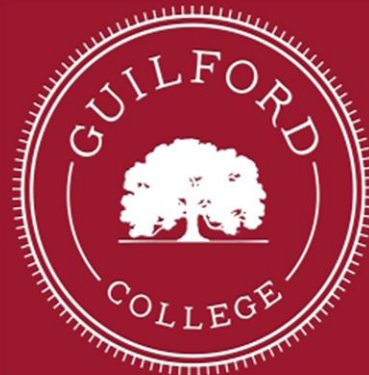


GUILFORD COLLEGE

Employee Return to Work Information (Staff)



Welcome Back and Thank You!



- Health and Safety Task Force and Subcommittees
- Stay Healthy@Guilford Plan for Reopening Campus
- Employees already on campus and those returning in August/September.
- *We are in this together!*

Return to Work for Employees



- Employees are expected to comply with policies protocols and guidelines outlined in this document.
- We ask that everyone approach them conscientiously, placing prevention and our responsibility to each other first.
- Updates may be made as appropriate.

Phased Staffing Approach (Reduce Population Density)

- **Offices and Workstations** (maintain social distancing of 6 ft. or more, no more than one person in a room unless safe distancing is consistently maintained, all open spaces require masks).
- **Remote Work** (with supervisory approval).
- **Alternating Days** (modified office hours).
- **Staggered Reporting/Departing** (by at least 30 mins. to reduce traffic in common areas).
- **Utilize Remote/Zoom Meetings** for communication with students, faculty and staff (for appointments/office visits)

Temporary Modified Work Arrangements

- Employees in a High Risk Category (CDC Guidelines).
- Underlying health condition.
- Responsible for caring for high risk individuals.
- Reasonable accommodations should be requested through the HR & Payroll Department.
- Collaborate with supervisors to make alternative schedule arrangements or FMLA leave as appropriate.

Families First Coronavirus Response Act (FFCRA)

<https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>

- **Expansion of Family and Medical Leave Act** (allowing up to twelve weeks of unpaid job protected leave).
- Under this new law, full-time employees who have not been furloughed are eligible to receive **up to 80 hours of COVID-19 paid sick time** (in addition to any existing paid leave they already receive) under certain circumstances.
- **Part-time employees** will receive an amount of paid sick time based on the number of hours they work on average over a two-week period.



Families First Coronavirus Response Act (FFCRA)

<https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>

Qualifying Reasons:

1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. The employee has been advised by a healthcare provider to self-quarantine related to COVID-19; or
3. The employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis.
4. The employee is caring for another individual who falls into categories 1 or 2 above.
5. The employee is caring for the employee's own child whose school or place of care has been closed, or whose childcare provider is unavailable due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretaries of the Treasury and Labor.

New Payroll Leave Codes in Banner

- **If you are unable to work for reasons 1, 2 or 3 above**, please enter those hours on your timesheet as **STEM (State of Emergency Leave)**. All 80 hours of this new leave will appear in payroll as accrued.
- **If you are caring for someone with the virus (reason 4. above)**, you will receive two-thirds of your regular pay for two weeks, capped at \$200 per day. Please enter those hours as **STFM (Sick Time to Care for a Family Member)**. You will be paid at two-thirds of your regular rate for up to 10 days.
- **If you are needed to care for your minor child due to the school closure or child-care unavailability (reason 5. above)**, you will receive two-thirds of your regular pay for two weeks, capped at \$200 per day. Please enter those hours as **EFAM (Emergency Family Leave)**. You will be paid at two-thirds of your regular rate for up to 10 days.

Guidance for Specific Workplace Scenarios

- Public Transportation/GTA
- Office Environments
- Classrooms and Laboratories
- Using Restrooms
- Using Elevators
- Meetings
- Meals



Personal Safety Practices



- Face Masks/Cloth Coverings
- Must be worn by all staff working on campus within the presence of others and in social settings where other social distancing measures are difficult to maintain.
- Common work spaces, meeting rooms, classrooms.
- Accommodation requests should be addressed through HR & Payroll Department.

Mental and Emotional Wellbeing



- Unum Employee Assistance Plan (EAP)
- www.unum.com/lifebalance
- 1-800-854-1446
- Confidential Consultations 24 hours a day, 7 days a week at no charge to the employee.
- Up to three free sessions by counselors in the provider network.

Questions?

Please Contact:

The Human Resources and Payroll
Department

hr@Guilford.edu

(336) 316-2134

