

Since the college has transitioned to online learning the remainder of the semester, what does that mean for faculty and staff?

All non-classroom activities will continue as before. Faculty and staff should report to work as usual. Employees able to temporarily work from home may coordinate with their supervisors to identify possible teleworking opportunities.

What infrastructure should we have in place for a remote work plan?

Identify the roles that are critical to your business operations and determine whether those individuals can carry out their jobs while working remotely. If you can proceed, the next critical component is assessing your technological capabilities. Do you have the support in place to assist with the inevitable questions and IT problems that will arise? Do you have sufficient security and privacy protocols in place? Considering these questions will help you determine whether you can move forward with a remote work plan.

Am I required to work during this time?

If you are well and if your supervisor has work for you to do, the college asks that you continue to perform your duties during this time. This may require you to telecommute to perform your duties.

If the College temporarily closes offices, how will I be paid?

In the event of the temporary suspension of services within a department or office/building closure, impacted staff and faculty will be asked to work from another location, if possible. This could mean telecommuting or working in another college area while ensuring social distancing protocols are met.

- For those who are unable to perform essential/mission-critical functions on-campus or to perform telecommuting duties due to their own health or for care-giving duties use of leave under the Families First Coronavirus Response Act.
- For telecommuters or on-campus essential/mission-critical staff who request use of annual leave, please allow if possible while still fulfilling the functions of the department.

Am I eligible for pay under the federal Families First Coronavirus Response Act?

All employees, regardless of classification, are eligible for the Families First Coronavirus Response Act (FFCRA). Beginning April 2, the provisions of FFCRA will be provided to all CSC employees for COVID-19 related absences for illness, care of dependents who are ill or care of dependents due to disruptions to childcare. More information related to this topic will be provided prior to April 2.

Well Employees

Faculty and staff who are well are expected at work as usual, even if they have been in contact with or caring for someone who is ill with an ordinary respiratory illness (in which case, typical preventative measures are recommended for them as caregivers). Well employees are expected at work unless they have been:

- Caring for someone with a confirmed case of COVID-19, in which case they are required to self-isolate
- In a CDC Level 3 area of concern

- Instructed to refrain from attending work by CSC or public health officials or a health care provider

Student and temporary staff employees who wish to work their normally scheduled hours are encouraged to do so. However, please note the conditions of the work may change due to the operations of the College. For example, if the student employee is engaged in working with students in a class setting this may be impacted as the campus uses online courses in the coming few weeks.

Telecommuting options may be used when possible.

Sick Employees

Faculty and staff who have symptoms of respiratory illness must stay home and not come to work. Please [follow the guidance provided](#) by the CDC related to returning. Those with concerns or questions about their illness or seeking advice about whether to come to work should consult with their personal physician.

When would I use my accrued sick leave?

Eligible employees may use accrued sick leave for the following:

- Care of themselves due to illness or at the direction of a health official due to possible exposure or high risk.
- Care of dependents due to illness or at the direction of a health official due to possible exposure or high risk.
- Care for dependents or elders due to disruption of services such as daycare, public school or elder care service.
- Beginning April 2, accrued sick leave would not be used unless and until appropriate federally required benefits have been exhausted as provided by the Families First Coronavirus Response Act (FFCRA).

Reporting Use of Accrued Sick Leave

Faculty and staff members who are out sick are asked to enter absences (leave taken) online at Self-Service Banner, or ask it be done for them by their supervisor. Public health authorities may ask employers like CSC to monitor and report trends in employee absenteeism.

May I use annual leave now?

Yes, please work with your supervisor for approval of annual leave.

Return to Work

In general, written medical clearance will not be required for return to work. Please note some departments with specific health and safety requirements, such as dining services, may have different procedures. This is being done to avoid overtaxing health care resources.

Workers at Higher Risk

Employees who are at increased risk for complications from COVID-19 due to underlying health conditions are urged to consult their physician about steps they can take to protect their health. These may include requesting a temporary change in job location, hours, assignment or duties, or implementation of additional protective measures to reduce their exposure to others or chances of being infected.

If an employee at risk for complications from COVID-19 and their physician agree increased social distancing in the workplace is prudent, the employee should contact their HR office to formally request a temporary change. CSC HR will confidentially evaluate the request, explore alternatives and attempt to appropriately address the employee's health concerns while maintaining CSC's operations. A doctor's note may be required.

Except for employees who formally request a change in job circumstances due to underlying health conditions, employees will generally not be reassigned to new duties, locations or roles or be provided with paid leave time solely to address concerns about the potential for COVID-19 infection.

Preparing for Increased Telecommuting/Remote Work

Employees who can work effectively from home by telecommuting should prepare for the possibility of telecommuting more days per week than they do presently, or entirely, and possibly for an extended period. This may entail getting encryption and Virtual Private Network (VPN) access to CSC services for college-owned laptops, or simpler measures such as confirming remote access to CSC voicemail and email. Assistance from IT is available at <https://connorsstate.edu/help/>.

If public health conditions worsen, and/or CSC institutes stronger social distancing measures (for example, reducing the number of faculty and staff in a work space), some employees may be asked, given the option, or required to telecommute.

Essential Employees

As a 24/7 residential college, CSC rarely closes. Many employees must work. Many employees must work on campus to provide services essential to residential life, campus health and safety, critical research, the protection of physical and intellectual assets, or the continuity of academic programs and operations. Additional measures to support these employees are being considered.

My position has been identified as essential/mission-critical and I will be required to work when others may be on leave. Will I receive administrative leave plus the hours that I work similar to when we have an inclement weather day?

This type of closure is unprecedented and not covered under CSC policy. The COVID-19 Pandemic requires the college to focus on operational continuity and guidance provided by the CDC and local public health officials. As such, this policy provision may not be in use based upon the duration of temporary suspension of on-campus services by the college. You will always be paid for hours worked; however, you may not receive additional administrative leave in addition to this pay.

Additional Workplace Guidance for Managers

Managers and supervisors, including faculty who supervise staff, must not pressure others to come to work if they are ill or need to stay at home to care for ill dependents. However, if employees are well, they should not be pressured to stay away from work for reasons such as their ethnic or racial background, home address, having cared for a sick family member (without any indication of COVID-19) or recent travel to unaffected

areas. There is a need to stay away from work because of caring for someone confirmed to have COVID-19.

Due to CSC's commitment to providing a safe and healthy workplace for all, managers and supervisors (with support and involvement of their HR office) should ask employees who are exhibiting symptoms of respiratory illness to go home and stay home until 24 hours after they are free of symptoms. In these instance, use of accrued sick leave will be provided. Please cooperate with managers who are taking on this uncomfortable responsibility for the wellbeing of all.

A "doctor's note" or documentation of dependent care responsibilities will not be required from employees when using sick leave, except in rare cases where abuse of sick leave is suspected or the employee has received counseling about their use of leave. It is assumed CSC employees are honest and trustworthy in their dealings with each other and the college.

This is a period of potential anxiety and stress as we learn more about COVID-19 and the changes that may be required of us. Please remember services available through Guidance Resources,

<https://connorsstate.edu/hr/work-life>. In addition to confidential support, there are other resources and information for personal and work-life issues that may be of benefit to your colleagues at this time.

Potential Additional Workplace Policy and Procedure Changes

If public health conditions worsen, CSC's workplace policies may be further amended or temporarily suspended. This would be done to address the effects of more widespread illness or absences, more frequent needs for self-isolation or quarantine, disruption of care arrangements or CSC's priorities for pay continuity. Faculty and staff will be notified as necessary of such changes via email.

I have a vacancy and would like to post the position for recruitment. What should I do?

In light of the continued encouragement for employees to telecommute and the difficulty with on-boarding new staff members during this challenging time, it is highly recommended that vacant positions not be posted until further notice. This will enable you to focus on other operational issues. If, however, this is an essential/mission-critical position, please work with your HR department for solutions.

What will be done with current postings?

Other vacancies can be put on HOLD immediately and a communication sent from the potential hiring manager indicating the college's current intention and possible future recruitment efforts for the position.

If I have already offered the position, can the individual still begin work? Yes.