Employee FAQs Regarding COVID-19

UPDATED: 3/27/2020 9:40 AM  Information in GREEN has been added at this time.

EMPLOYEES
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 health care provider. [Also refer to the Families First Coronavirus Response Act on the Human Resources website] [https://www.ndsu.edu/hr/]

I am a resident of Minnesota and recently Governor Walz issued an Executive Order to shelter in place. How will this impact me?
On 25 March, 2020, Governor Walz issued an Executive Order for all Minnesota residents to stay home to limit the spread of COVID-19, except for essential employees. This order takes effect at 11:59 PM on Friday, March 27th and runs through April 10th, 2020. Educators and other workers supporting higher education are exempt from the Executive Order. Accordingly, all NDSU employees who live in Minnesota are considered essential to our on-going operations. These employees will be provided a letter via email indicating their “essential” status. NDSU employees who are able to work remotely, should continue working remotely, 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 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 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/]

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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](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:

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 it. 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, including the precautions previously mentioned.

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.
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.

Am I allowed to telecommute?
Work with your supervisor to discuss this option.

What should I do if I am concerned about my safety/health?
NDSU is working diligently to protect all employees. 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. There are other FAQs that speak to utilization of our employee assistance program and high-risk health issue guidance.