



COVID-19 Guidelines for Coding Time in E210

Last Updated: March 18, 2022

A description of all relevant E210 codes is provided below.

Scenario	E210 Code
Employees who are working on-site on a normal schedule.	X
Employees who are teleworking on a normal schedule.	XO
Employees who are using normal sick leave.	S
Employees who experience side effects related to the COVID-19 vaccine or need to take time off during normal business hours to get the COVID-19 vaccine or booster shot. Maximum time allowed is 2 days based on employee's work schedule.	CVAC
Employees who are temporarily relieved from duties with pay as a result of a work slowdown because of the COVID-19 pandemic. The employee must be on call and ready to work when needed and may be deployed to work in different areas of the university and hospital as required by their management team. Effective June 16, 2020, this code <u>cannot</u> be used for staff whose salary is charged to sponsored projects.	COVP (discontinued as of February 1, 2022)
<p>Employees will receive up to two weeks of paid leave if they:</p> <ul style="list-style-type: none"> • become sick as a result of COVID-19, • have to self-quarantine because of exposure to the COVID-19 virus by a member of their household, or • are told to self-quarantine by the Johns Hopkins COVID-19 Call Center (JHCCC) because of possible exposure to the COVID-19 virus. <p>Leave is granted based on the employee's regular weekly schedule. The COV leave will appear in the E210 drop-down list if the maximum of 10 days has not been used (combination of COV, COVP and FCOV)</p>	COV/FCOV
Employees who have an exemption from the COVID-19 vaccine are required to test twice per week. This code can be used to cover absences up to 2 hours for required testing twice a week. Departments have the flexibility to allow individuals who must test outside of normal working hours to flex their time within the same work week to avoid paying straight overtime pay.	CVST

Additional Instructions for those who use COVID-19 Leave

- If an employee suspects they have COVID-19 or if their health care provider has indicated that they have tested positive for COVID-19, the employee should contact the JHCCC at 443-287-8500, seven days a week, between 7:00 a.m. and 11:00 p.m. The JHCCC will conduct a screening by phone and provide guidance on next steps.
- If the JHCCC determines that COVID-19 leave is appropriate, a generic email will be sent to the employee's supervisor, approving leave. No mention of COVID-19 will be disclosed in the email to remain in compliance with HIPAA guidelines.

Under HIPAA rules, neither the JHCCC nor any other JHU employee—including the employee's supervisor—may disclose the employee's specific COVID-19 diagnosis. The employee is always allowed to communicate his or her own test results to others.

Important Contact Information

	Johns Hopkins COVID-19 Call Center (JHCCC)	HR Business Services (HRBS)
Days and Hours of Operation	Seven days a week, 7am to 11pm	Seven days a week, 8:30 am to 5pm
Phone Number	443-287-8500	N/A
Email Address	N/A	HRBusinessServices@jhu.edu
Location	The Church Home Professional Office Building 98 North Broadway, Room 421 Baltimore, MD 21231	JHU at Eastern 1101 E. 33 rd Street Suite E001 Baltimore, MD 21218

Faculty

Faculty are entitled to the additional leave, but they should consult with their department chair/vice dean for faculty for more information.

Students

Students should consult with their department chair or dean's office for the most appropriate guidance regarding their potential eligibility for COVID-19 leave.