

Guidelines for Supervisors & Managers Regarding COVID-19

These frequently asked questions are being provided in an effort to guide you on navigating the return of your employees to the Delgado Community College workplace. Supervisors and Managers should remain flexible as we transition employees back to work. Keep in mind the information below.

Managers and supervisors must:

- Encourage employees to remain home when they are sick.
- Take steps to provide scheduling options to assist employees at this time. For example, allow employees to work remotely, if possible, adjust start and end work times, and approve leave when needed to assist employees' who are transitioning back to the work place.
- Ensure each of your workstations are visibly labeled for social distancing according to CDC guidelines.
- The established Leave of Absence process will be used for any leave request that is not COVID-19 related.
- Communicate with Human Resources if you have questions regarding COVID-19.
- Be alert to employee communications and absences due to COVID-19. Refer any potential situation to Human Resources immediately
- Consider holding meetings virtually using the Microsoft Teams and/or Zoom to reduce gatherings of 10 or more.
- Maintain confidentiality, and if an employee is exhibiting symptoms of COVID-19 or has been confirmed to have COVID-19.
- Ensure employees are wearing face masks or face coverings at all times while on campus. If your employee has a private office, they may remove their face mask while in the office alone. Upon the entrance of another employee ALL face mask or coverings should be worn.
- Consider your employees a "new hire" when returning to work. Welcome them back!

Links to Tools and Resources:

- <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html>
- [The Coronavirus Crisis: Tools for Tough Times](#)
- <https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>
- <https://www.dol.gov/agencies/whd/fmla/pandemic>
- <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html>

FREQUENTLY ASKED QUESTIONS

(subject to change)

LEAVE

1. May employees use annual leave, sick leave, or other type of leave to avoid working?

Delgado employees requesting leave other than COVID -19 related issues should follow the established leave process.

2. Is the COVID-19 virus a Family Medical Leave Act (FMLA) qualifying condition and will an employee be able to use FMLA Leave?

FMLA Leave may be available in relation to the employee illness or the illness of a qualifying family member. Please refer the employee to Human Resources so that we may assess the employee's need.

3. How does an employee enter their COVID-19 leave on their timesheet?

The employee would enter it as regular sick leave on their timesheet. Human Resources, in coordination with Payroll, will make the appropriate adjustment on the employee's timesheet who has been approved for the leave.

4. Who do I contact if an employee may qualify for the COVID-19 leave?

Please refer the employee to Human Resources.

5. What should I do if my employee's child school or childcare provider is closed and they need to be absent from work?

Please refer the employee to Human Resources as they may qualify under the expanded family medical leave.

ILLNESS

6. If an employee indicates they have symptoms of COVID-19 or a confirmed case of the COVID-19 virus, may they work remotely?

Human Resources must be notified of all employees who may have or exhibit symptoms of COVID-19 and Human Resources will work with management to coordinate, if this is possible.

7. If an employee begins to experience symptoms of COVID-19 while at work, what should I do?

The employee should be referred to contact Human Resources and immediately send the employee to seek medical attention. The Supervisor/Manager should notify Human Resources and Facilities.

8. If an employee states that they have a medical condition that prevents them from returning to work, what should I do?

The employee should be referred to contact Human Resources, as the employee may qualify for the Expanded FMLA. The Supervisor/Manager should notify Human Resources immediately.

9. If an employee states and shows concern that they were fine when they arrived at work, but since then they are beginning to feel ill?

Human Resources must be notified of all employees who state this. The employee will be informed that they need to seek medical attention immediately and provide Human Resources with their medical documentation. Further conversation with the employee will continue to navigate the process of returning the employee back to work, when cleared.

The employee's timesheet is to be coded as sick time, until a final determination of COVID-19 is made.

SAFETY

10. If an employee states questions and shows concern about the depth of cleaning that has taken place in their work area?

The Supervisor/Manager should contact Facilities Planning to receive clarification of the most recent cleaning of the work area.

11. If an employee inquires about designated areas to avoid and what has been labeled as safe?

The Supervisor/Manager should work with Building Services/Custodial staff to ensure that the area has been cleaned and labeled according to CDC and Department of Health guidelines.

DAILY MANAGEMENT

12. How do I manage breaks - meals?

Suggested Protocol: While ensuring social distancing, here are a few suggestions.

Have employees:

- *Turn off their computer during their break/lunch**
- *Clear space from daily work during break/lunch**
- *Clock in-out and notify management, with possible signage**
- *Create "Out to Lunch" signage**

The Manager/Supervisor should post a lunch schedule for their entire work group.

13. If an employee asks about their work schedule with varied locations – in office/remote and working a normal work week?

Educate the employee that although the work location is shifting back to working in the office while maintaining remote working, the expectation is that a normal work week will continue.