



# **Employee's Guide - Return to Work**

Revised September 8, 2020

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## Preamble

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### A. Preamble

During Clayton State University's response to the coronavirus pandemic, we have worked hard to focus on the health and safety of our students, faculty and staff. As we prepare for reopening and the implementation of our Return-To-Work plan we thought it important to share the attached guidance so that each of you understand your responsibilities as we all play a critical role to protect the University from Covid-19. Several committees at the University worked to develop this plan which is based upon guidance from the Centers for Disease Control and Prevention, the Georgia Department of Public Health, the University System of Georgia and directives from the Governor's Office.

Please read this guidance prior to returning to campus.

## Section I: Workplace and Health Safety Guidance

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### A. Preventative Practice – Employees must follow CDC guidelines

- Employees must wash their hands often with soap and water for at least 20 seconds especially after they have been in a public place, or after blowing their nose, coughing, or sneezing.
- If soap and water are not readily available, use of hand sanitizer which contains at least 60% alcohol should be encouraged. Employees should cover all surfaces of their hands and rub them together until they feel dry.
- Employees should avoid touching their eyes, nose, and mouth with unwashed hands.
- Employees should cover sneezes and coughs per CDC guidelines and throw used tissues in the trash.

### B. Preventative Practice – Wearing of Cloth Face Coverings/Masks

Effective July 15, 2020, University System of Georgia (USG) institutions will require all faculty, staff, students, and visitors to wear an appropriate face covering while inside campus facilities/buildings where six feet social distancing may not always be possible. Face covering use will be in addition to and is not a substitute for social distancing.

Face coverings are not required in one's own dorm room or suite, when alone in an enclosed office or study room, or in campus outdoor settings where social distancing requirements are met. Face coverings will be required when working in a cubicle.

Anyone not using a face covering when required will be asked to wear one or must leave the area. Repeated refusal to comply with the requirement may result in discipline through the applicable conduct code for faculty, staff or students.

Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons.

### **C. Preventative Practice – Meeting Guidance**

- Face to face meetings are discouraged.
- Employees are encouraged to use the telephone, online conferencing such as Microsoft Teams, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
- If a face to face meeting must be held, social distance of 6 feet should be maintained and masks are required.

### **D. Preventative Practice – Social Distancing**

The following social distancing guidelines should be followed:

- Employees should maintain a distance of at least 6 feet from all other persons to the greatest extent practicable and not congregate in groups except to the extent necessary to perform their job duties.
- Employees should stay home if they are sick.
- Employees should not use other employees' phones, desks, offices, or other work tools and equipment, when possible.
- Employees should maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.
- Outside visitors will be required to follow social distancing guidelines and be screened.
- Contractor and vendors are expected to follow these policies. Please share these with the contractor and vendors prior to their visit to campus.

### **E. Preventative Practice – Cleaning and Disinfecting**

- Facilities has established a cleaning schedule for all departments on campus.
- High touch areas should be cleaned after each use. These include copiers, doorknobs, microwaves, refrigerators, etc. EPA registered disinfectants should be used.

## **Section II: Sick and Higher Risk Employee Guidance**

### **A. Self-Monitoring**

Employees and visitors will be asked to self-monitor.

Employees should ask themselves the following questions each day before work:

- Since your last day of work, or last visit here, have you had any of these symptoms?
- Cough
- Shortness of breath or difficulty breathing

Or at least two of these symptoms

- Fever

- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

If the answer is YES to any of these questions, please see the guidance below and consult with your supervisor.

### **B. Sick Employee Guidance**

- Please do not report to work at that time if you are sick or have any of the illness symptoms noted above. Medical attention should be sought and the guidance of the medical professional should be followed.
- Please notify your supervisor immediately and seek medical attention if you are exhibiting any symptoms of Covid-19. In the event an employee is experiencing symptoms, Clayton State now has the capability to administer a Covid-19 test to the employee, and the Director of Health Services will notify the employee and the employee's supervisor when normal work can be resumed based on the test results. As noted in the CDC FAQs, Covid-19 shares many of the symptoms of seasonal allergies, common cold, and the flu. Because some of the symptoms of Covid-19 and seasonal allergies, cold, and flu are similar, it may be difficult to tell the difference between them, and the CDC recommends getting a test to confirm a diagnosis.
- Inquiries about reasonable accommodations should be directed to ADA coordinator in Human Resources.

### **C. Leave Options/Work Schedule**

Employees have several leave options that are available to them depending upon their individual circumstances. Below is an overview of those available options.

Employee is out due to...	Work Schedule Options/Leave Options
<ul style="list-style-type: none"> <li>Employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19</li> <li>Employee has been advised by a healthcare provider to self-quarantine due to COVID-19 symptoms</li> <li>Employee needs to obtain a medical diagnosis or receive care related to COVID-19 symptoms</li> </ul>	<ul style="list-style-type: none"> <li>Telework (if available)</li> <li>Families First - Emergency Paid Sick Leave</li> <li>Accrued Leave</li> <li>FMLA (standard unpaid option may be available for qualifying event)</li> </ul>
<ul style="list-style-type: none"> <li>Employee is caring for an individual subject to an isolation or self-quarantine order as described above</li> <li>Employee is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services</li> </ul>	<ul style="list-style-type: none"> <li>Telework (if available)</li> <li>Flexible Schedule (if available)</li> <li>Combination of Flexible Schedule &amp; Telework (if available)</li> <li>Families First - Emergency Paid Sick Leave</li> <li>Accrued Leave</li> </ul>
Employee is caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19	<ul style="list-style-type: none"> <li>Telework (if available)</li> <li>Flexible Schedule (if available)</li> <li>Combination of Flexible Schedule &amp; Telework (if available)</li> <li>Families First – Emergency Paid Sick Leave</li> <li>Families First – Extended Family &amp; Medical Leave</li> <li>Accrued Leave</li> </ul>
Voluntary Quarantine (no symptoms, willing/able to work)	<ul style="list-style-type: none"> <li>Telework (if available)</li> <li>Flexible Schedule (if available)</li> <li>Combination of Flexible Schedule &amp; Telework (if available)</li> <li>Accrued Leave</li> </ul>

Employee is out due to...	Work Schedule Options/Leave Options
Reduced Operations (not enough work or no work available)	<ul style="list-style-type: none"> <li>Telework (if available)</li> <li>Flexible Schedule (if available)</li> <li>Combination of Flexible Schedule &amp; Telework (if available)</li> <li>Non-Closure Emergency Leave (not available for employees who can telework or work flex schedules, temporary employees, student employees or Rehired Retirees)</li> </ul>
Reduced Operations (Federal Work Study)	<ul style="list-style-type: none"> <li>Telework (if available)</li> <li>Flexible Schedule (if available)</li> <li>Combination of Flexible Schedule &amp; Telework (if available)</li> <li>May continue to receive Financial Aid in accordance with Department of Education guidance when work is not available.</li> </ul>
Employee's own personal illness or injury, unrelated to COVID-19 (employee needs leave due to unrelated illness or injury or was already on leave when new forms of leave were added)	<ul style="list-style-type: none"> <li>FMLA (standard unpaid option may be available for qualifying event)</li> <li>Compensatory Time (if non-exempt and comp time exists)</li> <li>Accrued Leave</li> </ul>
Employee's own personal leave plans, unrelated to COVID-19 (employee is taking leave for an event unrelated to COVID-19; annual leave had already been planned and employee will continue with plans)	<ul style="list-style-type: none"> <li>FMLA (standard unpaid option may be available for qualifying event)</li> <li>Compensatory Time (if non-exempt and comp time exists)</li> <li>Accrued Leave</li> </ul>

### Telework

Teleworking is an accommodation option that is available. The appropriate teleworking agreement must be filled out and approved by employee's supervisor and Human Resources.

### Flexible Schedule

Flexible schedules may be utilized to reduce the number of employees physically on campus to the minimal level required at any given time to sustain service, safety and compliance. Flexible schedules should span normal service or may also be extended to

non-standard hours to support social distancing. Flexible schedules must be approved by your supervisor.

### **Families First Coronavirus Response Act (FFCRA) Emergency Paid Sick Leave**

The FFCRA entitles any employee (as defined by the Fair Labor Standards Act) regardless of their length of service, to emergency paid sick leave if the employee, in connection with COVID-19, meets at least one of the specified criteria.

- Full-time employees may take up to 80 hours of paid leave.
- Affected part-time employees may take a pro-rated paid leave up to their regularly scheduled hours or full-time equivalent.
- This leave is effective April 1, 2020 through December 31, 2020.
- Covered employees are entitled to use this emergency paid sick leave before using any other accrued leave.
- Compensation associated with the leave provision are outlined below:
  - Compensation for those employees who must be quarantined or isolated and/or are experiencing COVID-19 symptoms is capped at \$511 per day and an aggregate total of \$5,110.
    - subject to a federal, state, or local quarantine or isolation order;
    - advised by a health care provider to self-quarantine;
    - experiencing symptoms and seeking a medical diagnosis.
  - Compensation for those who are caring for someone else will be at least two-thirds (2/3) of their regular pay rate but capped at \$200 per day and an aggregate total of \$2,000.
    - is caring for an individual subject to an order described in (1) or self-quarantined as described in (2);
    - is caring for his or her child whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons;
    - is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.

### **FFCRA Extended Family & Medical Leave Act**

Certain FFCRA provisions also amend the Family and Medical Leave Act such that covered leave is now available to employees with at least thirty (30) days of service who are caring for a child under age 18 whose school or child care provider is closed or unavailable due to COVID-19.

Affected employees are entitled to take this leave as part of their standard 12-week FMLA allotment. It does not add an additional 12 weeks onto the already existing 12 weeks of FMLA.

The first two weeks of leave under this provision are unpaid – as is customary under the FMLA. The employee may take these two weeks of unpaid leave at the same time as the two weeks of emergency paid sick leave described above.

The remaining 10 weeks must be paid – unlike other FMLA leave. That pay rate is at least two-thirds (2/3) of their regular pay rate but capped at \$200 per day and an aggregate total of \$10,000.

The employer may require employees to give as much notice as is practicable when the need for leave is foreseeable.

### **D. Higher Risk Guidance**

Clayton State will NOT proactively identify employees who are at a higher risk for severe illness due to Covid-19. Employees must initiate a request for alternate work arrangements. Individuals who fall into one of the following GDPH and CDC categories for higher risk for severe illness with COVID-19 may request alternate work arrangements. Based on revisions made to the CDC guidance on June 25, 2020, the following apply to:

- People 65 years and older. Among adults, the risk for severe illness from COVID-19 increases with age, with older adults at highest risk.
- People who live in a nursing home or long-term care facility

People of any age with certain underlying medical conditions are at increased risk for severe illness from COVID-19:

People of any age with the following conditions are at increased risk of severe illness from COVID-19:

- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (body mass index [BMI] of 30 or higher)
- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Sickle cell disease
- Type 2 diabetes mellitus

The Clayton State Human Resources department will provide a common form for employees to use in making such a request. Documentation for underlying medical conditions will be required as a part of the request. All requests should go to Clayton State's human resources office. Requests for more information can be sent to [Covid19@clayton.edu](mailto:Covid19@clayton.edu). Harriett Houston, the ADA coordinator, or another qualified staff member in Human Resources will review the request and upon approval will work with the employee and their immediate supervisor to document and provide alternate work arrangements.

Please note:

- Clayton State will NOT proactively identify employees who are at a higher risk for severe illness due to Covid-19. Employees must initiate a request for alternate work arrangements.
- Employee must request and completely fill out the Covid-19 accommodation request form with Human Resources.

- Documentation will be required.
- Human resources office will review the request and upon approval will work with the employee and their immediate supervisor in documenting and providing for the alternate work arrangement.

## **Section III: Work Schedule Guidance/Best Practices**

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### **A. Work Schedules**

- Employees are expected to work with their supervisors on an appropriate work schedule and adhere to that schedule.
- Work schedules should indicate the days and work times for each employee. The schedule should also notate if the employee is working on campus, teleworking, working a flexible schedule, or a hybrid of these options.
- Documentation of this schedule will be maintained by the department and Human Resources.

### **B. Best Practices**

- Communicate early and often with you supervisor if you have concerns or issues related to returning to work.
- Employees that are stressed should reach out to the Employee Assistance Program (EAP) at 1-844-243-4440 or [www.eaphelplink.com](http://www.eaphelplink.com). The company code is USGcares.
- Send any feedback to your supervisor. We are all working on this together.
- Enlist Human Resources for assistance if you have any questions.

## **Section IV: Essential Employee Guidance**

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### **A. Essential Personnel**

Employees whose job responsibilities require that they work during hazardous or emergency conditions in order to maintain critical institutional functions, e.g. public safety, facilities, or information technology employees or employees with critical health and safety responsibilities, may be designated as 'essential personnel' by their institution. Essential personnel will be expected to maintain a normal work schedule during inclement weather or other emergencies unless specifically excused or adjusted.

### **B. Payroll Considerations**

Exempt and Non-exempt essential employees who are required to report to work during inclement weather or other emergency closings may receive Unscheduled Closing Leave for their regularly scheduled hours. In addition, non-exempt employees may be paid at the straight –time rate for all hours actually worked during the inclement weather or other emergency closing, not exceeding 40 hours in the workweek.

- Unscheduled leave is not counted as hours worked in the calculation of overtime pay.

- Non-exempt employees will be compensated in compliance with FLSA regulations and HRAP workweek and overtime policy for all hours actually worked over 40 in a work week. ([http://www.usg.edu/hr/manual/workweek\\_and\\_overtime](http://www.usg.edu/hr/manual/workweek_and_overtime)).

### C. Shift Work

- Essential employees, except when on approved leave, are expected to be present for every work shift assigned to them.
- Changes to shifts and schedules may be required for essential personnel.
- Supervisors should endeavor to give essential personnel notice prior to changing shifts or schedules but in times of emergency this may not be possible.

## Section V: Performance Management

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### A. Performance Management

The COVID-19 pandemic is requiring flexibility and rapid response to change. The importance of frequent communication between supervisors and employees is at an unprecedented level. Consistency in processes like performance management are crucial to maintaining engagement and normalcy to this otherwise unsettling time.

### B. Performance Feedback

- Employees are still expected to meet the performance goals established at the beginning of the performance period. Please work with you supervisor to determine if adjustments need to be made based on current work conditions or new tasks.
- Ask for consistent and regular feedback from supervisors during this time.
- Document achievements and goals while teleworking and performing new tasks. This will be helpful to you and your supervisor during the evaluation period.

## Section VII: Appendix

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### A. Frequency Asked Questions

#### **If an employee is coughing or displaying other symptoms of Covid-19, can a supervisor require them to go home?**

If an employee is ill, coughing or displaying other symptoms of Covid-19, the employee should be sent home to minimize exposure to others; however, the employee cannot be penalized for being sent home. The initial day the employee is sent home will be treated as an administrative leave day. The employee should utilize paid leaves as applicable to their position and situation the remaining days.

#### **If an employee is coughing or displaying other symptoms of Covid-19, can a supervisor require them to go the doctor?**

No. Managers should encourage employees to seek medical advice but they cannot require an employee to go to the doctor. If there is a business necessity, the employer can require and must provide a test at no cost to the employee. The guidance of the medical provider

will be followed upon administering the test. Employers can require the employee to be asymptomatic before returning to work.

### **Does Family and Medical Leave Act (FMLA) leave apply to absences due to confirmed cases of coronavirus?**

Yes, coronavirus qualifies as a "serious health condition" under FMLA, allowing an eligible employee to take FMLA leave if either the employee or an immediate family member contracts the disease. Please consult the Leave Option Matrix in this document for available leave options and other information.

### **What if an employee has been exposed to Covid-19 but are not showing symptoms?**

Employees who believe they have been directly exposed to COVID-19, but are not showing symptoms, should self-quarantine consistent with DPH and CDC guidelines. Employees must contact their supervisor if they are unable to come to work or need to make a telework arrangement. Employees should contact their healthcare provider if they become sick and remain home.

### **An employee has a child whose school, childcare provider, or summer camp is closed due to Covid-19, and they have no other childcare arrangements. What options are available?**

If the employee is able to work from home with an approved temporary teleworking agreement while supervising their child, the employee will be paid for regular hours worked. If a temporary teleworking agreement is not feasible, the employee may request Emergency Paid Sick Leave and Emergency Family and Medical Leave (EFMLA) in accordance with the Families First Coronavirus Response Act. Please consult the Leave Option Matrix in this document for available leave options and other information.

### **When should staff suspected or confirmed to have Covid-19 return to work?**

Using the DPH guidelines for discontinuing home isolation, the affected employee may return to work when he or she has met all three of the following criteria:

- No fever for at least 24 hours (three full days of no fever without the use of medicine that reduces fevers) AND
- Improved symptoms AND
- At least ten days since symptoms first appeared

### **What can I tell staff or colleagues about reducing the spread of Covid-19 at work?**

Faculty and staff should follow the provisions in the Enhanced Workplace Safety Policy and reference the Employee Guide to Returning to Work.

### **Will the university be screening employees for Covid-19 symptoms?**

Staff and faculty who are working on campus are required to self-monitor for symptoms prior to coming to work each day. Employees with symptoms should notify their supervisor, not come in to work or return home, seek medical attention, and follow the guidance of the medical provider. Clayton State will rely on the guidance of the medical provider to determine employee's ability to return to work.

### **Will the university require employees to provide a doctor's note for a positive Covid-19 test?**

Yes. If an employee has received a positive COVID 19 diagnosis, they should contact their supervisor. If they are able to work remotely, supervisors will work with HR and staff to determine appropriate accommodations. If they are unable to work, they should request emergency sick leave or other applicable leave. Physician documentation will be requested at that time.

### **What about cleaning of my /work area?**

Clayton State's cleaning protocols align with CDC and USG guidance. High-traffic/high-touch areas will be professionally cleaned and disinfected per the cleaning schedule. Employees should wipe down equipment that is commonly used (e.g., copiers, printers, fax machines) before and after use. Employees will be encouraged to clean their workstations daily. We will provide disinfectant and paper towels to each department. Cleaning supplies are limited and for office use ONLY.

### **What should I do if I am at higher risk of severe illness from Covid-19?**

Clayton State will NOT proactively identify employees who are at a higher risk for severe illness due to Covid-19. Employees must initiate a request for alternate work arrangements. The Clayton State Human Resources department will provide a common form for employees to use in making such a request. Documentation for underlying medical conditions will be required as a part of the request. All requests should go to Clayton State's Human Resources department to the attention of Harriett Houston. Human Resources will review the request and upon approval will work with the employee and their immediate supervisor in documenting and providing for the alternate work arrangements.

### **Are there restrictions on travel for employees?**

All non-essential business travel has been canceled by the USG. These restrictions do not apply to personal travel. However, we strongly encourage you to avoid travel and review applicable travel warnings.

### **Will performance while working remotely be assessed?**

Yes. While the impacts of the COVID-19 pandemic such as working remotely and changing work priorities should be factored into the assessment of goals for this year, managers and employees should absolutely assess performance while working remotely. While working remotely presents certain challenges, it also presents opportunities for new ways of displaying behaviors consistent with our core values.

### **Will the university be allowing staggered work shifts for staff?**

Supervisors will have multiple staffing options to consider including teleworking, staffing rotations and staggered work hours in order to ensure social distancing and manage the number of staff in a work area. Please work with your supervisor on an appropriate schedule for you.

### **B. Enhanced Workplace Safety Policy**

Clayton State University will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of Clayton State University during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

Clayton State University is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

The following guidelines are being put in place to proactively protect the workplace and all employees are being asked to cooperate in taking these steps to reduce the transmission of infectious disease in the workplace.

#### **Preventing the Spread of Infection in the Workplace**

Clayton State University will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings. A committee has been designated to monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety. We ask all employees to adhere to these USG policies and recommended guidelines when returning to work on campus.

#### **Follow CDC Prevention Guidelines**

- Wash your hands often. Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

#### **Avoid Close Contact**

- Stay at least 6 feet (about 2 arms' length) from other people.
- Remember that some people without symptoms may be able to spread virus.
- Do not gather in groups.
- Stay out of crowded places and avoid mass gatherings.
- Keeping distance from others is especially important for people who are at higher risk of getting very sick.
- Limit in person meetings by using telephones/conference calls, email, and videoconferencing services such as Microsoft Teams and Skype.

- If meeting in person, wear appropriate cloth face covering or mask and maintain a distance of at least 6 feet person.
- Person to person contact such as handshakes and hugging is prohibited.

### **Utilize a cloth face cover around others, when possible**

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover, if possible, when they have to go out in public, for example to the grocery store or to pick up other necessities.
- Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

### **Cover coughs and sneezes**

- If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

### **Clean and disinfect**

- Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.
- Then, use a household disinfectant. Most common EPA-registered household disinfectants will work.

Clayton State University will also endeavor to install alcohol-based hand sanitizers throughout the workplace and in common areas.

### **Sick Employees**

Employees who have tested positive or who have symptoms of COVID-19 should seek medical care, notify their supervisor, and not come to campus unless instructed to do so by the medical provider. Employees should follow all guidance received from their medical

provider, supervisor, or designated university official. Employees who have been advised to self-quarantine by a medical professional are eligible to use up to two weeks paid leave under the Families First Coronavirus Response Act (FFCRA) and can use any other available leave. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. These symptoms may appear 2-14 days after exposure to the virus:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Using the CDC guidelines for discontinuing home isolation, the affected employee may return to work when he or she has met all three of the following criteria:

- No fever for at least 24 hours (without the use of medicine that reduces fevers) AND
- Gone at least ten (10) days since symptoms first appeared AND
- Other symptoms of Covid-19 are improving

Per CDC guidelines, if a healthcare provider recommends testing, the healthcare professional will let you know when you can resume being around others based on your test results. In the event an employee is experiencing symptoms, Clayton State now has the capability to administer a Covid-19 test to the employee, and the Director of Health Services will notify the employee and the employee's supervisor when normal work can be resumed based on the test results. As noted in the CDC FAQs, Covid-19 shares many of the symptoms of seasonal allergies, common cold, and the flu. Because some of the symptoms of Covid-19 and seasonal allergies, cold, and flu are similar, it may be difficult to tell the difference between them, and the CDC recommends getting a test to confirm a diagnosis.

As noted, employees who test positive for Covid-19 or who receive a clinical diagnosis should report the positive test to their immediate supervisor as soon as possible. The

supervisor will then immediately notify the Director of Health Services and the Director of Human Resources of the infected employee. The Director of Health Services will initiate the institutional plan for contact tracing and any further notifications required by the GDPH. The Director of Human Resources will work with facilities to disinfect the work area according to prescribed standards. Supervisors should notify the employee of the required notifications to Health Services and Human Resources but are not to share the news of the identity of a Covid-19 diagnosis/test with anyone other than the campus point persons. Campus wide notifications of Covid-19 are not necessary as long as contact tracing is in place.

Supervisors should notify the following individuals if they receive a notification of a diagnosis of Covid-19:

Director of Health Services	Polly Parks
Director of Human Resources	Rodney Byrd

Supervisors who observe an employee with multiple symptoms, will consult with Human Resources to require an employee to return home and seek medical care. Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and may stay home and telework when possible. The employee should follow GDPH recommendations in caring for their family member. These employees are eligible for up to two weeks paid leave under the Families First Coronavirus Response Act (FFCRA) and can use any other available leave. Employees who are sick but not with COVID-19 should follow their normal medical care provider's direction.

### **Attendance and Leave Guidance**

Unless otherwise notified, our normal attendance and leave policies will remain in place. Employees affected by a COVID-19 related illness or situation may qualify for the Families First Coronavirus Response Act (FFCRA) paid leave entitlements. Employees should follow standard leave request and approval procedures.

Employees will be expected to use appropriate leave to cover the time away and may be expected to provide a release from a healthcare provider to return to work or follow the CDC recommended guidelines to return to work as noted in this plan.

### **At-Risk Employee Guidance**

Clayton State will NOT proactively identify employees who are at a higher risk for severe illness due to Covid-19. Employees must initiate a request for alternate work arrangements.

Individuals who fall into one of the following GDPH and CDC categories for higher risk for severe illness with COVID-19 may request alternate work arrangements. Based on revisions made to the CDC guidance on June 25, 2020, the following apply to:

- People 65 years and older. Among adults, the risk for severe illness from COVID-19 increases with age, with older adults at highest risk.
- People who live in a nursing home or long-term care facility

People of any age with certain underlying medical conditions are at increased risk for severe illness from COVID-19:

People of any age with the following conditions are at increased risk of severe illness from COVID-19:

- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (body mass index [BMI] of 30 or higher)
- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Sickle cell disease
- Type 2 diabetes mellitus

The Clayton State Human Resources department will provide a common form for employees to use in making such a request. Documentation for underlying medical conditions will be required as a part of the request. All requests should go to Clayton State's human resources office. Requests for more information can be sent to [Covid19@clayton.edu](mailto:Covid19@clayton.edu). Harriett Houston, the ADA coordinator, or another qualified staff member in Human Resources will review the request and upon approval will work with the employee and their immediate supervisor to document and provide alternate work arrangements.

### **Limiting Travel**

All university non-essential travel is canceled. If you had planned to travel for a university-organized trip, stay in close contact with the trip organizers for updates. The university community is encouraged to carefully weigh the risks and benefits of personal travel.

On March 19, 2020, the U.S. State Department announced significant restrictions on all international travel. Continue to monitor the CDC and U.S. State Department websites for changes if you have plans for international travel.

If traveling for essential business, per CDC guidelines, employees should avoid crowded public transportation when possible.

### **Telecommuting**

Telework requests will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary telecommuting should be submitted to your manager for consideration in relation to these policies. The current telework policy will remain in place.

### **Requests for Medical Information and/or Documentation**

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought.

### **Confidentiality of Medical Information**

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

### **Social Distancing Guidelines**

In the event of an infectious disease outbreak, Clayton State University will implement these social distancing guidelines to minimize the spread of the disease among the faculty and staff.

During the workday, supervisors and employees are requested to:

1. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing such as Microsoft Teams and Skype, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
2. If a face-to-face meeting is unavoidable, employees must wear cloth face masks, minimize the meeting time, choose a large meeting room and sit at least 6 feet from each other if possible; avoid person-to-person contact such as shaking hands.
3. Supervisors should make every effort to ensure that their employees are able to socially distance while at work in the most efficient manner to include altering office arrangements or staggering time in the office for employees so that socially distancing is possible.
4. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
5. Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize.
6. Employees should not use other employee's phone, desks, offices, computers, or other tools and equipment.
7. Bring lunch and eat at your desk or away from others or practice social distancing while in lunchrooms, cafeterias, restaurants, etc.
8. Encourage employees and others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.

Employee should adhere to all social distancing guidelines recommended by the CDC – <https://www.cdc.gov>. A comprehensive list of these guidelines is located at the link below. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

### **Point-of-Sale Locations Guidance**

Point-of-sale locations should suspend the use of Personal Identification Number (“PIN”) pads, PIN entry devices, electronic signature capture, and any other credit card receipt signature requirements to the extent such suspension is permitted by agreements with credit card companies and credit agencies. Regular disinfection of these devices is required when used.