

March 12, 2020

Dear Staff and Administrators,

With all the concern around the novel coronavirus, COVID-19, we are taking steps to promote the health and wellbeing of our community.

The University has taken measures to create a temporary COVID-19 leave bank to be used only for COVID-19 related issues, such as COVID-19 infection, self-quarantine, or COVID-19-related care for family members of their household. The COVID-19 leave bank is available temporarily and until further notice. We will revisit the availability of the COVID-19 leave bank and may make additional edits to the following procedures and guidelines, as the situation evolves.

Employees at high-risk for serious illness from COVID-19, according to CDC guidelines, may request to work remotely if their duties and responsibilities allow remote work. If employees at high risk need to stay home and remote work is not an option for them, they may seek approval from Human Resources to use the COVID-19 leave bank.

Dealing with COVID-19 related issues can cause stress and anxiety. Please do not hesitate to reach out to the professionals at Kepro, Loyola's Employee Assistance Program (EAP), at 1-800-765-0770. They can be reached 24/7.

Please review the important information following this memo and contact your supervisor or human resources partner with any questions. We will continue to update you as the situation evolves.

Sincerely,

Kathleen M. Parnell  
Associate Vice President Human Resources

## **COVID-19 Information for Employees**

### **Employees at a high risk for serious illness from COVID-19**

In the event an employee is not currently suffering from COVID-19, but is at a high risk for serious illness from COVID-19 (per CDC information or as advised by a medical professional), the employee should contact Human Resources, who will explore options with the employee's supervisor for temporary remote work, use of the COVID-19 leave bank, other possible accommodations. For COVID-19 risk associated with an underlying health condition, Human Resources may request medical documentation to support the need for remote work.

### **Self-quarantine or Other COVID-19 Related Absences**

Employees will be provided temporary remote work, use of the COVID-19 leave bank, or other possible accommodations in light of the COVID-19 outbreak, when approved by HR under the following circumstances:

- 1) The employee or a member of the employee's household has, or is suspected of having, COVID-19;
- 2) The CDC or local health official has recommended that the employee or a household member self-quarantine;
- 3) If an employee or a member of the employee's household has traveled to locations of high concern as determined by the CDC;
- 4) The employee or a member of the employee's household has come into close contact with an individual who has contracted the COVID-19 virus;
- 5) Other COVID-19 related-absences as approved by Human Resources

In these cases, the employee should report the information to their supervisor and HR. In the case of self-quarantine, employees will be expected to self-quarantine at home as recommended by CDC guidance or as determined appropriate by local health officials. Employees who are well will be expected to work remotely if remote work is available and will be paid for their regularly scheduled hours.

### **COVID-19 Leave Bank for COVID-19 related issues**

The University has created a temporary COVID-19 leave bank for COVID-19 related issues. This is temporary and available only until further notification. Time off from work for COVID-19 related absences, according to the terms of this guideline, will be paid under the COVID-19 leave bank. Regular sick time, personal time or paid vacation time will not be subtracted automatically from an employee's regular leave balances if qualifying for use of the COVID-19 leave bank in accordance with this guideline. The University recognizes that an employee may also be entitled to leave under the FMLA in the event of a COVID-19-related qualifying condition for the employee or a family member, and the University will comply with the FMLA and all relevant regulations in the administration of the employee's leave. Requests for documentation associated with COVID-19 related illnesses among employees or family members will be made in accordance with applicable federal and state laws. To the extent any applicable federal or state leave law provides greater leave rights or entitlement than this guideline, the University will comply with such law.

### **Requests for Documentation to Access the COVID-19 Leave Bank**

Employees may be required to produce a doctor's note or other documentation certifying that the employee or someone who lives in their home has, or is suspected of having, COVID-19, is under quarantine related to COVID-19, has traveled to a location of high concern as determined by the CDC, has come into close contact with an individual with COVID-19, the employee is at high risk for serious illness from COVID-19, or other supporting documentation in order to take advantage of the COVID-19 leave bank. If such documentation is requested and not available (e.g., if the employee cannot access a medical provider), please contact Human Resources.

### **Leave for Non-COVID-19 related reasons**

Employees who are sick for non-COVID-19 related issues, or who do not qualify for COVID-19 leave bank according to this guideline, are expected to use their regular sick, personal, and vacation leave options; or, if none are available, would be unpaid for time off.

### **Continued COVID-19 Leave Needs**

The COVID-19 leave bank is available temporarily and until further notice. We will revisit the availability of the COVID-19 leave bank, and the terms of this guideline, as the situation evolves.

### **Employee and Supervisor Instructions for Using the COVID-19 Leave Bank Once Approved**

#### *Employee instruction:*

- Administrators will record COVID-19 related time off via the TimeClock Plus system. When entering a request, select the code 9999990007-COV Related. Your supervisor will then be notified. You will see the appointment show on your calendar as pending until they approve the request.
- Staff will record COVID-19 related time off using the dropdown menu in the TimeClock Plus system. When entering time for a day in which you are using COVID-19 related leave, select the code 9999990007-COV Related. Supervisors will record COV related leave in TimeClock Plus for staff employees who swipe a time clock.

#### *Supervisor instruction:*

- Administrators will record COVID-19 related time off via the TimeClock Plus system using the code 9999990007-COV Related. Approve submitted requests. You may also enter time off on an employee's behalf if they are unable to submit the leave request.
- Staff will record COVID-19 related time off on their timesheet in the TimeClock Plus system, using the code 9999990007-COV Related, when they take the leave.

### **Remote Work for Employees on COVID-19 Leave**

Many functions can be performed on an interim basis via remote work. We encourage employees to review their roles and regular tasks with their supervisors to determine what functions can be performed remotely and what resources may be necessary to accomplish remote work.

In these cases, if remote work is available, employees are expected to work remotely and to be as productive as possible throughout the workday. (Note that this does not apply to employees who are sick or who are on FML or other protected leave of absence.)

It is expected that remote workers will be reachable by email and/or phone during their normally scheduled work hours. For some positions, remote work may only be available for a portion of the workday or workweek. In all cases, employees should report all hours worked (i.e., when the employee is on duty and available during normally scheduled work hours or when performing assigned work).

### **Options for Remote Work or use of the COVID-19 Leave Bank**

In the case of employees on approved COVID-19 leave, supervisors should propose the remote work duties to be performed to Human Resources. With HR approval please note the following options:

- 1) Employees authorized for temporary remote work who are able to perform their normally assigned duties remotely should do so. They should work their normally scheduled hours, report time in Time Clock Plus as time worked, and be available by phone and email throughout the employee's normal workday.
- 2) Administrative assistants, program assistants and other positions not normally authorized for remote work should be provided the option to work remotely if it is logistically possible and if they can be assigned projects that can be performed remotely. If remote work is available for all or a partial day, and they are on duty for the entire shift (available by phone and email during all business hours), they will report the time in Time Clock Plus as time worked.

- 3) Employees whose positions have no potential for remote work (facilities, campus police, EVS technicians, etc.) are eligible to use the COVID-19 leave bank with HR approval and will continue to be paid.

### **Performance during Remote Work**

Employee performance during remote work will be evaluated in the same way performance is evaluated while employees are working on-site. Good communication will be expected between the employee and the supervisor related to work assignments, schedules, deliverables and issues. Employees may need to attend meetings via Skype or Zoom.

### **Time away from Remote Work**

Vacation and personal time off should be scheduled as usual during approved remote work. The employee would record vacation and personal time off using the regular vacation or personal time codes. Employees must notify their supervisor of any time not “on duty” working and any time not available by phone and email. In those cases, time off should be taken under the appropriate regular leave codes.

### **Sick time Unrelated to COVID-19**

Supervisors should be notified, and leave would be recorded as regular sick leave.

### **Tips for remote work:**

Make sure employees:

- Forward their office number to their cell phone
- Have a laptop or desktop at home to work on
- Establish a safe, private work area
- Are trained in technology needed to access files and the portal.
- Know who to contact in the event of an emergency
- For more information on working remotely, refer to:  
<https://loyola.teamdynamix.com/TDClient/1866/Portal/KB/ArticleDet?ID=100440>

### **Employee Travel Registry**

Employees traveling out of state or country for personal or approved business reasons:

As a threshold matter, we request that employees who are traveling please [register on the Employee Travel Registry](#) so the university may determine next steps relative to remote work or potential quarantine, in accordance with CDC guidelines and any recommendations from local health authorities.

### **University Affiliated Travel**

Non-essential University-affiliated travel is restricted until further notice. The vice president in each area will determine whether travel is essential. If you will be traveling, please consider the potential risks that may be involved in visiting your destination, including the risk of transmission as well as the risk of quarantine upon return. Avoid places experiencing sustained community transmission. Keep in mind that guidance may change once you have left your destination or returned home. Updated information on recommendations for travel can be found on the travel information page on the CDC’s site.

*As this situation develops and in the event the University must suspend operations, we will provide further guidance regarding pay continuance and remote working arrangements. The University reserves the right to change or cease these guidelines at any time.*