

## **FAQ's for Employees – March 17, 2020**

### **I am concerned about reporting to work during the COVID-19 outbreak. What are my options?**

At the present time, St. Augustine has no verified reports of exposure to the virus, either through contact, direct or indirect, with a person known to have the virus, or through an environmental contact where the virus has been identified. We continue to monitor the situation hour by hour and will immediately communicate if and we are made aware of an increased exposure threat.

Still, we understand that individuals may have concerns about exposure, either to themselves, as a person with higher risks, or to a family member. St. Augustine would not ask you to choose between your job and your health. Any employee who would prefer to self-quarantine is eligible to use available benefit time, including sick time, vacation and vacation bank, and personal days. Alternatively, if benefit hours are insufficient, the college will make unpaid personal leave available until such a time as the CDC, state and local government advises us that the risk has been mitigated.

### **What if I feel sick or I believe that I have come into contact with a person infected with the virus?**

First and foremost, take care of yourself. Contact your healthcare provider and follow their instructions. You should not report to work if there is any possibility that you have been exposed to COVID-19 (or any contagion). Secondly, contact the St. Augustine HR department to report your illness or exposure to illness. While the CDC does not consider proximity to a person with symptoms, but no diagnosis of illness, as exposure requiring quarantine, we believe it is better to err on the side of caution.

Employees who need to be absent due to their own illness or the illness of an immediate family member, may be covered by FMLA as well as short term disability.

### **Is it possible to work at home?**

The college is currently undergoing a process to develop a contingency plan for every department that addresses minimum staffing levels, maintenance of service levels to our students and continuity of services to the organization.

Requests to work remote will be handled on a case to case basis. Please note, the review and approval process to work remote is *reason neutral*, and factors unrelated to the

completion of essential job duties are not a factor in the approval. For example, the request to work from home because of child care concerns would not meet the standard for working at home, although flex hours, working reduced hours or intermittent time off might be an option. Further, an employees' health who is or may be compromised by the virus should contact Human Resources directly to determine if accommodation under the Americans with Disabilities Act is advised.