COVID-19 PROTOCOL

1. From March 16 through April 4, 2020, each office on campus may reduce on-site staffing levels to the minimum needed to ensure adequate continuity of operations, with remaining staff in the office telecommuting, provided they have received prior supervisor approval after completing the UHD COVID-19 Telecommuting Form. Unit managers are charged with establishing who is/is not needed on site to maintain operational continuity.

2. Both hourly and monthly employees may request to work remotely if their personal circumstances warrant the need for such arrangement. A UHD COVID-19 Telecommuting Form will need to be completed by the employee asking to work remotely and approved by their supervisor. (The UHD COVID-19 Telecommuting Form may be submitted to ESO upon return to campus. However, staff must obtain authorization from their supervisor in writing via email or text before working remotely.)
   a. Hourly employees authorized to work 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
   b. Hourly employees authorized to work remotely and 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 in the ESO COVID-19 Resources webpage.)

3. Telecommuting agreements may be discontinued at any point.

4. Employees who traveled internationally since February 1, 2020 or plan to travel internationally must self-report following the protocols established. Employees who traveled to a CDC Level 2 or 3 designated location since January 1, 2020 must self-report and may be required to self-quarantine.

5. Staff who do not report to work and fail to contact their supervisor for more than three continuous work days may be considered to have abandoned their jobs and may be terminated with approval of the Vice President, Employment Services and Operations.

6. Students under the Federal Work-Study (FWS) or Texas Work Study (TWS) programs will be paid for the hours they were scheduled to work the week of March 16, 2020 under the Federal Work-Study (FWS) and Texas Work Study (TWS) programs, as allowed by the U.S. Department of Education. Students under the Non-College Work-Study (NCWS) program will also be paid for the hours they were scheduled to work the week of March
16, 2020 since President Muñoz has approved Emergency Leave for them as allowed under Texas Government Code, Section 661.902.

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