

## Phase 3 Frequently Asked Questions

Current as of July 30, 2020

Please note that as we learn more about COVID 19, the answers in this FAQ could change. If they do, we will make adjustments and will send the revisions to all colleagues.

### **Will all colleagues return to campus on August 3 as part of Phase 3?**

No. Cabinet has approved a de-densification plan, which was explained in Dave's weekly email July 23. MU will continue to encourage virtual meetings and remote work when possible. Representation in physical office spaces is not required for all offices. You should work with your supervisor and vice president to determine staffing needs. Any questions should be directed to your supervisor.

### **When students go home at Thanksgiving and remain there through the end of the year, will staff and faculty work remotely?**

Supervisors and vice presidents will work with each department on a plan for the academic year that includes remote work.

### **How will the mail services be handled?**

Because not all departments will have representatives available in the office, we will continue mail pickup at the back door of the Campus Store. Unless your department already has an assigned MU mailbox with combination, this process will continue as normal.

### **Can a colleague have additional computer equipment for the office and at home if they are asked to work on campus and remotely?**

Technology equipment is limited and may not be available if requested. Any technology requests should be directed to the IT help desk

### **How will offices and classrooms be cleaned?**

We will continue to ask employees to clean their own office spaces. Every department will receive an additional bottle of disinfectant. We encourage you to



clean your own door handles, acrylic partitions and computer keyboards. However, please DO

NOT spray electronics directly with the disinfectant. Instead, spray the provided cloth or a paper towel and wipe down your electronics. All classrooms will be supplied with a spray bottle of disinfectant. Between classes, custodial services will use an electrostatic cleaning product on the classroom furniture.

### **What additional cleaning measures are being taken?**

Custodial Services will adjust their cleaning schedules so that residence hall community restrooms can be cleaned twice a day, seven days a week. In addition, the staff will clean classrooms between all classes. Manchester Dining will employ two full-time employees whose primary responsibility is to clean tables in the dining commons. We also have added 100 hand sanitizer locations around campus.

### **Will staff and faculty be expected to clean personal office areas, printers, and common office spaces?**

In January, we implemented cleaning procedures for all employees to maintain their personal office spaces. That process will continue, in addition to asking you to wipe office/suite door handles with the disinfectant provided. We have purchased 50 wipe stations that will be next to community printers and computer labs so that the campus has access to wipes for electronics. Smaller offices who do not share a print station with a larger community will need to use the disinfectant bottle and cloth to wipe printers regularly. Disinfectant bottles will be provided in all conference rooms, and you are encouraged to wipe down the space if you feel it's necessary.

### **Are face masks required for staff and faculty?**

Yes, face masks are required in common areas and face-to-face interactions and should be a cloth covering that covers both the mouth and nose. Please be sure to care for your face mask properly by wearing freshly laundered face masks each day. If using disposable masks, be aware that they are disposable after a one-day use and if they get wet, they should be replaced.

### **Are face masks required outside?**



Face masks are not required outside, except when you cannot maintain a social distance of 6 feet.

There will be additional picnic tables placed around campus for those who would like to take breaks or eat outside.

### **Will face masks be provided?**

MU will provide one branded face mask per colleague. You will get your mask from your supervisor when you return to campus.

### **Can colleagues wear their own face masks?**

Yes, fabric face masks or disposable surgical masks are allowed. However, the dress code policy in the employee handbook applies to face masks as well. The dress code policy states, “As representatives of the University, employees should strive at all times to ensure that their clothing and appearance are business-like and contribute to a pleasant campus atmosphere for co-workers, students and guests. All employees are expected to maintain an appearance that projects a positive image of the University and is appropriate for their positions. The following are examples of inappropriate apparel in the office: tattered jeans, cutoffs, overalls, shirts [face masks] bearing offensive or provocative messages or pictures, sweatpants, Spandex, jogging suits, beach or shower-type sandals, tank tops, beach wear, short-shorts, and clothing that reveals bare backs, midriffs, thighs, shoulders, etc.”

### **Can we use face shields instead of face masks, and will they be provided?**

There is no scientific proof that face shields alone are effective in stopping the spread of viruses. Face shields should not be used in place of a face mask. If faculty feel they can be better understood if they use a face shield in presentations, that is acceptable, but they should be more than 6 feet from students and use a face mask as soon as the presentation is over. Face shields will not be provided.

### **What if a colleague does not want to wear a face mask?**

Face masks are required. If you feel that you are unable to wear a mask, contact [health@manchester.edu](mailto:health@manchester.edu) to begin an interactive process to discuss possible accommodations.



## What should colleagues do if they see others not wearing a face mask in common areas or in face-to-face interactions, or if others are not wearing the face mask properly?

We are called to work together to protect the safety, health and well-being of the University community and the surrounding community, by adhering to expectations of the face mask policy. If you encounter a Spartan student, faculty, staff member or visitor who is not following the face mask policy, we ask that you do the following in the spirit of caring and encouragement:

1. Ask the person to follow policy by wearing a face mask in common spaces or in face-to-face interactions, and in a way that covers the mouth and nose.
2. Inform the person on the importance of following the expectations of the face mask guidelines.
3. If, after asking and informing, the person refuses to wear the face mask or wear it properly, we ask that you report it by emailing [health@manchester.edu](mailto:health@manchester.edu).

## What screening and tracking documentation will colleagues be expected to complete prior to coming to campus?

All colleagues should use the daily checklist to monitor symptoms each day before coming to campus. **Do not come to campus if you are symptomatic.** If you have any symptoms on the daily checklist, follow the instructions on the bottom of the checklist and email [health@manchester.edu](mailto:health@manchester.edu).

In addition, please complete the daily contact log each day.

Neither of these forms need to be turned in daily, but they will be helpful in reviewing symptoms and for the Indiana State Department of Health in the event of a positive case.

## The daily checklists ask if one has been in close contact with someone with COVID-19. What is the definition of close contact?

Trusted health care organizations define close contact as contact with someone who is positive for COVID-19 for 15 minutes or more with less than 6 feet distance and without a mask.



## What is the process when a colleague is unable to work because of COVID-19 symptoms?

If you call in sick or need to care for a sick family member, notify your supervisor and email [health@manchester.edu](mailto:health@manchester.edu). Supervisors will enter PTO on your time card. If you do not feel well, our Center for Health and Sports Medicine will communicate with you about next steps. The health team will triage with you to help determine if symptoms indicate a possible COVID-19 infection. The team then will assist you regarding work restrictions and/or refer you to a health care provider, or for testing if necessary. The team will communicate any restrictions to you and your supervisor.

Human Resources will work with you to see if your situation falls into one of the paid-time-off categories under the Families First Coronavirus Act or under short-term disability/FMLA. If the situation is not covered under a paid leave, the PTO time will remain on your time card. If the situation is covered under a paid leave, Human Resources will remove the PTO from your time card and enter the code that coincides with the situation.

## How will work be covered if faculty or staff get sick and cannot complete their work or teach their class?

The protocol for COVID-19 is the same as for any other illness. Supervisors and vice presidents will need to address these situations if they arise.

## Will colleagues need to quarantine after they return from personal travel?

No, quarantine after travel is not required, but it is best practice to work remotely if you can for 10-14 days after returning from travel. You should continue to complete the daily checklist and, if symptoms arise after travel, do not come to work and contact your supervisor and email [health@manchester.edu](mailto:health@manchester.edu).

## If a colleague tests positive, how will that be communicated to the campus community?

Because the University is still bound to confidentiality and proper handling of protected health information under HIPAA, names of colleagues who test positive will not be communicated. The number of positive cases on each campus will be

If a colleague tests positive and reports that they had close contact with other colleagues, the Indiana State Department of Health may reach out to those colleagues as part of contact tracing.

### **Should colleagues quarantine if someone in their department has COVID-19 symptoms and is unable to come to work?**

No, colleagues will continue working their regular schedules. If a co-worker has a positive test, then the Center for Health and Sports Medicine will work with the colleague who tests positive to determine if “close contact” with another colleague occurred. If there is close contact with other colleagues, those colleagues will be asked to mark their daily checklist as having come into close contact with someone who tested positive for COVID-19 and follow the instructions by staying home and working with the team at [health@manchester.edu](mailto:health@manchester.edu). The safety guidelines of de-densifying campus, wearing a mask, social distancing and proper hand hygiene have been put in place to limit the spread of the virus.

### **What should be done if a colleague who is ill (or appears to be ill) reports to work? Can their supervisor send the colleague home?**

Yes. A supervisor can send home any colleague who appears to be ill with symptoms similar to COVID-19. If necessary, supervisors can make that decision in collaboration with HR or the Center for Health and Sports Medicine. If you need help making that decision, please email [health@manchester.edu](mailto:health@manchester.edu) or call Ext. 5945 or 5288.

### **How will supervisors and colleagues know when the colleague can return to work after presenting COVID-19 symptoms?**

Someone from the Center for Health and Sports Medicine or Human Resources will communicate with the supervisor and colleague on when they are able to return to work. Colleagues should not return to work without that communication from a [health@manchester.edu](mailto:health@manchester.edu) email.



## **What if a colleague does not have enough PTO to cover their absence due to an illness?**

Initially, non-exempt and exempt colleagues will use hours in their PTO bank for hours not worked, even if sent home by their supervisor. These hours do not count toward the annual PTO limit of 264 hours. If you exhaust the PTO in your bank, Banked Time Off (BTO) will be used for those who have a balance in their BTO bank. If PTO and BTO are exhausted, PTO time from the future could be used, but that would lessen the PTO balance for the following year.

However, Human Resources will work with you to identify if the situation falls into a paid category, and the PTO may be removed if it does. If it does not fit in a COVID-19 paid category, FMLA or short-term disability may apply. Lastly, HR will work with you to see if other accommodations can be made, on a case-by-case basis.

## **What should a colleague do if they are expected to be on campus but have a medical situation for which they need accommodations?**

You should email [health@manchester.edu](mailto:health@manchester.edu) and explain that you feel like you need an accommodation. HR will reach out to you to start the interactive process to discuss possible accommodations.

## **What if a colleague is not sick but does not want to come to work for fear of becoming ill?**

We are taking precautions to help keep you as healthy as possible. We are encouraging frequent handwashing. We have added more hand-sanitizing stations in high-traffic areas, for when handwashing is not an option. Face mask use in common areas and in face-to-face interactions are required on both campuses. However, if you feel that you cannot return, please email [health@manchester.edu](mailto:health@manchester.edu) and tell us your concern. Someone will reach out to you and work with you to reach a resolution.

## **If school or day care is closed due to a board of health or school system decision, but the colleague's child is not sick, how will the colleague be paid?**

You are expected to notify your supervisor and [health@manchester.edu](mailto:health@manchester.edu) promptly of the reason for your absence and the anticipated return date. Human



Resources and supervisors will work with you to find a resolution, which could include remote work, if possible, or alternate work schedules.

**If a colleague's absence is due to contracting COVID-19, or if a colleague's spouse or child contracts COVID-19 and they must stay home to care for them, does FMLA apply?**

It is possible that FMLA would apply. There have been some additional laws regarding paid sick leave and emergency FMLA. If you need to be out for these reasons, it is best to email [health@manchester.edu](mailto:health@manchester.edu) and someone from HR will reach out to you to discuss leave options.

If you have additional questions, please contact Kourtney Rogers at Ext. 5191 or Brandee Estes at Ext. 5288.

**Can a supervisor schedule a colleague to work hours or shifts that the colleague normally does not work, or require colleagues to do work that is not in their assigned job description?**

Yes, you may be asked to work more or different hours than normal, or be asked to assist others in their job responsibilities. As much notice and training as possible will be given to colleagues who are asked to make adjustments.

**What is the University-sponsored travel policy during the pandemic?**

MU will allow vehicle travel only. Overnight trips and air travel will be considered only under extreme exception and approval from the area vice president.

**What assistance is available to colleagues to help cope with the emotional impact of a COVID-19 outbreak?**

Please click [here](#) for more information.