contact/
- If managers have questions about coding time, please reach out to your local HR business partner

**This information accrued from the online form is intended for use by OHS/Employee Health staff if they are contacted and asked about employee status. It is the responsibility of the employee to inform their manager that they are out of work (OOW). This is the expectation.*