



COVID-19 Employee FAQs

(Exposure Procedures, Pay, Business and Personal Travel, etc.)

Updated March 25, 2020

Please Note: We will continue to follow the guidance of the CDC, State Health Department and our Clarkson College Implementation COVID-19 Outbreak Plan. Information is subject to change at any time.

The Clarkson College campus remains open, however beginning March 23, 2020, employees are encouraged to work remotely as frequently as possible. Please work with your Department Director regarding scheduling to ensure continued service to the education of our students.

All employees are encouraged to follow social distancing guidelines to the extent this is possible. Continue to work with your Department Director regarding the best utilization regarding available space on-campus.

Reminder: maximize online resources to limit face-to-face interactions when possible.

1. (UPDATE) I am asymptomatic, but based on guidelines, I have been advised to self-quarantine. How will I get paid for this time?

Effective March 16, if you have been ordered to quarantine, you may qualify for disability pay. Contact Matrix Absence Management at 877.202.0055 or go to matrixabsence.com to file a claim.

2. If you have been advised to self-quarantine, Clarkson College will provide up to 2 weeks (10 working days) of PTO to cover your quarantine. If you do not earn PTO or have a PTO bank, Clarkson College will pay up to 2 weeks (10 working days) of your normally scheduled pay. I was diagnosed with COVID-19 and need to be off work. How will I get paid?

If you are diagnosed with COVID-19, this may qualify as a disability. Contact Matrix Absence Management at 877.202.0055 or matrixabsence.com to file a claim. You could qualify for time off through the Family Medical Leave Act (FMLA) or a medical leave of absence (MLOA). If approved for FMLA or a MLOA, you may use short-term disability (STD) pay, which could be supplemented by your EIB or PTO.

Please refer to the Family Medical Leave Act (FMLA) or Medical Leave of Absence (MLOA Non-FMLA) policy or reach out to Clarkson College Human Resources for additional information.

3. If I am asymptomatic, but I am in a high-risk group to potentially contract COVID-19, am I required to come to work?

Clarkson College will continue to follow the guidance of the CDC and State Health Department. Each individual situation will be reviewed on a case by case basis. High risk groups can vary based on the location and will need to be reviewed. Please contact Clarkson College Human Resources for additional information.

4. If I need to self-quarantine and can work from home, am I able to do so?

Contact your supervisor regarding options to work from home. Your supervisor may need to work with the College Human Resources and/or Information Technology Department to make arrangements for any additional remote work access needs.

Please note that you may also be required to work in a different role, in a different capacity or based on essential staffing needs. We will continue to follow the direction of the **Clarkson College Implementation Plan COVID-19 Outbreak** regarding when/if to enact essential staffing procedures.

5. If I develop flu-like symptoms and need to self-quarantine, how do I report this to Clarkson College?

Please contact your department supervisor if you need to be off work due to flu-like symptoms. Colleagues should also contact the Clarkson College Human Resources so that we can continue to track potential exposures and help you.

6. I self-quarantined for (or was diagnosed with) COVID-19, but now I am now cleared to come back to work.

What do I need to do?

For safety of our students/faculty/staff, you will be required to provide a note from your health care provider to the Clarkson College Human Resources Department.

7. Depending upon staffing needs, may I be required to cancel planned PTO, work on a non-scheduled workday and/or work in a different role or different department?

Depending on staffing needs, you may be called upon to assist in extraordinary ways outside of your normal role. We will take direction from the **Clarkson College Implementation Plan COVID-19 Outbreak** team to enact on emergency staffing plans.

8. If I contract COVID-19, might this qualify for worker's compensation?

If you contract COVID-19 or develop related symptoms, we recommend that you submit an Employee Safety Event (ESE) under the Shout Out for Safety (SOS) link on the NOW intranet home page so we can follow our standard process to determine if workers compensation applies. Please contact Clarkson College Human Resources for assistance.

9. What if I am well, but I need to care for a family member who has tested positive for COVID-19?

The safety of our employees and our students continues to be our top priority. If you not able to work due to caring for an immediate family member, this may qualify as an approved leave of absence under FMLA. Please see instructions in question two regarding how to file for a leave of absence with Matrix Absence Management. Time off under FMLA is considered job-protected leave if you are off work to care for a family member. FMLA to care for a family member does not qualify for a paid leave of absence, but you may take PTO for this time. Time off to care for a family member may qualify under #1 listed above and will be reviewed on a case by case basis. Please reach out to Clarkson College Human Resources for more information.

10. If my child's school or day care is closed, but I need to be at work, what options do I have?

Employees are currently encouraged to work remotely as much as possible from home. Please work with your department Director to determine what resources may be needed to work from home. Your supervisor may need to work with the College Human Resources and/or Information Technology Department to make arrangements for any additional remote work access needs.

There may be job related situations that require for you to come to campus. We will attempt to provide as much notice as possible to make prior childcare arrangements. Please work with your department director as needed.

11. My position does not afford me to work remotely, am I required to report to campus? If I'm not required to report to campus, will I still be paid?

No, employees should work with their department director as to what tasks can be completed working from home. In the event the College enacts any measures outlined in their **Clarkson College Implementation Plan COVID-19 Outbreak**, and employees are not required to come to work, Clarkson College would pay employees using the same procedures as if the College is closed due to inclement weather.

12. If I am interested in donating PTO to others who may be in need how can I do so?

To donate PTO, complete the Hardship Healing donation form located on MyHR.

13. If I am traveling for personal reasons, do I need to take any special precautions upon my return?

Employees and students are highly discouraged from travel. All employees should continue to refer to the Center for Disease Control and Prevention Travel Health Notices. Domestic travel is discouraged and should be limited to essential travel per state and federal guidelines.

Advise students to be aware that any travel may result in delay or quarantine, which may delay the completion of their academic program.

Employees and students must notify their supervisor in advance to allow for planning upon return. Employees should regularly consult the CDC website [HERE \[cdc.gov\]](https://www.cdc.gov) to understand the changing COVID-19 status of their destination and should adhere to its guidelines related to travel.

Employees will need to follow the procedures outlined in #6 upon return to work.

14. If I am traveling for business reasons are there any special procedures to follow?

Travel for business reasons is currently suspended for all employees.

15. (NEW) Will the cost of COVID-19 testing and the related office visit be covered under our health plan? What if I am on a spouse's plan?

- a. The IRS has issued guidelines that all COVID-19 testing (this includes the cost of the office visit) conducted by a provider or at a facility that is outside of the health plan's network, will be considered preventative and will be covered under all health plans at 100%. UMR is working on setting this up in its system. If you believe you were billed incorrectly, submit a case in MyHR and we will work with you to reprocess the claim.

16. (NEW) I am an employee on Nebraska Medicine's (Clarkson College) health plan. Will our health plan cover telehealth visits?

- b. Yes, we are working with UMR to set this up and will provide more information as it is available. In the meantime, if you need to see your provider using a telehealth visit, please do so. If you are charged incorrectly during this setup period, we will work with you to reprocess the claim.

17. (NEW) Are we considering eliminating or increasing the current PTO cap of 320 hours?

- c. We know that some colleagues may not be able to take time off because of workforce needs. Therefore, the existing PTO cap will be lifted effective immediately through June 30, 2020, meaning colleagues will be allowed to accrue PTO above the existing 320 cap. We will re-evaluate whether or not to reinstitute the cap on June 30. If the cap is reinstated on June 30 and you have accrued PTO above 320 hours, you will be able to keep this PTO.
- d. Please also note that if you have a large PTO bank that there are others in need. You may want to consider donating your PTO. If you are interested in donating your PTO, locate the Hardship Healing Fund donation form on MyHR.

18. (NEW) Is anything changing with the Empower Program due to the pandemic? For example, onsite biometric screenings, Empower points, etc.

- e. There are no changes at this time. The deadline to complete the Empower Program in order to be eligible for calendar year 2021 incentives continues to be Sept. 30, 2020. We will continue to evaluate and will communicate any changes moving forward.

19. (NEW) If you have been ordered to quarantine, whether a self-quarantine based on CDC guidelines or through the orders of a Health Care Provider, you may qualify for disability pay. Contact Matrix Absence Management at 877.202.0055 or go to matrixabsence.com to file a claim. You could qualify for time off through the Family Medical Leave Act (FMLA) or a medical leave of absence (MLOA). If approved for FMLA or MLOA, you may use short-term disability pay, which could be supplemented with paid time off (PTO) or your grandfathered extended illness bank (EIB), if applicable.

Contact HR if you have been instructed to quarantine, even if you are or have the ability to work remotely.