GUIDELINES FOR COVID-19-RELATED TEMPORARY REMOTE WORK

Dear colleagues,

UHD remains committed to keeping our campus community safe and understands the challenges COVID-19 has placed on its employees. With that in mind, new Guidelines for COVID-19 Related Temporary Remote Work were developed.

The guidelines are in accordance with UHS directives and designed to assist temporarily employees unable to be in the workplace because of COVID-19-related reasons. They detail the COVID-19-related circumstances where temporary, remote work may be possible and outline five different processes available. Personal circumstances, job function and department’s needs are used in determining if temporary, remote work is possible.

These guidelines are not meant to be a permanent approach to flexible work outside of COVID-19-related circumstances. Those are still being assessed at the System level. When more information on those are known, an update will be sent out.

The University continues to monitor COVID-19 conditions in our community and is prepared to respond as circumstances require.

For additional questions concerning these guidelines, please contact the Benefits Team at Benefits@uhd.edu.
Process 1 – COVID-19 Positive Employee

Contact Supervisor

Complete Diagnosis or Symptoms Form and provide proof of positive diagnosis*

Emergency Management (EM) contacts the following with projected date of return:
- Supervisor
- Employee
- ESO (Benefits@uhd.edu)

Employee feels well
- Option 1: Employee may work remotely for the period of quarantine specified by EM, if job lends itself to remote work.**
- Option 2: If employee’s position doesn’t lend to working remotely, supervisor will develop a training plan to complete remotely for the period of quarantine specified by EM

Employee is ill
- Employee uses sick leave while ill. If illness lasts more than 3 working days, refer to Benefits@uhd.edu.**

Supervisor sends Temporary Remote Work Expectations to employee

Emergency Management (EM) sends employee a link to the Return to Campus Form

Not approved to return to work

Approved to return to work

EM sends message to:
- Supervisor
- Employee
- ESO (Benefits@uhd.edu)

*Once proof is reviewed by EM, it will be deleted immediately.

** If change in status, EM notifies ESO and supervisor.
Process 2 – Employee Exposed to COVID-19

If vaccinated/no symptoms, no action required

If unvaccinated or vaccinated w/symptoms

Contact Supervisor

Complete Exposure Form

Employee quarantines as dictated by EM

Emergency Management (EM) contacts the following with projected date of return:
Supervisor
Employee
ESO (Benefits@uhd.edu)

Employee feels well
Option 1: Employee may work remotely for the period of quarantine specified by EM, if job lends itself to remote work*
Option 2: If employee’s position doesn’t lend to working remotely, supervisor will develop a training plan to complete remotely for the period of quarantine specified by EM
Supervisor sends Temporary Remote Work Expectations to employee

When quarantine period ends, Emergency Management sends employee a link to the Return to Campus Form

Employee completes Return to Campus Form and provides proof of a COVID-19 negative test.

Not approved to return to work
Approved to return to work

EM sends message to:
Supervisor
Employee
ESO (Benefits@uhd.edu)

* If change in status, EM notifies ESO and supervisor.
Process 3 – COVID-19 Symptoms

1. Contact Supervisor
2. Complete Diagnosis or Symptoms Form
3. Get tested on the 5th day from the onset of symptoms

- If positive, follow Process 1
- If negative, but still has symptoms:
  - Submit results to Emergency Management (EM) and follows one of the options below:
  - If negative, and symptoms resolved:
    - Return to work

Employee feels well
- Option 1: Employee may work remotely for the period of quarantine specified by EM, if job lends itself to remote work.*
- Option 2: If employee’s position doesn’t lend to working remotely, supervisor will develop a training plan to complete remotely for the period of quarantine specified by EM

Employee is ill
- Employee uses sick leave while ill. If illness lasts more than 3 working days, refer to Benefits@uhd.edu.*

* Supervisor sends Temporary Remote Work Expectations to employee

Contact Supervisor
- Return to work after no symptoms

* If change in status, EM notifies ESO and supervisor.
Process 4 – Caring for Immediate Family Member for COVID-19 Related Event

Contact Supervisor

Employee completes COVID-19 Temporary Remote Work Form

Employee submits request to Supervisor

Supervisor reviews request and consults with Department Head and Vice President

Supervisor informs of decision:
Employee
ESO (Benefits@uhd.edu)

Not approved to work remotely

Employee requests leave

Supervisor consults with ESO on appropriate leave

Process ends

Approved to work remotely

Supervisor sends Temporary Remote Work Expectations to employee

Employee works remotely for a maximum of 10 working days
Process 5 – ADA Workplace Accommodations

Employee Needs Workplace Accommodation(s)

Employee completes [Workplace Accommodation Form](#) and submits to ESO (Benefits@uhd.edu)

If approved, ESO contacts the following with projected return to work date:
Supervisor
Employee

If employee is COVID-19 positive, see Process 1.
If employee is exposed to COVID-19, see Process 2.
If employee has COVID-19 symptoms, see Process 3.