



a message from
Rosalyn Page, Manager
Workforce Resources



CLARIFICATION: This applies to employees returning from a personal illness lasting at least seven consecutive workdays or from a leave of absence (e.g., STD, FMLA, etc.). This does not apply to employees currently teleworking or charging to attendance code "COV" who are directed by management to report to work.

April 14, 2020

In our ongoing effort to protect Hanford workers from risks associated with the coronavirus, WRPS is requesting employees to schedule return-to-work evaluations with HPMC, the onsite medical provider.

When you are ready to return to work, please contact the HPMC OMS Scheduling Department between 6 a.m. and 4 p.m. at 509-376-9997 to make an appointment. We encourage you to call immediately upon learning your release date to ensure appointment time availability.

During the call, an HPMC medical provider will determine whether you are eligible to return to work telephonically or if an in-person evaluation is necessary. If you require an in-person evaluation, the medical provider will schedule an appointment for you that day. In addition, HPMC will send an electronic "Record of Visit" notification to WRPS.

If you are cleared to return to work without restrictions, you will meet with a WRPS Human Resources (HR) representative at 2425 Stevens Center Place, and your return-to-work documentation will be processed.

If you are cleared to return to work with restrictions, you will meet with an HR representative at 2425 Stevens Center Place. The HR representative will work with your management team to determine if your restrictions can be accommodated and inform you of any additional instructions.

If you are not cleared to return to work, a "Record of Visit" will be sent to your home.

If you have questions about this process, please contact Jennifer Downing at 509-376-0520, or jennifer_l_downing@rl.gov