



## COVID-19 PROTOCOL

**March 23 to April 3, 2020**

1. From March 23 through April 3, 2020, all employees are required to telecommute or work remotely unless designated as essential personnel. All staff and student workers must complete the UHD COVID-19 Telecommuting Form and provide it to their managers. Unit managers must send the completed form to [Benefits@uhd.edu](mailto:Benefits@uhd.edu) as soon as possible.
2. Hourly employees telecommuting or working remotely and who are set up on Web Clock must clock in/out as usual:
  - i. Clock in at the beginning of the work day
  - ii. Clock out for lunch (an hour lunch break is required)
  - iii. Clock in upon returning from lunch
  - iv. Clock out at the end of the day

Hourly employees telecommuting or working remotely who are set up on Time Collection Devices (TCDs) must clock in/out using the Web Clock option now available in TRAM. (Please refer to the Web Clock User Instructions, which may be found on the [ESO Covid-19 Resources](#) webpage.)

3. Telecommuting agreements may be discontinued at any point.
4. Staff and student workers who cannot telecommute or work remotely may be granted COVID-19 related Emergency Leave during this time by their managers.
5. Employees who traveled internationally since February 1, 2020 or plan to travel internationally must self-report by completing this [form](#) and following the established protocols.
6. Students workers, whether Federal Work-Study (FWS), Texas Work Study (TWS) or Non-College Work-Study (NCWS), should contact their supervisor to set up telecommuting arrangements. If telecommuting is not possible, supervisors will work with student workers to provide them remote work options. If student workers cannot telecommute or work remotely, their supervisor may grant COVID-19 related Emergency Leave.

These arrangements are applicable as stated herein. The President and University leadership will re-evaluate these terms and update the campus community as needed.