

COVID Policies

Accommodations, Leave of Absences,
& Operations


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Thank You for Attending!

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Accommodations


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COVID-19 Accommodations

- Vulnerable Population
 - Age Group
 - Health Condition
 - Household Member*

*Household members are not covered under the ADA or EEOC guidance, but ATU wants to have that option for employees so long as it is practicable.

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Accommodation Process

1. Employee submits documentation to HR
2. HR will confirm with employee what accommodation is currently being requested
3. HR will email supervisor
 - Employee is requesting <specific accommodation>
 - Can you accommodate based on operational needs?
4. Supervisor responds to HR to continue interactive dialogue
5. Approval or Denial will be sent to employee and supervisor

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Examples

- John Doe submits a request for accommodation due to his age being within the vulnerable population. He requests a face shield to wear in addition to his mask while teaching.
- Jane Does submits a request for accommodation due to a qualifying health condition. She requests to continue working remote. She is the Administrative Specialist for your office.

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Important Notes to Accommodations

- Requests for accommodations should only be filed if the accommodation is currently needed.
- Accommodation approvals are specific.
- Accommodation approvals should be based on your operational needs as a department.
- Employees are still required to follow our policies and protocols that are not affected by their approved accommodation.
- Accommodations are approved for a specific time frame and can be changed with the changing COVID environment.

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Leave of Absence/FMLA

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Leave of Absence Process

- Employee emails hr@atu.edu to request leave.
- HR reviews to determine type of leave the employee qualifies for and send the appropriate leave paperwork.
- Supervisor is notified that leave of absence was requested.
- Supervisor is notified either:
 - Leave of absence is approved and dates
 - Leave of absence is denied

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Expanded FMLA – eff. until 12/31/20

- Who is eligible?
 - Must have been employed at least 30 days
 - No hours requirement, just part-time or full-time
 - Qualifying COVID Reason (next slide)
- This does not extend FMLA beyond 12 weeks.
- Eligibility for non-COVID reasons for FMLA remain the same as previously.

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Qualifying Reasons for expanded FMLA

Employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

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Paid Leave Entitlements

For qualifying reasons #1-3:

- Up to two weeks (based on normal hours worked) of paid sick leave based on their regular rate of pay up to \$511 daily and \$5,110 total
- Any additional time beyond these two weeks would require employees to use their earned sick leave and annual leave

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Paid Leave Entitlements

For qualifying reasons #4 & 6:

- Up to two weeks (based on normal hours worked) of paid sick leave based on 2/3 of their regular rate of pay up to \$200 daily and \$2,000 total
- Any additional time beyond these two weeks would require employees to use their earned sick leave and annual leave

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Paid Leave Entitlements

For qualifying reasons #5 (caring for his/her child whose school or place of care is closed due to COVID-19 reasons):

- Up to **twelve** weeks (based on normal hours worked) of paid sick leave based on 2/3 of their regular rate of pay up to \$200 daily and \$12,000 total

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Supervisor Guidance Common What Do I Do Questions

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Employee fails the health screening.

- Employee should be directed to talk to the Health & Wellness Center (HWC) on campus at 479-968-0329.
- HWC will gather information from the employee, let the employee know if they need to be tested, and provide other guidance.
- Employee should notify supervisor of HWC guidance.
- If tested, employee should remain off campus until they have their results from their test.
 - If employee is asymptomatic and can work remotely, can allow to work from home.
 - If employee has symptoms or cannot work remotely, must file a FMLA request.

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After Hours/Weekend Guidance: Failed Health Screening

- If the employee answers YES to any of the questions in Step 2 of the Health Screening, and it is after 5:00 pm Monday-Friday or on a weekend, they should:
 - Contact their medical provider, urgent care clinic, or emergency room for evaluation.
 - If their health care provider suspects they may have COVID-19 or they are tested for COVID-19, they should isolate at home and contact the Health and Wellness Center at (479) 968-0329 during normal operating hours of Monday – Friday from 8am-5pm.

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Employee was exposed to someone who is positive for COVID-19.

- Employee should:
 - Contact the HWC; if after hours or on weekend, contact HWC on Monday.
 - Remain off campus until they have received guidance from HWC or Arkansas Dept. of Health (ADH).
 - If determined to have had close contact based on CDC guideline, the employee will be directed to remain at home for 14 days, regardless of test results.
- If employee is asymptomatic and can work remotely, can allow to work from home.
- If employee has symptoms or cannot work remotely, must file a FMLA request

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Employee tests positive for COVID-19.

- ADH should be in contact with all employees who test positive but HWC will provide interim guidance until employee is contacted by ADH.
- Employee should:
 - contact HWC; if results received after hours or on weekend, self-isolate and contact HWC when open
 - Notify supervisor of positive test
 - Remain off campus and isolate until cleared to return to work per HWC or ADH guidance
- Employee may need to request FMLA.

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Leave of Absence – COVID Positive

Asymptomatic Employees

- If possible to work remote, allow to continue working.
- Can return to normal working process once cleared by ADH or HWC if employee was not contacted by ADH

Symptomatic Employees

- Will need to follow the process to request FMLA
- If possible to work intermittently or at a reduced schedule and able to work remote, can allow to continue working
- If not possible to work, employee will need to be on a full leave of absence
- Can return to normal working process once cleared by ADH, healthcare provider, and/or HWC

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Employee has been released by ADH or HWC but still has symptoms.

- If the employee tested positive and was symptomatic, the ADH or HWC will not release the individual until they have met CDC criteria to be released from isolation.
 - **Current** CDC criteria for release from isolation:
 - At least 10 days have passed since symptoms started or (if asymptomatic) since date of positive test
 - Symptoms are improving
 - Fever free for 24 hours without fever-reducing medication
- The employee can return to work once they are cleared by HWC and/or ADH.

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Employee refuses to follow COVID policies and protocols.

- HR is currently working with Staff and Faculty Senates to create a common structured disciplinary guide to help with non-compliance issues.
- If you experience non-compliance issues within your department before the guide is available, please contact HR for directions on how to proceed.

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Resources

- HR Webpage – COVID Resources
<https://www.atu.edu/hr/COVID-19%20Resources.php>
- ATU Pandemic Recovery Webpage
<https://www.atu.edu/pandemicrecovery/>
- Human Resources office
- Health & Wellness Center on campus

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Reminder

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Questions?

- For any specific employee or situation questions, please contact Human Resources at hr@atu.edu or 479-968-0396.
- You can also call, email, or set up a WebEx meeting with Christina Stolarz or Rebecca Lacava.