

BUCKNELL UNIVERSITY EMPLOYEE POLICY AND PROCEDURES ON COVID-19 (Coronavirus)

Preparedness, Response, and Prevention

March 12, 2020

Policy History

Original Document – 3/9/20

Sections IV and V modified – 3/12/20

In preparation for the impact to the campus community related to COVID-19 (Coronavirus) the University has developed the following policy. Preventing or slowing transmission (spread) of the virus through everyday practices is the best way to keep people healthy. Working together with guidance from local and national health departments, all of us have an important role in slowing the spread of the virus. Our efforts will help ensure students, staff, and faculty have safe and healthy environments in which to learn and work.

This policy addresses different situations that may be encountered as it relates to COVID-19 and is intended to provide a level of balanced reassurance to employees for situations where traditional University benefits may not be sufficient for these unique circumstances. This policy is in effect until further notice and may change over time.

I. Prevention

According to the Centers for Disease Control (CDC) the best way to prevent illness is to avoid being exposed to this virus. The advice from the [CDC](#) provides strategies to avoid contacting the COVID-19 virus and other ways to minimize exposure.

A. Personal Hygiene

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Face masks are recommended only for healthcare workers and people who are taking care of sick people in close settings
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.

B. Remote Work

Some faculty and staff may have the opportunity to successfully complete their duties and responsibilities remotely to assist in the effort to slow the spread of COVID-19. Faculty should consult with their Deans' offices and department chairs, and staff should talk with their

supervisors, about whether remote work can be used effectively in the following situations referenced elsewhere in this policy:

- while caring for others who are ill;
- during periods of quarantine;
- if schools/childcare providers are closed requiring care for dependent children;
- during periods of reduced operations or University closure.

Those who request and are approved to work remotely will need to meet the performance expectations associated with their positions.

Supervisors should document the remote work arrangement specifying the following: duration, work performance expectations, how the employee will be supervised, and communication requirements. Supervisors should coordinate with Katelyn Stark, Human Resource Generalist (kas066@bucknell.edu) to develop appropriate documentation for approved remote work arrangements.

Employees approved for remote work assignments should take appropriate steps to ensure that they maintain contact with their team and constituents, including forwarding their Bucknell office phone to a number where they can be reached, and should check their work email periodically during business hours.

C. Routine Environmental Cleaning

In addition to the measures performed by our colleagues in Facilities, employees are encouraged to routinely clean all frequently touched surfaces in their workspace such as telephone receivers, countertops, door knobs, computers and keyboards, etc.

Disposable wipes can be obtained through Procurement Services so that commonly used surfaces can be wiped down by employees.

II. **Pay and Benefits**

Modified Pay and Benefits policies will be applied for periods of Quarantine, Employee Illness, and Caring for Others, using the following guidelines and as described below. In addition to informing your supervisor of any absence related to COVID-19, Employees should contact HR to ensure that the special benefits described below are applied. Should large-scale closures of the University be enacted, additional policy modifications may be developed.

A. Non-exempt Staff

Non-exempt staff will be paid their regular rate of pay for all regularly scheduled hours able to be worked remotely. Non-exempt staff who are unable to perform their job remotely will be paid their base pay rate for their scheduled daily hours for up to 21 work days without recourse to their accrued sick or vacation days. Non-exempt staff unable to return to work after 21 work days can continue to receive pay for their scheduled weekly hours by using any accrued University benefit time (sick, vacation, personal, floating holidays).

B. Exempt Staff

Exempt staff will be paid their weekly pay for all weeks in which they are able to perform any remote work for up to 21 work days without recourse to their accrued sick or vacation days. Exempt staff unable to return to work after 21 days can continue to receive pay for their

scheduled weekly pay by using any accrued university provided benefit time (salary continuation [sick], vacation, personal, floating holidays).

C. Quarantine

Employees who believe they have been exposed to COVID-19 should take precautions to prevent the spread of the virus by isolating at home and restricting activities outside the home except for obtaining medical care.

The University will continue to provide base pay and benefits for those requiring a quarantine period as described above.

If you contract COVID-19 and are unable to return to work following quarantine or as a result of complications from the virus, contact HR and see the Employee Illness and Return to Work section below.

D. Employee Illness and Return to Work

Any employee who is sick with symptoms that could be COVID-19 (fever, cough, shortness of breath) should stay home from work. According to the CDC, fever in this case is defined as 100.4° Fahrenheit or greater using an oral thermometer when the person has not used fever-reducing medicine. Employees do not need to provide a note from a healthcare provider confirming COVID-19 or its symptoms in order to be absent from work. The University will continue to provide base pay and benefits as described above.

Clearance from a health care provider is required in order to return to work/campus after a COVID-19 illness.

Faculty or staff who develop COVID-19 symptoms while at work should return home as soon as possible, and should immediately consult their health care provider. Individuals who are feeling sick should make reasonable effort to isolate themselves from others until they are able to leave campus. See employee illness and return to work above for information regarding pay and benefits while ill.

E. Caring for Others

Employees who share a home with someone who is diagnosed with COVID-19 should follow the [precautions recommended by the CDC](#) and review the CDC guidance for [how to conduct a risk assessment of their potential exposure](#). They should monitor their own health for symptoms of the virus and stay home from work if they develop symptoms that could be COVID-19 (fever, cough, shortness of breath). Fever in this case is defined by the CDC as 100.4° Fahrenheit or greater using an oral thermometer when the person has not used fever-reducing medicine. If advised by their health care provider or a local official that they may be contagious even before they are symptomatic, employees should stay at home. The University will continue to provide base pay and benefits as described above.

Faculty and staff who are required to stay home to care for ill family members will receive pay and benefits as described above.

III. **Campus Closure/Reduced Operations**

Should the University determine the need for campus closure or reduced operations, additional information regarding pay and benefits will be communicated at that time.

IV. Travel

All University sponsored travel should be suspended, including but not limited to conference attendance, training and development, and grant supported travel. Faculty and staff who normally engage in job-related travel should explore video conferencing as an alternative to travel. Exceptions to this provision may be granted by the President, Provost, or appropriate Dean or Vice President.

If after such considerations you are planning to travel to an area that is listed as [Level 4 or Level 3 travel risk by the CDC](#), the travel should be canceled. Travel to Level 2 risk locations should be closely evaluated based on the employees' own health and the business need for the travel, and the Division Leader (appropriate Vice President, Dean, or Provost) must approve such Level 2 travel. At this point in time, travel to Level 1 risk locations may continue, especially if delaying it or canceling it would have a detrimental effect on the University's business. We may soon take up the question of all university-supported travel.

Up to date information from the CDC on travel can be found here:

[Travel: Frequently Asked Questions and Answers](#)

Some employees may be concerned about risk and want to pre-emptively cancel travel even to Level 1 risk locations. You should consult with the employee, your supervisor, and your Division Leader to decide in such a situation.

Please remember that anyone traveling overseas on a Bucknell sponsored trip needs to inform the appropriate Division leader so the University knows who is traveling where. This will greatly assist the University in supporting travelers who face hardships during their travel and/or who become stranded.

If you become sick while traveling contact your supervisor and work with a healthcare provider to take the appropriate measures.

V. Recruitment and Candidate Travel

Recruitment for all open positions is suspended until after May 1, 2020. We will re-evaluate the need to post and or continue recruitment efforts at that time. Exceptions to this provision may be granted by the President, Provost, or appropriate Vice President.

VI. Supervisor and Management Responsibilities

Supervisors should develop strategies to plan for continuation of essential business functions in cases of higher than usual absenteeism. Examples may include: remote work, cross training, service level reductions to minimum requirements, identification of alternate methods to provide your services should that become necessary, temporary suspension of operations as needed, alternate methods of communicating (examples, email, telephone and video conferencing)

VII. Anti-Discrimination

Faculty and staff must prevent stigma and discrimination in the workplace. Do not make determinations of risk based on race or country of origin, and be sure to maintain confidentiality of people with confirmed COVID-19.

VIII. Communication Plan

The University will use the following website to provide updated and critical information to all faculty and staff on an ongoing basis as necessary: [BUCKNELL CORONA VIRUS \(COVID-19\) UPDATES](#)

IX. Timekeeping and Absence Communication

Staff should follow department policies or guidelines to communicate with their supervisors regarding the need for absences related to COVID-19. This includes email communication as well as taking appropriate action in Workday to provide an accurate account of time worked and time off. Individuals without access to Workday should communicate directly with their supervisor.

X. Helpful Resources from the Centers for Disease Control (CDC)

The following general fact sheets are designed for faculty staff and their families to understand COVID-19 and the steps they can take to protect themselves.

[What you need to know about COVID-19 Coronavirus Disease](#)

[Prevent Others from Getting Sick](#)

[Stop the Spread of Germs \(COVID-19\)](#)

[Share Facts About COVID-19](#)