



Manager Guidance Concerning the Novel Coronavirus (COVID-19) Pandemic

The guidance below is meant to help you determine how to best handle situations related to your employees during President Muñoz' move to online operations March 23 through April 3, 2020. The information is broken into three sections: remote work/leaves, student workers and COVID-19 quarantine/exposure. Please remember, during this time it is important we serve our students while being compassionate to the situations that arise with our employees and within the University community.

Remote Work/Leaves

Temporary Alternate Work Site/COVID-19 Telecommuting Agreement Guidance

President Muñoz has determined staff should work from home to the extent they are able to perform job functions remotely and with appropriate approval from their supervisors unless they have been designated as essential personnel.

1. Temporary Alternate Work

Staff and student workers may work from home to the extent that they are able to perform functions remotely. If the employee is able to telecommute or work remotely, they are required to complete a [COVID-19 Telecommuting Form](#) and submit it to their supervisor.

Please Note: All COVID-19 Telecommuting Forms should be submitted electronically by managers to Benefits@uhd.edu as soon as possible.

Please ensure your employees follow the schedule set by you and that they are accessible and available by email, phone or any other electronic device you designate. It's important email and voicemail are checked regularly. If possible, have your employees forward their work phones to one they can access at home or through Google Voice.

Also, please remember non-exempt employees using a TCD should now document their time through Web Clock. Please provide them instructions on using Web Clock located on the [ESO COVID-19 Resource webpage](#). Additionally, please remind your non-exempt employee they should not sign in or commence work before their normal starting time

or sign out or continue work after their normal quitting time without prior approval from you.

2. Work That Cannot Be Done Remotely

- If the work cannot be done remotely and the position is not determined to be mission essential, you may be able to provide the employee with work that can be done remotely with or without a computer and/or Internet access. If remote work is not possible, the employee may be granted COVID-19 related Emergency Leave.

Student Workers

Please contact your student workers to inform them they have been approved for telecommuting. We need you to work with your student worker to provide them telework. In the event you have student workers that cannot telecommute, you should find remote work options for them that can be done without the need for a computer and/or Internet. If they cannot telecommute or work remotely, you may grant them COVID-19 related Emergency Leave.

COVID-19 Quarantine/Exposure

Travel Restrictions

Managers must follow University guidance, federal guidance, and CDC guidelines and require employees self-quarantine if they have traveled to any international locations since February 2020. These employees must receive approval before returning to campus. UHD has [Return-to-Campus Approval Procedures](#) located on [UHD's Emergency Management webpage](#).

Asking employees about COVID-19

Although you should not ask your employees if they have COVID-19 or any specific medical condition, you can require your employees to answer questions about symptoms and disclose whether they are experiencing symptoms that could potentially be associated with COVID-19.

- For example, you may ask employees if they have been advised by a health care provider to self-quarantine or if they are experiencing symptoms of COVID-19. These symptoms include fever, chills, cough, shortness of breath or sore throat.
- You should not base any symptom-related inquiry on an employee's protected status, such as race or national origin.
- As a manager, you may require a doctor's note when sick/symptomatic employees want to return to work. As a practical matter, however, doctors and other health care professionals may be too busy to provide return to work documentation. Therefore, new approaches may be necessary, such as reliance on local clinics to provide a form, a stamp, or an e-mail to certify an individual is medically ready to come back to work.
- You are required to maintain all information about employee illness, including any potential COVID-19-related symptoms or illness, as a confidential medical record,

separate from their personnel record and limit the distribution of such information to individuals with a legitimate need to know. ESO should directly be involved in the handling and safeguarding of this information.

Employees concerned about COVID-19 transmission

Visit [UHD's Emergency Management website](#) for information and forms related to returning to work from international travel, potential exposure to an individual with COVID-19 and an actual diagnoses of COVID-19.

Communications about positive COVID-19 cases

Managers should not inform other employees in their department if one of their co-workers has been diagnosed with COVID-19. It may be deemed necessary to share information with employees who may have had contact with an employee with a confirmed case of COVID-19. Managers should not inform the potentially affected employees of the name of the COVID-19-stricken employee, but may inform the potentially affected employees that an employee of the university has tested positive for COVID-19 and that the university believes the potentially affected employees may have come into contact with the stricken employee.

The CDC does not recommend self-isolation for indirect (versus close) contact with individuals diagnosed with COVID-19. However, the heightened sensitivity requires more flexible approaches in addressing coworkers' concern about their potential exposure, as discussed below.

Accommodation issues

As a manager, you should take a flexible approach when an employee voluntarily discloses that he/she has a specific medical condition or disability that puts him or her at increased risk of COVID-19-related complications. Although managers should not ask about the specific medical condition, you may ask him/her to describe the type of assistance they think will be needed to perform the essential functions of the job (e.g., leave for a medical appointment). The manager must keep this information confidential. If there are concerns about the validity of the requests by the employee, the manager should consult with ESO and not handle it directly.

In accordance with applicable law and University policy, you may grant temporary short-term paid COVID-19 related Emergency Leave if telecommuting or remote work is not possible. Emergency Leave has been granted by President Muñoz from March 23 through April 1, 2020. On a long-term basis, the employee should follow the process to request telework as a reasonable workplace accommodation, if possible.