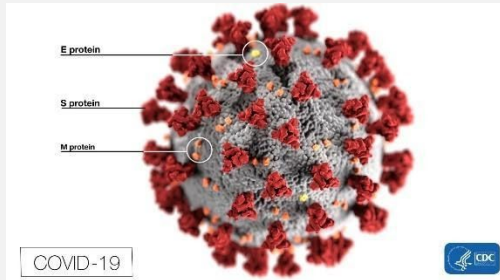


GUILFORD COLLEGE



COVID-19 FREQUENTLY ASKED QUESTIONS FACULTY AND STAFF

QUESTIONS	ANSWERS
What additional cleaning will be performed by Housekeeping to prevent the spread of the virus?	<p><i>To promote the safest possible conditions on campus, we are providing enhanced cleaning throughout campus with increased attention to commonly touched surfaces.</i></p> <p><i>You can support these efforts by following our previously issued preventive hygiene guidance, including washing your hands often with soap and water for at least 20 seconds, avoiding touching your face with unwashed hands and cleaning and disinfecting shared surfaces and objects that are touched frequently.</i></p>
Will card access to buildings be restricted?	<p><i>Yes. Building access is being restricted to keep visitors from entering campus facilities. Beginning Monday, March 16th, you will be required to use your Quaker Card to enter buildings.</i></p>
I'm not feeling well, what should I do?	<p><i>Contact your health care provider and stay home. Staff may use available emergency leave, vacation leave or unpaid leave as appropriate in accordance with our leave policy.</i></p>
I have been quarantined by a public health official. What leave can I use?	<p><i>Employees who are quarantined at the direction of public health officials should contact their supervisor who will work with HR on the next steps. Employees will use accumulated paid time to maintain their current level of pay and benefits. If an employee does not have enough leave, the College will advance up to 10 days of paid leave.</i></p>

<p>I don't have much leave to use in the event I become ill but can't afford to go without pay. What can I do?</p>	<p><i>If you do not have any remaining paid leave, the College will work with you to advance leave. Should the illness become protracted, you may be eligible for short-term disability.</i></p>
<p>I'm not feeling well and I think I may have been exposed while doing my job. Will I be covered by Worker's Compensation?</p>	<p><i>Workers' compensation benefits are determined by an insurance provider, not by the College, and the laws around what is a workplace injury or illness can be complex. In theory, if someone becomes ill and seeks benefits under workers' compensation, they would need to prove, among other things, that being at work created a heightened risk of exposure and that the exposure occurred in the workplace. These can be difficult points to prove. As always, however, employees should notify their supervisor immediately of any job-related injury or illness. Supervisors should contact Human Resources. Even illnesses due to an off-the-job exposure, would trigger the emergency leave policy. Family and Medical Leave policies would likely also apply.</i></p>
<p>After being sick, when may I return to work?</p>	<p><i>Employees may return to work once they have been cleared by their doctor or a public health official. In some cases, documentation may be required.</i></p>
<p>Do I have to cancel my personal vacation due to the restrictions on travel?</p>	<p><i>The College strongly recommends carefully reviewing any travel plans and assessing whether or not to go forward with, or cancel, your arrangements. Throughout the United States, as well as countries around the world, new precautions and warnings are being posted or updated on a daily basis. Traveling to a destination that may potentially be impacted by COVID-19 could potentially require a quarantine when returning to the Triad region. Daily updates are being provided by the Centers for Disease Control and Prevention, the U.S. State Department's website, as well as the North Carolina State Department of Health and Human Services' website. Travel advisories and health travel notices should be adhered to in the days and weeks to come. Health leaders are cautioning against discretionary airline travel.</i></p>
<p>My supervisor told me to stay home because they believe I have symptoms that can be related to the communicable disease outbreak, is this allowable?</p>	<p><i>If an employee is not subject to official quarantine by public health authorities, but the appropriate supervisor believes that an employee has symptoms associated with a communicable disease, the employee may be directed to remain at home. If possible, the supervisor may allow the employee to work remotely; otherwise, the employee would use paid time off. Likewise, employees who opt to not report to work at their own discretion due to potential illness would use appropriate leave.</i></p>
<p>My child's school and my elderly parent's facility are closed. What are my options?</p>	<p><i>When the College is open but an employee is required to stay home with a qualifying parent or child (as defined in the FMLA) because of the closure of a day care facility, public school, or eldercare facility, the employee may be asked to try to work from home and continue to perform their job duties. Where the employee cannot do so, either because of the care required for the child or parent or because the employee's job duties cannot adequately be performed remotely, the employee may elect to:</i></p>

	<ul style="list-style-type: none"> ● use emergency leave, ● use vacation leave, or ● take leave without pay.
<p>Can I work from home?</p>	<p><i>Employees who stay home due to personal illness are not expected to work and should be focused on getting healthy.</i></p> <p><i>There will be situations where the College deems it appropriate for an employee to work from home in the current public health context. This is a conversation you should have with your supervisor, and supervisors should inform Human Resources if a remote work arrangement has been approved.</i></p> <p><i>Some examples of why a remote work arrangement may be appropriate, as feasible, in the current public health context include:</i></p> <ul style="list-style-type: none"> ● You have a sick family member; ● You are required by a healthcare provider to self quarantine; and/or ● Your healthcare provider recommends working remotely due to your health concerns. <p><i>Certain positions may be required to have a presence on campus for business continuity purposes or to serve students, either entirely or at least partially.</i></p> <p><i>Reasons that an individual may not be able to work from home include, but are not limited to:</i></p> <ul style="list-style-type: none"> ● Job duties are not conducive for remote working and alternative work cannot be found; ● The employee does not have access to laptops, home internet, etc.; ● The employee is caring for dependents or children; and/or ● An employee has not completed onboarding or training, and it can't be finalized remotely. <p><i>Remote work carries a number of conditions and responsibilities that may vary. In all cases of working remotely, any and all equipment and materials must be stored in safe and secure locations, and all work performed remotely must be completed via a VPN connection for cyber security reasons.</i></p>
<p>My co-worker or I recently traveled to a location where there have been confirmed outbreaks of said communicable disease. Can I work from home to avoid being near my co-workers?</p>	<p><i>Your supervisor may request/require that you or the other traveler(s) work remotely during the incubation period if there is a high risk of exposure. If a traveler has been cleared to return to work but the coworker doesn't want to work near them, it is at the supervisor's discretion to allow the employee to work remotely. All parties can practice, and all supervisors can enforce other social distancing practices to minimize contact.</i></p> <p><i>Please see the FAQ section with guidance for supervisors who have employees who have recently traveled for additional information.</i></p>

	<p>The Centers for Disease Control is recommending travelers stay home for 14 days from the time they left an area with widespread or ongoing community spread of COVID-19 (Level 3 or Level 4 Travel Health Notice countries), monitor their condition, and practice social distancing.</p> <p>The following steps are recommended to monitor one’s health and practice social distancing:</p> <ul style="list-style-type: none"> ● Take your temperature with a thermometer two times a day and monitor for fever. Also watch for coughing or trouble breathing. ● Stay home and avoid contact with others. Do not go to work or school for this 14-day period. Discuss your work situation with your employer before returning to work. Students, discuss your situation with your academic advisor and your instructors. ● Do not take public transportation, taxis, or ride-shares during the time you are practicing social distancing. ● Avoid crowded places (such as shopping centers and movie theaters) and limit your activities in public. ● Keep your distance from others (about 6 feet or 2 meters).
<p>I have a medical condition that is impacting my ability to work due to the COVID-19 outbreak. What should I do?</p>	<p>Employees with medical conditions that could be exacerbated by the COVID-19 outbreak should contact the Director of Human Resources to discuss next steps, which might include adjustments like working from home (telework), modifying one’s work schedule or location, or changing other aspects of work. Employees will be required to provide medical documentation of their condition and how it may be exacerbated by the COVID-19 outbreak.</p>
<p>Can I conduct one-on-one meetings with my students?</p>	<p>To ensure that all students have a consistent academic experience, whether on- or off-campus, we are asking all faculty to conduct office hours and schedule academic advising appointments using virtual advising or telephone. We recommend video chat technology via Google Meet, Google Hangouts or other virtual meeting and instruction options recommended by the Office of the Provost. This style of advising gives both students and advisors the opportunity for face-to-face conversations. Google Meet also allows screen & document sharing – something that cannot be done with a traditional phone call.</p>
<p>I am scheduled to attend a conference next month. What should I do?</p>	<p>Beginning Monday, March 16th, no faculty, staff or student should begin traveling for a college-related purpose (conferences, professional development, work, teaching, club, athletics, etc.). Anyone currently traveling should plan to conclude that travel as soon as possible. All members of the Guilford community who have plans for college-related travel that is scheduled to begin and end before July 1st should work with their supervisor, budget manager and the college travel agency to cancel such travel. Additional guidance and details will be available in the days and weeks ahead.</p>
<p>Am I permitted to travel on behalf of the College?</p>	<p>Beginning Monday, March 16th, only travel for the College’s highest priorities will be authorized by permission of the President. No other College-related travel is allowed.</p>

	<p>Anyone currently on College-supported travel should plan to conclude that travel as soon as possible. Those who have plans for college-related travel that is scheduled to begin and end before July 1st should work with their supervisor, budget manager and the college travel agency to cancel such travel, effective immediately.</p>
<p>I am pregnant and am concerned about exposure if I report to work. What should I do?</p>	<p>Contact Human Resources. The College is monitoring information from the CDC regarding COVID-19 and pregnant women. The College will work with you to meet your needs, considering the essential functions of your job, information from your healthcare provider, and the most recently available CDC and other relevant public health guidance.</p>
<p>What happens to payroll during this time? Will I continue to be paid?</p>	<p>Human Resources staff have the ability to process payroll remotely using a secure VPN. Direct deposit remains the most efficient way to be paid. Employees can begin direct deposit or update existing direct deposit by completing an Authorization Agreement For Automatic Deposits. Please ensure your personal contact information is correct and updated appropriately with the HR & Payroll Department.</p>
<p>FAQs for Supervisors</p>	
<p>I have an employee who is not feeling well and appears to have symptoms that may be related to the communicable disease outbreak. Can I tell them to stay home?</p>	<p>First, contact the Office of Human Resources, and they will provide guidance or will coordinate with other campus officials to provide guidance. If an employee is not subject to official quarantine by public health authorities, but the College believes that an employee has symptoms associated with a communicable disease, the employee may be directed not to report to work, in which case use of emergency leave or vacation leave is required. Likewise, employees who opt to not report to work at their own discretion due to potential illness would use appropriate leave.</p>
<p>I have employees who are concerned about potential exposure to the virus and have asked to work from home until all this blows over. Is this allowable?</p>	<p>Supervisors are encouraged to provide the flexibility to work remotely to their employees where feasible, while also balancing the business needs of their work unit. In examining work from home requests from your employees, it is important to consider the expected length of the arrangement and, if approved, to ensure appropriate accountability and oversight of the arrangement is in place. If telework is not an option for that individual, consider social distancing by relocating that employee to another location on campus. If no options are available and the employee decides not to come to work, they should use paid time off.</p> <p>If an employee indicates that they have a medical condition that heightens their risk for exposure, you should refer them to the Office of Human Resources to help work through issues presented by their unique condition.</p>

I have an employee who has recently traveled to a Level 3 or 4 country as defined by the [U.S. Department of State](#) and [U.S. Centers for Disease Control and Prevention](#) due to COVID-19. Can I instruct them to self-quarantine for a period of time before returning to work?

Yes, and you should. The [Centers for Disease Control](#) is recommending travelers stay home for **14 days** from the time they left an area with widespread or ongoing community spread of COVID-19 (Level 3 or Level 4 Travel Health Notice countries), monitor their condition, and practice social distancing.

The following steps are recommended to monitor one's health and practice social distancing:

- Take your temperature with a thermometer two times a day and monitor for fever. Also watch for coughing or trouble breathing.
- Stay home and avoid contact with others. Do not go to work or school for this 14-day period. Discuss your work situation with your employer before returning to work. Students, discuss your situation with your academic advisor and your instructors.
- Do not take public transportation, taxis, or ride-shares during the time you are practicing social distancing.
- Avoid crowded places (such as shopping centers and movie theaters) and limit your activities in public.
- Keep your distance from others (about 6 feet or 2 meters).

Supervisors will need to work with employees in a 14-day self-quarantine protocol to determine remote working options, and supervisors are encouraged to be flexible with remote working arrangements and use of emergency leave.

I have an employee who has recently traveled within the United States to locations where a state of emergency has been declared related to COVID-19 and coronavirus. Can I instruct them to self-quarantine for a period of time before returning to work?

Areas within the United States are typically declaring states of emergency to free up resources or receive resources from the government, not necessarily because of any heightened prevalence of infections. However, because this is such a rapidly evolving situation, knowing the areas that have declared states of emergency is the best method we have of tracking domestic areas that have likely been most impacted by the virus. Consequently, as we do all we can to promote public health, employees who have traveled to these affected areas may be asked to do a 14-day self-quarantine off campus upon return. However, before instructing an employee to self-quarantine, contact the Office of Human Resources and they will coordinate with other campus officials to provide guidance.