

NDSU GUIDANCE ON HUMAN RESOURCES POLICIES RELATED TO COVID-19

Employee FAQs Regarding COVID-19

EMPLOYEES

(UPDATED 12/7/2020; Added 10/28/2020)

If I have been notified that I am a close contact by another person that tested positive for COVID-19, what should I do?

- If you have been identified as a Close Contact, the first and most important thing you need to do is **remain at home or in a comparable setting for the duration of your quarantine period. Avoid congregate settings, public activities, and practice social distancing.** Close contacts will still need to quarantine, unless both the infected person and close contact were wearing a mask at all times during the exposure; this would exempt the contact from being quarantined.
- You are recommended to monitor yourself for symptoms for 14 days following your last potential exposure to a person with COVID-19. This does **NOT** mean that you will get sick with COVID-19. You can use the calculator at health.nd.gov/covidcalculator to calculate the end of your 14 day quarantine period.
- There are options for close contacts to reduce the number of days they will need to quarantine following an exposure to a COVID-positive individual:
 - If you remain symptom-free, you may reduce your quarantine period *from 14 days to 10 days after* your last exposure to a COVID-positive individual.
 - If you remain symptom free, are tested and receive a negative result from a viral COVID-19 test (PCR or rapid antigen), you can reduce your quarantine to *seven days*. Your test can be collected no earlier than 48 hours prior to your quarantine release date. Therefore, the earliest you can be tested is day six from your exposure date. You must continue to quarantine while awaiting test results.
 - After stopping quarantine, you should watch for symptoms until 14 days after exposure.
- If you begin to experience symptoms, immediately self-isolate and seek medical attention at the Student Health Service (for students), or contact your local public health authority or your local healthcare provider (for employees). **DO NOT** go to a hospital or clinic without calling your healthcare provider first.
- If you need to utilize COVID leave as a result of your quarantine, you should go to the link <https://www.health.nd.gov/what-do-if-you-are-close-contact>, read through the resources, print out information related to quarantine and provide both that document and your COVID leave request to your supervisor. Additional information can be found on the NDSU HR COVID-19 Information website: https://www.ndsu.edu/hr/covid_19_information/

(Added 9/1/2020)

If I am covered under categories 4 and 5 below how will I be compensated?

Covered employees eligible for paid sick leave include:

1. Employee subject to a Federal, State, or local quarantine or isolation order related to coronavirus;
2. Employee has been advised by health care provider to self-quarantine due to coronavirus;
3. Employee is experiencing symptoms of coronavirus;
4. **Employee is caring for an individual who is subject to an order described in (1) or has been advised as described in (2);**

5. **Employee is care for their child because the school is closed or childcare provider is unavailable due to coronavirus; or**
6. Employee is experiencing a similar condition specified by Secretary of HHS.

Employers would be required to pay employees two-thirds of their wages, not to exceed \$200 per day and \$2,000 in the aggregate, for a use described in (4) or (5) above. Employees can supplement annual/sick leave (depending on the category) to replace the remaining one-third of their wages for those days. **Employees are not authorized to work and be paid for the remaining one-third to supplement.** If working intermittently they can work and be paid for the other days they are not using COVID leave.

(Added 8/11/2020)

Am I allowed to telecommute?

Work with your supervisor to discuss this option. More information is located within our Policy area at: <https://www.ndsu.edu/hr/mgrtoolbox/telecommuting/>

What should I do if I am concerned about my safety/health?

NDSU is working diligently to minimize the risk of exposure to COVID-19. Employees are encouraged to speak with their supervisor regarding any concerns they may have about their safety/health. You may also contact the Director of Human Resources at 701-231-8788. A link to our Employee Assistance Program is located at: <https://www.ndsu.edu/hr/benefits/eap/>

What should I do if I find out that a co-worker was diagnosed with COVID-19?

Public Health officials will work with the infected individual to identify others with whom they were within close contact which is defined as being within 6 feet of an infectious person for 15 minutes or longer. If you are one of those that are determined to be a close contact, you will be contacted by public health officials and given further direction.

You do not need to undergo Self-Quarantine unless notified that you were a close contact, but you should continue to perform a daily health assessment to be aware of any Coronavirus symptoms. You should also continue to follow the general prevention and workplace prevention measures, such as social distancing (wear a face covering if working within 6 feet for 15 minutes or more), frequent handwashing and covering coughs and sneezes with a tissue.

Will I be told the identity of a co-worker who is diagnosed with COVID-19?

No, individuals with confirmed cases of COVID-19 will not be identified in order to maintain confidentiality.

Will I be required to wear a face covering?

Students, faculty, staff and visitors must on a general basis when around others, wear face coverings over their mouth and nose, both indoors and outdoors, while on the NDSU campus. "Indoors" includes all common areas and public spaces (classrooms, lounges, shared, public office spaces, etc.) when even in passing, 6ft physical distancing cannot be maintained. When outdoors, if 6ft distancing can be maintained, you are encouraged but not required to wear a face covering. A copy of the new guideline along with more information can be found at https://www.ndsu.edu/admission/face_covering_guidelines. We are instituting this new guidance to better protect our campus community against the spread of COVID-19.

(As of 4/1/2020)

I am an employee that is compensated either fully or partially utilizing grant money. Am I eligible for the leave associated with the Families First Coronavirus Response Act?

Yes, provided you meet one of the categories eligible under the law below. Covered employees eligible for paid sick leave include:

1. Employee subject to a Federal, State, or local quarantine or isolation order related to coronavirus;
2. Employee has been advised by health care provider to self-quarantine due to coronavirus;
3. Employee is experiencing symptoms of coronavirus;
4. Employee is caring for an individual who is subject to an order described in (1) or has been advised as described in (2);
5. Employee is caring for their child because the school is closed or childcare provider is unavailable due to coronavirus; or
6. Employee is experiencing a similar condition specified by Secretary of HHS.

NDSU employees who are able to work remotely, should continue working remotely (provided supervisor approves), all other employees are requested to report to work as scheduled, unless leave has been approved by their supervisor. Employees who are unable to work remotely or report to work, should contact their supervisor to request leave.

What should I do if I'm directed to self-quarantine?

If you are required to self-quarantine, notify your supervisor and report that you have been directed to self-quarantine. You should stay at home and follow the guidelines from the:

- ND Department of Health <https://www.health.nd.gov/diseases-conditions/coronavirus>;
- Center for Disease Control and Prevention (CDC) <https://www.cdc.gov/coronavirus/2019-ncov/index.html>; and/or
- Your personal healthcare provider.

Also refer to the Families First Coronavirus Response Act on the Human Resources website: <https://www.ndsu.edu/hr/>

What documentation will I need to provide if I am directed to self-quarantine, and when I return to work after the quarantine period?

The local health department (In Minnesota, there may be other resources to provide documentation) will provide you with a release that you need to provide to Human Resources and your supervisor once you are released from self-quarantine. (Also refer to the Families First Coronavirus Response Act on the Human Resources website: <https://www.ndsu.edu/hr/>)

I am experiencing stress about the possibility of the pandemic. Who can I speak to?

Our employee assistance program is The Village <http://villageeap.com/>. Services are available 24/7, 365 days a year, with nationwide accessibility. There is **no cost** to your household, within certain limits. See the NDSU Benefits page at <https://www.ndsu.edu/hr/benefits/eap/>.

All NDSU benefited employees and members of their household are able to seek assistance through The Village EAP. The Village EAP is a confidential, independent counseling program that offers professional guidance in a variety of areas, such as: relationship issues, emotional health

issues, drug and alcohol issues, workplace issues, crisis counseling, financial issues, legal issues, and wellness.

What if my child’s daycare or school closes and I have to stay at home?

If you are unable to work due to family care responsibilities, you should report your absence to your supervisor. Standard leave policies and reporting procedures apply. (Also refer to the Families First Coronavirus Response Act on the Human Resources website: <https://www.ndsu.edu/hr/>)

It is generally not appropriate to bring your child to work. NDSU Policy 134.1 Workplace and Family/Dependent Responsibilities https://www.ndsu.edu/fileadmin/policy/134_1.pdf applies. To explore if telecommuting is a possibility, contact your supervisor.

What should I do if a member of my household has contracted COVID-19 and I need to stay home to take care of him/her?

Report the information to your supervisor. Dependent sick leave policy would apply: Policy 143 – Sick/Dependent Leave: <https://www.ndsu.edu/fileadmin/policy/143.pdf>. Employees who have a sick family member at home with COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure and monitor their own condition. (Also refer to the Families First Coronavirus Response Act on the Human Resources website: <https://www.ndsu.edu/hr/>)

According to what I’ve read from the Center for Disease Control (CDC), I am at a “high risk” for serious illness from COVID-19 should I contract the virus. What should I be aware of, and what options do I have if I do not want to come to work?

Early information as reported by CDC indicates that some people are at a higher risk of getting sick if they come in contact with COVID-19, including:

- Older adults
- Pregnant women
- People who have serious chronic medical conditions like heart disease, diabetes and lung disease.

If you fall into one of these categories, you should be especially careful to take actions to reduce your risk of being exposed to COVID-19.

It is likely that guidance we issue will become role-specific. For example, those who are in roles which have a large amount of face-to-face contact are in a different position than those who work in an isolated way.

HR will ask supervisors to work with the individual to agree how they are best protected. We will address each situation on a case-by-case basis considering individual circumstances and current guidance from healthcare officials.

If you are in self-quarantine in order to reduce risk of being exposed to COVID-19, but not sick, then usual leave policies will apply for requesting time off. See applicable policies for more information. A special exception to the leave policy has been approved due to the Coronavirus; thus, you may be able to use sick leave for this event. (Also refer to the Families First Coronavirus Response Act on the Human Resources website: <https://www.ndsu.edu/hr/>)

I attended a conference and was notified that one of the attendees tested positive for COVID-19 virus. What do I need to do? If one of my co-workers has a contagious illness such as COVID-19, should I self-quarantine?

Employees who are currently not exhibiting COVID-19 symptoms should notify their supervisor and refer to CDC guidance for monitoring your own health. Those who have been considered to be in close contact to a person who has tested positive will be contacted by the public health officials who will provide directions on any quarantine requirements that would apply.

Do I need to complete FMLA paperwork?

We will need the new FMLA form to request leave under HR 6201 which is located on the HR website: <https://www.ndsu.edu/hr/>. The new emergency leave is an FMLA event that we keep track of.

One of my coworkers appears to be showing flu like symptoms. What should I do?

Talk to your supervisor or manager. Employees who are sick should not be at work until symptoms resolve, and they should seek medical assistance, as appropriate.

How do I track my time if I am working from home?

1. **Hourly Employees:** Report hours worked in Employee Self-Service>Time Tile>Report Time
 - a. To Punch In: Select the Punch Type "In">Only change Time Reporting Code and/or funding source under Time Details, if directed by Supervisor> Click Submit.
 - b. To Punch Out: Select the Punch Type "Out">Click Submit
2. **Salaried Employees:** Do **not** report regular hours worked. You will be paid for those hours through your salaried appointment. Any tracking of hours worked from home should just be communicated to your supervisor, through an agreed upon format. Employees who accrue leave should report any leave as they have always done through Employee Self-Service. Non-Exempt salaried employees should only report any additional hours worked over their regular hours, as they have always done through Employee Self-Service>Time Tile>Timesheet.

Additional step-by-step instructions can be found at: <https://www.ndsu.edu/hr/empltoolbox/> under the link **Employee Self Service – PeopleSoft HRMS 9.2.**