

FalconHealth & Reporting Sick Time

FAQ

Q: Is the FalconHealth Check-in an app that I can find in the app store on my phone?

No. You can access it on the Messiah website via FalconLink.

Q: Do I have to complete the FalconHealth Check-in on the days that I am NOT coming to campus.

Ideally, everyone completes it every day so that we're making it a habit and doing an excellent job of tracking the health of our community. However, if you are not coming to campus, it is not required.

Q: The check-in says I'm not cleared to come to campus. Now what?

Please contact the Engle Center at covidtriagenurse@messiah.edu or 717-691-6035 and also contact your supervisor. The Engle Center will advise you of next steps.

Q: I do not have access to a smart phone or computer prior to coming to work. What should I do?

Take your temperature right before leaving for work. If you have no fever and no symptoms, you can report to work. Immediately upon arrival, access your assigned computer and log your information. If you have any symptoms, you may not report to work. Contact the Engle Center at covidtriagenurse@messiah.edu or 717-691-6035.

Q: As a supervisor, when I'm notified that an employee is not cleared to report to campus, what should I do?

This notification is for your information. You do not need to do anything related to reporting the employee to the Engle Center or contacting the employee. The Engle Center will work with the Employee to determine the issues. Your Division leadership or Human Resources will follow up with you if the employee will be away from work for an extended period of time.

Q: I have a fever, I don't know if I have COVID-19. What should I do?

- 1) Stay home
- 2) Contact the Engle Center triage nurse at: covidtriagenurse@messiah.edu
- 3) Log into the COVID-19 program on Falcon Link and respond to the questions.
- 4) Contact your supervisor
- 5) Report "pandemic sick" on your timesheet/leave report until you are cleared that you don't have COVID-19. If it is found that you do not have COVID-19, once you receive that update, and you remain sick with something other than COVID-19, you should start using your regular sick time (not pandemic sick leave).
- 6) If you do have COVID-19, continue to report "pandemic sick" on your time sheet until you are cleared to come back to work. If you are able to work from home, you do not need to report time off.

***Please note: Faculty and coaches who do not regularly report time should report pandemic sick time to Su Deitch for tracking purposes.**

Q: My spouse or child is sick with what could be COVID-19, but we don't yet know if s/he has COVID. What should I do?

- 1) Stay home
- 2) Contact the Engle Center triage nurse at covidtriagenurse@messiah.edu
- 3) Contact your supervisor
- 4) Report "pandemic sick: on your timesheet/leave report until you are cleared that your spouse or child doesn't have COVID-19
- 5) If members of your family that you live with or have spent time with (more than 15 minutes) have COVID-19, continue to report "pandemic sick" on your time sheet *only* if you aren't able to work from home. If your job enables you to work from home, do so, and do not report time off.

***Please note: Faculty and coaches who do not regularly report time should report pandemic sick time to Su Deitch for tracking purposes.**

Q. I have traveled to a state which the Commonwealth of Pennsylvania has deemed a COVID-19 "hotspot" and requires a 14 day quarantine upon my return to PA. The work I do at Messiah is not work that can be done at home. How do I report time?

- 1) Log into the COVID-19 program on Falcon Link and respond to the questions.
- 2) If you have chosen to travel to a state that requires a 14 day quarantine upon return to Pennsylvania, you must utilize your sick, personal, and or vacation time during quarantine. You *may not* utilize "pandemic sick" on your time sheet.
- 3) If you are diagnosed with COVID-19, see above.

Q. What are the states that if I choose to visit, require a 14 day quarantine upon my return to PA?

These states are subject to change. The list is found here:

<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx>