

Sick-Call Reminders:

Please read the below and ensure you are aware of the process required **when you need to call out sick**:

When you are sick:

1. Call or email your direct supervisor before your scheduled shift starts (a minimum of 4 hours before shift for clinical staff and 2 hours before shift for non-clinical staff). This has always been the first step of the process and is not negotiable. Your supervisor needs to know when you are calling out – every time – with the appropriate amount of notice.

AND

2. Fill out the [TRU Sick Call Form](#) (which replaces emailing sickcall@trucare.org). You can find a link to the [TRU Sick Call Form](#) on your phone, laptop, and/or desktop under the Sick Call icon (which pictures a telephone receiver and says SICK CALL).
3. Please ensure you complete [the employee health screening tool](#); also a must. Again, this is required to ensure we are tracking those symptomatic or testing for COVID.
4. If you do have COVID symptoms or are being tested due to perceived COVID (outside of routine tests for work requirements), please also notify Suzanne Harp at suzanneharp@trucare.org (non-PACE) and Lauren Pallin at laurenvallin@trucare.org (PACE). These are our Infection Control Nurses during COVID. The information will be kept confidential; however, they must be informed to ensure we are managing potentially positive cases according to local, State, and Federal requirements.

*In summary, when you are sick – **notify your manager** and fill out the [TRU Sick Call Form](#) (which replaces emailing sickcall@trucare.org). Always complete the **employee health screening tool daily**, and lastly, if infectious or suspecting COVID, **please also notify Suzanne Harp and Lauren Pallin**.*