

Hello,

Yesterday, Governor Northam announced that the Commonwealth will move to Phase III of the Virginia Forward re-opening plan next Wednesday, July 1. As we prepare for students returning to campus in August, in-person activity on campus will increase during the month of July.

Human Resources, in close collaboration across the University and with state government, worked to develop the University's *Temporary COVID-19 Workplace Policy and Procedures*. It was written to provide guidance to faculty and staff during the pandemic on responsible and healthy behavior, the use of sick and other forms of leave, teleworking requirements, as well as instructional faculty teaching adaptations. Faculty who are eligible to request a teaching adaptation should do so using the attached form no later than Tuesday, July 7, 2020.

While this policy addresses a range of issues, there will be continuing guidance for workplaces and state agencies as circumstances change, and we will continue to share information as it becomes available. We also recognize many of you will have individualized questions and concerns. Please send those to Human Resources (hrCOVID19@longwood.edu).

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Chief Human Resources Officer

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TEMPORARY COVID-19 WORKPLACE POLICY AND PROCEDURES

The COVID-19 pandemic has presented an unparalleled challenge for the world, the United States, the Commonwealth of Virginia, and Longwood University. Almost every aspect of daily life has been affected in some way by the pandemic. The workplace is no exception. While the Commonwealth has eased many of the restrictions related to the pandemic, state officials have urged us to remain vigilant, cautious, and measured. The Governor's Executive Order 61 notes that "(t)he path forward will not be business as usual." Longwood's workforce and workplace will be different during the pandemic. To be successful, it will take hard work, flexibility, creativity, and personal responsibility from all Longwood employees. This temporary policy and the associated procedures are designed to assist Longwood employees to navigate the workplace in the months to come.

A. RESPONSIBLE HEALTH BEHAVIOR

1. State, federal, and local officials have outlined strategies and guidance for mitigating the spread of COVID-19. This guidance continues to evolve and change. Longwood expects employees to comply with guidance and encourages responsible public health behavior on campus. During the course of the COVID-19 pandemic, Longwood encourages employees to do the following:

- Stay home when you are sick;
- Engage in social distancing and stay at least 6 feet (about 2 arms lengths) from others;
- When possible, provide business service virtually;
- Wash your hands often;
- Cover your mouth and nose with a tissue or use the inside of your elbow when you cough or sneeze;
- Clean your workspace;
- Adjust your workspace to accommodate social distancing;
- When possible, favor phone calls or virtual meetings over in-person meetings, including faculty office hours; and
- Implement flexible work hours (staggered shifts) when possible.

2. Responsible health behavior includes using a face covering when you are not able to social distance and in compliance with state guidance. All faculty, staff, and students should wear face coverings in any setting where six feet of physical distance cannot be consistently maintained. Regardless of social distancing measures in place, all faculty, staff, and students should wear face coverings at all times while inside classrooms. Exceptions may apply in areas, such as performing arts, if other precautions are in place. Faculty, staff, and students should wear face coverings when entering and exiting academic buildings before and after classes, until they are outside. Additional face covering requirements may be in place for faculty, staff, and students in particular facilities, operations, or assignments, such as Dining Services, where there is significant interaction with the public.

3. If you need assistance with any of these, please contact hrCovid19@longwood.edu. Longwood prohibits retaliation of any kind against an employee who is engaging in responsible health behavior in accordance with this policy.

B. SICK LEAVE

1. The CDC has identified COVID-19 symptoms which may include the following: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea. Employees are encouraged to self-monitor for COVID-19 symptoms. Longwood employees who become ill with symptoms of influenza-like illness at work should 1) leave the workplace, 2) report to Human Resources (hrCOVID19@longwood.edu) that they are experiencing COVID-19 symptoms, and 3) obtain a COVID-19 test.
2. Employees should use sick leave while obtaining a COVID-19 test. Employees may use existing sick leave, Family First Coronavirus Response Act (FFCRA) Emergency Sick Leave (up to 80 hours through 12/31/2020), or the Public Health Emergency Leave (PHEL) (up to 80 hours). Employees should contact Human Resources to request FFCRA Emergency Sick Leave or PHEL.
3. Those who test negative for COVID-19, but continue to experience symptoms of influenza-like illness, are encouraged to stay home. The university may require the employee to provide documentation from a health care provider prior to returning to work.
4. Those who test positive for COVID-19 are not permitted to return to campus until they are cleared by a health care provider to do so. At a minimum, employees shall not return to work until at least 10 days have passed since symptoms first appeared and at least 3 days (72 hours) have passed since recovery, defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath). Employees who have tested positive may use existing sick leave, FFCRA Emergency Sick Leave (up to 80 hours through 12/31/2020) or the PHEL (up to 80 hours). Employees should contact Human Resources to request FFCRA Emergency Sick Leave or PHEL. The university may require the employee to provide documentation from a health care provider prior to returning to work.
5. Employees who have been in close contact with someone with COVID-19 should obtain a COVID-19 test, may use sick leave to do so, and should inform Human Resources (hrCOVID19@longwood.edu). Close contact includes: living in the same household as a sick person with COVID-19; caring for a sick person with COVID-19; being within 6 feet of a sick person with COVID-19 for 15 minutes or longer; or being in direct contact with secretions from a sick person with COVID-19 (e.g., being coughed on, kissing, sharing utensils, etc.).

C. TELEWORK FOR CLASSIFIED AND AP EMPLOYEES

1. The Governor, through executive order, has instructed all business sectors to encourage teleworking whenever possible. However, with students' return to campus in August, employees need to discuss with their supervisors their work arrangements for the fall semester, such as alternate schedules or telework options described in [Virginia DHRM Policy 1.61 Teleworking](#).

2. Employees whose positions are eligible for telework and who wish to telework during the fall semester must update their current telework agreement or complete a telework agreement with Human Resources by Monday, August 3, 2020. (see [Longwood University Standard Telework Agreement](#)).

3. Supervisors are encouraged to be flexible when approving telework/alternate schedule options and consider employees who fall into CDC high-risk categories or who have increased childcare and school or family obligations resulting from the COVID-19 pandemic. However, telework assignments should not change the condition of employment, the number of hours worked, or the job duties of an employee. Those employees who telework are required to comply with state policies, and there may be jobs which are not appropriate for telework/alternate schedule options.

4. Supervisors should discuss with their vice president the telework/alternate schedule options for their employees. Vice presidents, in consultation with Human Resources, will have the final approval of telework/alternate schedule options for employees in their division.

D. FACULTY TEACHING ADAPTATION

1. Faculty members who fall within one of the [CDC high-risk categories for COVID-19](#) may request a temporary teaching adaptation for the fall semester. Temporary teaching adaptation requests could include priority for a larger classroom space or the ability to teach some or all classes online (with required professional development if needed).

2. A faculty teaching adaptation form should be completed and sent to Human Resources by Tuesday, July 7, 2020. Individuals who have medical conditions that put them at higher risk for COVID-19 will be required to provide medical documentation to Human Resources. Medical information will be kept confidential. Those eligible for adaptations are determined and identified by Human Resources. Reasonable adaptations are implemented in a collaborative process among the employee and their supervisors.

3. Longwood provides reasonable adaptations due to COVID-19 to qualified faculty members. In general, it is the employee's responsibility to inform Human Resources that they need a COVID-19 related adaptation. A supervisor is not required to provide reasonable adaptations if they are not aware of the employee's need and desire for the adaptation.

E. LEAVE OF ABSENCE

1. There is currently no vaccine to protect against COVID-19, and anyone can get COVID-19. No one can completely eliminate all the risk of getting COVID-19. The University recognizes that there may be employees who are simply unable to perform job obligations due to family care or the decision to self-isolate for other than medical reasons. These employees may request a temporary, unpaid leave of absence from Human Resources. Such requests will be considered on a case-by-case basis in consultation with the employee's manager. Classified employees may request unpaid leave pursuant to [Virginia DHRM Policy 4.45 – Leave Without Pay – Conditional and Unconditional](#). Faculty may request unpaid leaves of absence under the Faculty

Policies and Procedures Manual (FPPM, 2019-2020, pp.176-77, Section III, GG. Leaves of Absence, 6. Leave Without Pay).

2. Employees who are sick and whose eligible family members are sick may be entitled to leave under the Family and Medical Leave Act (FMLA) under certain circumstances. The FMLA entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave in a designated 12-month leave year for specified family and medical reasons. Employees on FMLA leave are entitled to the continuation of group health insurance coverage under the same conditions as coverage would have been provided if the employee had been continuously employed during the leave period.

F. PRIVACY

Pursuant to university policy, information entrusted to the Human Resources Office's custody regarding an employee is considered confidential.

G. EFFECTIVE DATE

This policy shall be effective July 1, 2020, and shall remain in effect at the discretion of the University President.

Faculty Teaching Adaptation Request Form

Faculty members who fall within one of the Centers for Disease Control (CDC) high-risk categories for COVID-19 may request a temporary teaching adaptation for the fall semester by completing this form and submitting it to Human Resources (hrCOVID19@longwood.edu) by July 7, 2020. Individuals who have medical conditions that put them at higher risk for COVID-19 will be required to provide medical documentation to Human Resources. Appropriate medical documentation should either be provided with this request or as soon after submitting the request as possible.

Contents of this request are confidential. Human Resources will verify the faculty member's eligibility. Although the provost, your dean, and your department chair will participate in the adaptation process, information about your medical condition, including medical documentation, will not be shared with them unless you authorize it.

The CDC has identified several groups who are at higher risk for severe illness from COVID-19. The [CDC website](#) has the latest information about high-risk categories. Based upon available information to date, those at higher risk for severe illness from COVID-19 include:

- people 65 years and older;
- people with chronic lung disease or moderate to severe asthma;
- people who have serious heart conditions;
- people who are immunocompromised;
- people with severe obesity (body mass index [BMI] of 40 or higher);
- people with diabetes;
- people with chronic kidney disease undergoing dialysis; and
- people with liver disease.

Name: _____

Email: _____ Job Title: _____

Preferred contact phone number: _____ Department: _____

Please list the reason(s) you are requesting a teaching adjustment. Appropriate medical documentation should either be provided with this request or as soon after submitting the request as possible.

List the courses you are teaching this fall.

List any other job duties for which you are requesting an adaptation.

Are you LOTI trained? _____ Yes _____ No

Please describe your requested adaptation. Examples include teaching courses online, requesting larger spaces, or a combination of the two.

If the reason for the request is temporary, what is the anticipated date you will no longer need the adaptation?

By submitting this form to Human Resources, I am attesting to the veracity of the above information to the best of my knowledge. I acknowledge that I am requesting a reasonable adaptation. I agree to cooperate fully with Human Resources in responding to my request, including providing any appropriate medical documentation. I understand that I may not be provided with the specific adaptation that I have requested.

Longwood provides reasonable adaptations due to COVID-19 to qualified faculty members. In general, it is the employee's responsibility to inform their supervisor that they need a COVID-19 related adaptation. A supervisor is not required to provide reasonable adaptations if they are not aware of the employee's need and desire for the adaptation. Those eligible for adaptations are determined and identified by Human Resources. Reasonable adaptations are implemented in a collaborative process among the employee and their supervisors.