

COVID-19 Workplace Policies and Guidance

Employees Whose Work Can Be Done Remotely:

- By Monday, March 23, all employees whose work is able to be performed remotely will be working remotely.
- The week of March 16-20 will be a transitional week, in which designated employees will prepare for increased telecommuting/remote work. Employees who can work effectively from home by telecommuting should make sure, prior to March 23, that they are prepared for telecommuting. This may entail getting encryption and Virtual Private Network (VPN) access to servers for University-owned laptops, or simpler measures such as confirming remote access to voicemail and email. Instructions on how to prepare for working remotely can be found at <http://go.udayton.edu/keepworking>.
- In instances where individuals are prepared to work remotely sooner than Monday, March 23, they are encouraged to do so, provided they have the approval of their respective dean or vice president.

Employees in Good Health Whose Work Must be Performed On-campus:

As a 24/7 residential university, the University of Dayton rarely closes. Many employees must work on campus to provide services that are essential to residential life, campus health and safety, critical research, the protection of physical and intellectual assets, or the continuity or resumption of academic programs and operations. Such personnel for purposes of this pandemic may include individuals other than those previously designated as “essential” for weather-related closings. Unit leaders are actively working to make these determinations in the next several days.

- Unless the situation changes and the University establishes different expectations, staff whose work must be performed on campus and who are well are expected to work on campus as usual. They are expected to work on campus even if they have been in contact with or caring for someone who is ill with an ordinary, non-COVID-19 respiratory illness (in which case, typical preventive measures are recommended for them as caregivers).
- Faculty whose research or supervision of graduate students requires them to be present on campus at some times should consult with their department chairs and deans about how to carry out those responsibilities safely or in alternate modes.
- Exceptions are:
 - Employees who are caring for someone with a confirmed case of COVID-19, in which case employees are required to self-quarantine.
 - Employees returning from any country designated as a [CDC Level 3 area](#), who must self-quarantine at their permanent address or otherwise away from UD's campus for at least 14 days before returning to campus and follow [CDC precautions](#).
 - Employees who are instructed to refrain from attending work by the Office of Human Resources or public health officials.
 - If any of these situations apply to you, please contact the Office of Human Resources at 937-229-2541 or hr@udayton.edu.

Sick Employees and Other Situations Involving Sick Leave:

- **Sick Employees:** Faculty and staff who have symptoms of fever, cough or shortness of breath (unless a cough or shortness of breath is known to be from another ongoing medical issue such as allergies, acid reflux, asthma, etc.) must stay home and should contact their health care provider or access [LiveHealthOnline](#) to determine if they should be tested for COVID-19. Managers and supervisors (with the support and involvement of HR as needed) should ask employees who are exhibiting such symptoms to go home and stay home until 72 hours after they are free of symptoms without the aid of medication. Employees exhibiting severe symptoms should contact their health care provider. Please cooperate with managers who are taking on this uncomfortable responsibility for the wellbeing of all.
- **Paid Sick Leave:** The University of Dayton provides paid sick leave, which is also available for limited use to care for immediate family members, for all benefits-eligible faculty and staff. Refer to the appropriate [Benefits and Leave of Absence Handbook](#) or your union contract (bargaining-unit members) for additional details. Faculty and other academic personnel should consult their [Benefits and Leaves of Absence Handbook for Faculty](#).
- **Paid Time to Care for Immediate Family Members:** Employees who must provide care to immediate family members who are ill are urged to use the available sick or vacation time per the policy; refer to the [Benefits and Leave of Absence Handbook](#) or your union contract (bargaining-unit members) or [Benefits and Leaves of Absence Handbook for Faculty](#) for additional details.
- **Self-isolation or self-quarantine:** Employees who are required to self-isolate or self-quarantine (by public health officials or guidelines, healthcare providers or the University), and whose work is not suitable for telecommuting, should use paid sick leave during the period they are in isolation or quarantine.
- **Non-illness related care:** Employees should use limited sick leave to care for immediate family members who are not ill but need care due to any COVID-19 related closures of schools or daycare centers, or for other breakdowns in care arrangements. Employees are not permitted to bring children or elders to work with them, even if the children or elders are well.
- **Insufficient sick leave:** Employees with insufficient accrued sick leave for the uses outlined above should contact the Office of Human Resources.
- **Reporting sick leave:** Staff members who are out sick are asked to enter absences (sick leave taken, or leave taken for family/dependent care) in the appropriate timekeeping system promptly, or ask that it be done for them by someone with appropriate access to the system.
- **Return to Work:** Written medical certification will be required for those diagnosed with COVID-19, documenting that they may return to work without risk of spreading infection. This medical certification must be submitted to the Office of Human Resources prior to returning to work.
- **Workers at Higher Risk:** Employees who are at increased risk for developing COVID-19 (should they be exposed to the virus) due to underlying health conditions or other factors are urged to consult their physician about steps they can take to protect their health. If increased risks are certified by their physician, employees should contact the Office of Human Resources about potential accommodations.

Other Considerations and Preparations:

- All faculty and staff are urged to practice social distancing measures to avoid exposure to or infection by the virus causing COVID-19. These include limiting large-group gatherings, canceling events, communicating remotely rather than in person, and keeping at least a 6-foot distance between people.
- Faculty and staff who are returning from any country designated as a [CDC Level 3](#) area must self-quarantine at their permanent address or otherwise away from UD's campus for at least 14 days before returning to campus and follow [CDC precautions](#).

Additional Workplace Guidance for Managers:

- Managers and supervisors, including faculty who supervise staff, must not pressure anyone to come to work if they are ill or need to stay at home to care for ill dependents. Conversely, if employees are well, they should not be pressured to stay away from work for reasons such as their ethnic or racial background, home address, having cared for a sick family member (without any indication of COVID-19) or recent travel to an area not identified as [CDC Level 3](#).