

Kaiser Permanente Guidance on COVID-19 Related Leaves of Absence

Situation	Documentation issued by Kaiser Permanente	How to obtain documentation.
An employee is symptomatic and cannot work due to suspected or confirmed COVID-19	A Work Status Form (WSF) is issued.	WSF is issued once the member is evaluated by the provider and time off is recommended as part of treatment plan.
An employee is asymptomatic but at risk due to a pre-existing condition	A Standard COVID-19 High Risk Patient Letter will be sent to the member. A Work Status Form is not indicated as the individual is not symptomatic (unless the individual has specific limitations, in which case a WSF will be issued).	The letter will be issued if the medical condition is already documented or once the member is evaluated by the provider. Members can request documentation through an e-visit or secure messaging at kp.org/
Employee is asymptomatic but has had exposure and is required to self-isolate	None	Documentation involves employee attestation of exposure which can be made directly to the employer
Employee is asymptomatic but needs leave to care for a sick relative or has a family member who is high risk .	None	Documentation will need to be issued by the provider treating the patient in question, similar to other FMLA requests

In many cases, members can obtain the necessary medical documentation through a call center, e-visit, or secure message by visiting kp.org.