



# Delta State University

## COVID-19 Protocols Guide for Employees

August 5, 2020

## **GUIDING PRINCIPLES**

Delta State University's policies, procedures, and protocols for responding to the COVID-19 pandemic are rooted in the safety of our students, staff, and faculty, and of the public with whom we interact.

The primary goals for DSU's response to the COVID-19 pandemic are to keep our Delta State family and our campus safe, protect public health, and maintain the academic mission of Delta State.

DSU's plans will also be aligned and consistent with local orders and ordinances of the City of Cleveland and Bolivar County, policies and guidelines of the Mississippi Institutions of Higher Learning, as well as the Mississippi State Department of Public Health. DSU's plans will also follow recommendations from the federal government (Opening Guidelines) and Centers for Disease Control and Prevention.

***Our knowledge and understanding of the COVID-19 virus continues to evolve, and our policies and plans will be updated as more information becomes available.***

## WORKPLACE EXPECTATIONS AND GUIDELINES

All employees are expected to comply fully with the policies, procedures, protocols, and guidelines outlined in this document.

All employees must complete and submit the “Delta State University Employee Acknowledgement of the Fall 2020 Return to Campus Requirements and Risks related to COVID-19” attestation form indicating that they understand the institution’s policies, procedures, guidelines, and protocols regarding keeping the workplace as safe as possible, COVID-19 testing, contact tracing, quarantine, and isolation procedures, and that they agree to try in good faith to abide by those policies. An employee’s refusal to complete the “Delta State University Employee Acknowledgement of the Fall 2020 Return to Campus Requirements and Risks related to COVID-19” attestation form will be treated as a performance or standard of conduct issue and may result in corrective action per the “Work Performance and Code of Conduct” policy.

Employee questions should be directed to Human Resources at 662-846-4035.

## WHAT YOU SHOULD KNOW ABOUT THE CORONAVIRUS AND YOUR EMPLOYMENT

As the novel coronavirus, known as COVID-19, has spread globally and in the United States, Delta State University has been and continues to follow the developments closely. We care about the health of the members of the Delta State community, and are working hard to keep our campus as safe as possible. If localized outbreaks emerge, tighter restrictions and reduced staffing may be implemented. The university will continue to monitor this situation, and updates will be provided regularly via the university’s COVID-19 website [www.deltastate.edu/coronavirus](http://www.deltastate.edu/coronavirus).

To help contain the spread of COVID-19 and minimize the risk for all members of the Delta State community, the university has implemented several preventive measures for employees. Additional information for each item listed below is provided at the end of this section.

1. All employees are required to complete by August 14 the “Delta State University Employee Acknowledgement of the Fall 2020 Return to Campus Requirements and Risks related to COVID-19” attestation form (link provided below) affirming their understanding of the responsibility to adhere to current university-established protocols and procedures.  
(<https://forms.office.com/FormsPro/Pages/ResponsePage.aspx?id=UAKh63sluUyYFLshZ7TZnfPO0mQU0xVMtytM8CGXZ19UMUxISE9DQjRGWEZTRkQ0V1NEWVFDQTdTUi4u>)
2. All employees are required to complete each day before reporting to work the COVID-19 screening process for checking symptoms and risk factors.
3. Employees who feel ill and/or believe he/she has been exposed to or contracted the novel coronavirus disease (COVID-19) should stay home (or leave the workplace).

4. Employees are required to self-report to Human Resources if he/she displays signs or symptoms of COVID-19 illness and/or the results of all COVID-19 tests. The information will be treated and maintained as a confidential medical record.
5. Employees must wear a face mask or face covering at all times while in a shared work space/room and must follow social distancing guidelines. Face masks/coverings are not required when outdoors unless unable to maintain a distance of six feet or more with other people.
6. Employees should report any safety and/or health concerns to their supervisor and/or Human Resources.
7. Employees should intensify cleaning and disinfection practices in their work space and ensure healthy hygiene practices to reduce the spread of germs.
8. All employees who are at high-risk for COVID-19, including older adults and people of any age with certain underlying medical conditions, are encouraged to work remotely when possible. These employees should contact Human Resources for more information.
9. Employees who have other COVID-19 related issues (caring for others, childcare, etc.) may be eligible to work from home. These employees should contact Human Resources for more information.
10. If an employee is required to be tested for COVID-19, Delta State will reimburse the employee for out-of-pocket costs for the test(s).

## **I. Health and Safety Considerations**

### **A. COVID-19 Overview**

#### **What is the “coronavirus” and how is it transmitted?**

The 2019 novel coronavirus (COVID-19) causes respiratory illness in people and can spread from person-to-person. According to the Centers for Disease Control and Prevention (CDC), the best way to prevent illness is to avoid being exposed to this virus. The virus is thought to spread mainly from person-to-person: between people who are in close contact with one another (within about 6 feet) and through respiratory droplets produced when an infected person coughs, sneezes, or talks.

#### **What are the symptoms?**

According to the CDC, people with COVID-19 have had a wide range of symptoms reported — ranging from mild symptoms to severe illness. Symptoms may appear two to 14 days after exposure to the virus. People with the following symptoms may have COVID-19 (this list does not include all possible symptoms):

- 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
- Diarrhea

**How can I help prevent the spread of respiratory viruses like the coronavirus?**

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizers containing at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- When possible, put six feet of distance between yourself and people who don't live in your household.
- Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Immediately wash/sanitize your hands.
- Clean and disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- Cover your mouth and nose with a cloth face cover when around others.
- Be alert for symptoms.
- If you are sick, stay home.

**B. Employees in High Risk Categories**

All employees who are at high-risk for COVID-19, including older adults and people of any age with certain underlying medical conditions, are encouraged to work remotely when possible. For a list of individuals that the CDC considers at a higher risk, please visit: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html>. These employees should contact Human Resources for more information.

**C. Facility Cleaning and Sanitation**

In preparation for the return of all employees and students for the fall semester, Delta State will clean and sanitize all campus facilities before August 14. Also, the university has implemented cleaning and disinfecting practices, according to CDC guidelines, to maintain clean facilities and safe conditions.

Employees who have a concern regarding the cleaning and sanitation of their building should contact their Building Manager. If the issue is not addressed in a timely manner, the employee should report the concern to the Vice President for Finance and Administration.

Hand sanitizers will be installed at all entrances and high-traffic areas. In addition to custodial crews cleaning offices and work spaces every day, each department will be provided sanitizing supplies for employees to clean commonly used surfaces (copier, coffee maker, light switches, door knobs, etc.), before and after use, and throughout

the day. Facilities Management staff will clean high traffic common areas (restrooms, door handles, stairwell handles, elevators, etc.) frequently during the day.

Facilities Management has replaced all air filters throughout campus with the CDC recommended MERV 13 Pleated Air Filters to improve central air filtration. The air filters will be replaced on a regular basis.

Customer service areas (Student Business Services, Registrar's Office, Student Financial Assistance, etc.) will have marks on the floor to ensure customers maintain a distance of at least 6 feet between one another and plexiglass shields will be installed, as needed.

#### **D. Health and Safety Best Practices**

Employees should be proactive in being knowledgeable about best practices for the prevention of the spread of COVID-19.

Appropriate signage will be developed and posted throughout campus to educate and promote adherence to public health practices, including hand hygiene, physical distancing, proper cough/sneeze etiquette, frequent disinfection of common high traffic areas, symptom assessment, temperature checks, and face mask/coverings in public.

Listed below are links to a few documents to help employees work safely on campus.

- **Keeping the workplace safe:**  
<https://www.cdc.gov/coronavirus/2019-ncov/community/stay-safe.html>
- **Prevent getting sick:**  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/index.html>
- **Frequently asked questions:**  
<https://www.cdc.gov/coronavirus/2019-ncov/faq.html>

#### **E. Quarantine vs. Isolation**

Quarantine and isolation help protect the public by preventing exposure to people who have or may have a contagious disease.

The CDC defines quarantine and isolation in the following ways:

- Quarantine keeps someone who might have been exposed to the virus away from others.
- Isolation separates people who are infected with the virus away from people who are not infected.

#### **F. Travel**

All university-affiliated international and domestic travel is prohibited until further notice.

Employees who believe their travel is essential must apply for a waiver with their respective Vice President.

All personal international travel is strongly discouraged. If you do travel, you should monitor warnings and alerts from the U.S. State Department and register your planned non-business trips with the U.S. Embassy or consulate.

### **What do I do if I returned from international travel in the last 14 days?**

If you are returning from international travel, call Human Resources (846-4035) immediately for an assessment, and notify your supervisor.

Steps that will be followed for employees who are returning from international travel:

1. Employee does not return to campus until cleared by Human Resources.
2. Employee calls Human Resources (846-4035) within one business day of returning from international travel.
3. Human Resources will complete the “Coronavirus (COVID-19) Workplace Health Screening” form based on the employee’s responses.
4. If an employee has traveled internationally in the last 14 days, the employee:
  - must quarantine at home for 14 days from the date of return (based on the time it takes to develop the illness), AND
  - should monitor for COVID-19 symptoms, AND
  - must contact his/her primary care physician/Delta State’s Healthcare Specialist for further direction if symptoms arise, AND
  - must complete the appropriate leave form, AND
  - will be provided with the date HR will contact them for follow-up.
5. HR will notify the employee’s supervisor and vice president of their decision and will provide instructions to employee’s supervisor and vice president regarding confidentiality of employee health information.
6. HR will notify the employee’s supervisor and vice president of the isolation/quarantine dates, as well as the follow-up date.
7. HR will contact the employee on the follow-up date to conduct a re-screening.
8. Before returning to work, an employee:
  - must complete the 14 day quarantine period, AND
  - must have been symptom-free during the 14-day quarantine period, AND
  - must contact HR to complete the “Coronavirus Disease (COVID-19) Workplace Health Screening” form, AND
  - must receive approval from HR to return to the workplace.
9. After an employee is re-screened, HR will notify the employee’s supervisor and vice president of their decision regarding the employee’s ability to return to the workplace and the date the employee is to return to work, if cleared. If the employee is not cleared, HR will notify the employee’s supervisor and vice president of their decision and the follow-up date.



## **G. Visitors on Campus**

All visitors are required to adhere to the health and safety protocols put forth by the university (i.e. social distancing, wearing a face covering, screening, etc.)

## **II. Personal Safety Practices**

### **A. Face Masks/Cloth Face Coverings**

Face masks or face coverings must be worn by all employees working on campus when in the presence of others and in all public settings (e.g., common work spaces, meeting rooms, classrooms, etc.).

Appropriate use of face masks or coverings is critical in minimizing risks to others near you. It is possible to spread COVID-19 to others even if you do not feel sick or have any symptoms, especially to those who are vulnerable due to underlying conditions or other risk factors. Please be respectful of your co-workers and their concerns by wearing your mask in all common areas, including hallways, restrooms, conference rooms, and while helping others at office windows. The mask or cloth face covering is not a substitute for social distancing. Cloth face coverings must be worn for only one day at a time, and must be properly laundered before use again.

Delta State will provide re-useable masks to all employees, at no cost to the employee (five masks per employee). Human Resources will provide the masks to new employees. Current employees can request additional masks from their Building Manager.

While the university will provide cloth face coverings to all employees, we also recognize that employees may want to wear their own face coverings, and employees are encouraged to do so.

Employees should adhere to the following guidance from the CDC on how to wear and care for face coverings properly: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

### **B. Social Distancing**

Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick.

Employees should follow these social distancing practices:

- Stay at least 6 feet (about 2 arms' length) from other people at all times.



- Adjust physical work locations to assure that a minimum of 6-foot space can be maintained.
- Conduct/attend meetings electronically, when possible
- Do not gather in groups.
- Stay out of crowded places and avoid mass gatherings.

Delta State University will follow state and local guidelines regarding the limitations surrounding indoor gatherings, outdoor gatherings, and arena attendance.

### **C. Hand washing**

Employees should wash their hands often with soap and water for at least 20 seconds, especially after being in a public place, or after blowing their nose, coughing, sneezing, or touching their face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands with the sanitizer and rub your hands together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

### **D. Gloves**

Healthcare workers and others in high-risk areas should use gloves as part of PPE (Personal Protective Equipment), but according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Employees will be allowed to wear their personal gloves, if desired, but the University will not furnish gloves. Washing your hands often is considered the best practice for common everyday tasks.

### **E. Goggles/Face Shields**

Employees do not need to wear goggles or face shields as part of general activity on campus. Good hand-cleaning hygiene and avoiding touching your face are generally sufficient for non-healthcare environments.

### **F. Personal Disinfection**

While custodial crews will continue to clean office and work spaces based on CDC guidelines, employees should take additional care to wipe down commonly used surfaces. Before starting work, and before you leave any room in which you have been working, employees must wipe down all work areas with EPA-registered 60% alcohol solution. Each Building Manager will be supplied with sufficient disinfectant. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, door knobs, etc.).

### **G. Coughing/Sneezing Hygiene**

If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow. Throw used tissues in the trash. Immediately wash your

hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

#### **H. Flu Shot**

Delta State University urges all employees to obtain a flu shot so as to reduce flu as a potential source of symptoms that would confuse COVID-19 diagnosis.

### **III. Symptom Monitoring and Reporting Requirement and Contact Tracing**

Consistent with COVID-19 guidance from the Equal Employment Opportunity Commission (EEOC) for complying with American with Disabilities Act (ADA) and the Rehabilitation Act, and for the safety of the Delta State University community, Delta State requires all employees and students to self-report if he/she displays signs or symptoms of COVID-19 illness, has been in “close contact” with someone who has COVID-19 (even if not experiencing symptoms), has tested positive for COVID-19, and/or has returned from international travel in the last 14 days.

Employees who work on-site are required to:

- Attest each scheduled work day that they are symptom-free.
- Stay away from their work location if they are experiencing symptoms and therefore unable to complete the daily screening.
- Follow their department’s normal call-in process to either take the day off or work from home when ill, as applicable.
- Contact Human Resources if:
  - experiencing COVID-19 like symptoms;
  - they have been in “close contact” with someone who has COVID-19 (even if not experiencing symptoms)
  - diagnosed with COVID-19;
  - returned from international travel in the last 14 days.

#### **A. Enter and Exit Control**

Building Managers have identified usable entry points for their building(s) and will coordinate arrival and departure times of employees, if needed, to reduce congestion during typical “rush hours” of the business day.

#### **B. Screening**

Effective August 10, 2020, all employees must conduct a self-screening COVID-19 symptom check each day before coming to work, and must participate in an on-site temperature check each day before they begin their work. Employees are strongly encouraged not to come to campus if they do not feel well.

Employees must put on face masks/face coverings before entering the building. The screener will not give clearance until a mask/face covering is put on. Employees should use the installed hand sanitizer when entering the building.

Entry to buildings will be regulated and staffed with someone to confirm that the employee has completed and passed the daily symptom check and to take the temperature of employees. If the employee has not completed the self-screening symptom check before arriving to work, the screener will screen the employee for possible symptoms. The temperature screening will be conducted with a no-touch thermometer. An employee who has a temperature of 100.0° Fahrenheit or higher will not be eligible to report to work.

If an employee is ineligible to report to work due to the results of the symptom or temperature check, the person conducting the screening will notify the Office of Human Resources. The employee must call the Office of Human Resources immediately to complete the “Coronavirus Disease (COVID-19) Workplace Health Screening” form, and must notify his/her supervisor.

### **C. COVID-19 Testing**

Employees are required to report the results of all COVID-19 tests to Human Resources. The anonymity and confidentiality of persons with COVID-19 will be protected during this process.

In partnership with Bolivar Medical Center, the university will utilize Cleveland Medical Clinic’s After Hours Center for the testing of employees and students. Forms may be obtained from Human Resources or from Delta State’s COVID-19 Response Coordinator.

#### **Cleveland Medical Center After Hours Clinic (662-579-0136)**

**901 E. Sunflower Road. Suite 100-1, Cleveland, MS**

Monday – Friday

8:00 a.m. – 11:00 p.m.

Saturday – Sunday

9:00 a.m. – 6:00 p.m.

If an employee is required to be tested for COVID-19 based on the results of the “Coronavirus Disease (COVID-19) Workplace Health Screening”, Delta State will reimburse the employee for out-of-pocket costs for the test(s). Employees must provide a copy of the co-pay invoice for the COVID-19 test, to Human Resources within three business days of being tested.

### **D. Contact Tracing for Positive Cases**

To help determine the risk of potential exposure to co-workers and others on campus, Human Resources will conduct contact tracing with employees who test positive for COVID-19. Exposed individuals will be given the name of the individual who tested positive so that their risk can be assessed; however, the actual test result (and any other protected health information) will not be disclosed. The objective is to inform

individuals of known exposures and to closely monitor each individual to ensure that any signs of infection are addressed early.

Human Resources will call the individual(s) who have had “close contact” with a COVID-19 positive person within 24 hours of the confirmed case to inform him/her of the situation and to have them complete the “Coronavirus Disease (COVID-19) Workplace Health Screening” form.

Human Resources will work closely with the Coordinator of Student Activities and Delta State’s COVID-19 Coordinator to cross-reference students and contractual employees who have been exposed to a COVID-19 positive employee and vice versa.

#### **E. Facility Cleaning and Disinfection for Positive Cases**

If it has been seven days or less since the person with confirmed COVID-19 visited or used the facility, Facilities Management will:

- Close off areas visited by the ill person.
- Open outside doors and windows and use ventilating fans to increase air circulation in the area.
- Clean and disinfect all areas such as offices, bathrooms, common areas, and shared electronic equipment used by the ill person, focusing especially on frequently touched surfaces.

If it has been more than seven days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.

#### **IV. Leave Programs Under COVID-19**

Employees should follow regular policy and procedures for the use of “personal leave” (vacation, personal day, etc.) and “medical leave” (non COVID-19 related illness, caring for a family member, bereavement, etc.).

Additionally, there are two new categories of leave available under the Families First Coronavirus Response Act (“FFCRA”) until December 31, 2020.

1. Emergency Paid Sick Leave (EPSL) - Employees who are unable to telework and cannot report to their on-campus workplace due to a COVID-19 related reason may be eligible for up to two weeks of Emergency Paid Sick Leave.
2. Expanded Family and Medical Leave (EFML) - Employees who are unable to work (or unable to telework) due to caring for a child whose school is closed, or whose child care provider is unavailable due to COVID-19 related reasons, may be eligible for up to 10 weeks of Expanded Family and Medical Leave.

#### **A. Emergency Paid Sick Leave (EPSL)**

The Families First Coronavirus Response Act (FFCRA) provides employees with a maximum of 80 hours (pro-rated if part-time) of Emergency Paid Sick Leave (EPSL) if the employee is unable to work on site or remotely for the following qualifying reasons:

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 above, or self-quarantine as described in #2 above,
5. is caring for the employee's 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.

EPSL is only available through December 31, 2020, whether or not an employee elects to exhaust the leave by that time and does not rollover from one year to the next. Employees are not entitled to reimbursement for unused EPSL upon termination, resignation, retirement, or other separation from employment

#### Eligible Employees

Employees, both exempt and non-exempt, full-time, part-time, and temporary employees are eligible to receive EPSL.

#### Amount of Leave

A full-time employee is eligible for up to 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.

#### Calculation of Rate of Pay

EPSL taken for reasons #1-3 above is paid at 100% of an employee's regular rate of pay.

EPSL taken for reasons #4-6 above is paid at 2/3 an employee's regular rate of pay. An employee may elect to use accrued personal leave (for reason #5) or major medical leave (for reason #4 or #6), or compensatory time, if applicable, to receive an additional one-third of the employee's regular rate of pay.

#### Use of Personal/Medical Leave

Employees are not required to use accrued major medical or personal leave before using the Emergency Paid Sick Leave (EPSL) hours.

### Intermittent Use of Leave

EPSL may be taken on a continuous (full scheduled number of hours with no break) or intermittent (hourly, as needed) basis depending upon the employee's needs and as agreed upon with the employee's Department Head.

### Process for Requesting EPSL

Employees must contact Human Resources at 662-846-4035 to request the appropriate leave form. It is the employee's responsibility to notify their supervisor or department head of their need to take leave and to inform them that a request is on file with Human Resources. Human Resources will provide written notification to the employee and their department head regarding the determination.

## **B. Expanded Family Medical Leave Act (EFML)**

The Families First Coronavirus Response Act (FFCRA) amends the Family and Medical Leave Act (FMLA) to provide protected leave status to employees who are unable to work on site or remotely due to caring for their son or daughter whose school/place of care is closed, or whose childcare provider is unavailable, due to COVID-19 related reasons.

Expanded Family Medical Leave (EFML) is only available through December 31, 2020, whether or not an employee elects to exhaust the leave by that time and does not rollover from one year to the next. Employees are not entitled to reimbursement for unused EFML upon termination, resignation, retirement, or other separation from employment.

### Eligible Employees

Employees, both exempt and non-exempt, full-time, part-time, and temporary employees who have worked for Delta State University for at least 30 calendar days are eligible to receive EPSL. An employee must have been employed for at least 30 calendar days immediately prior to the day the leave begins.

### Definition of "Son" and "Daughter"

The terms "son" or "daughter" are defined as a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis who is either under 18 years of age or is 18 years of age or older and "incapable of self-care because of a mental or physical disability."

### Amount of Leave

A full-time employee is eligible for up to a total of 12 weeks of leave (up to two weeks of Emergency Paid Sick Leave, followed by up to 10 weeks of paid Expanded Family and Medical Leave) at 40 hours a week. A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

Family Medical Leave (FMLA) vs. Expanded Family Medical Leave (EFML)

Expanded Family and Medical Leave (EFML) does not create a new right to an additional 480 hours of FMLA leave. Rather, EFML only creates an additional qualifying reason for taking FMLA leave. Employees still only eligible for 12 workweeks of FMLA leave, whatever the reason for the leave. For example, if an employee has already taken six weeks of FMLA leave, that employee would be eligible for another six weeks of FMLA leave under this FFCRA policy.

Calculation of Rate of Pay

The first 80 hours (pro-rate if part-time) of Expanded Family Medical Leave is unpaid, unless the employee elects to use accrued personal leave or Emergency Paid Sick Leave (EPSL), if available.

EFML is paid at 2/3 an employee's regular rate of pay. An employee may elect to use accrued personal leave or compensatory time, if applicable, to receive an additional one-third of the employee's regular rate of pay.

Intermittent Use of Leave

EFML may be taken on a continuous (full scheduled number of hours with no break) or intermittent (hourly, as needed) basis depending upon the employee's needs and as agreed upon with the employee's Department Head.

Process for Requesting EFML

Employees must contact Human Resources at 662-846-4035 to request the appropriate leave form. It is the employee's responsibility to notify their supervisor or department head of their need to take leave and to inform them that a request is on file with Human Resources. Human Resources will provide written notification to the employee and their department head regarding the determination.

Once childcare is available, the employee is expected to return to work and resume his/her normal schedule and work responsibilities. The employee must notify his/her Department Head, and contact Human Resources to finalize the paperwork.



## Leave Time Summary

This page summarizes the leave options that may be available to Families First Coronavirus Response Act (FFCRA) eligible full-time employees for various scenarios related to COVID-19. Eligibility varies, so please consult Human Resources with questions.

<b>I am a FFCRA eligible full-time employee who is unable to work remotely and...</b>	<b>Personal Leave</b>	<b>Medical Leave</b>	<b>Emergency Paid Sick Leave</b>	<b>Expanded Family Medical Leave</b>
1. is subject to a federal, state, or local quarantine or isolation order related to COVID-19	✓ (if needed beyond EPSL)	✓ (if needed beyond EPSL)	80 hours 100% rate of pay	
2. is advised by a health care provider to self-quarantine related to COVID-19	✓ (if needed beyond EPSL)	✓ (if needed beyond EPSL)	80 hours 100% rate of pay	
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;	✓ (if needed beyond EPSL)	✓ (if needed beyond EPSL)	80 hours 100% rate of pay	
4a. is caring for an individual who is subject to a federal, state, or local quarantine or isolation order related to COVID-19	✓ (if needed beyond EPSL) *Can be used for wage replacement for EPSL	✓ (if needed beyond EPSL) *Can be used for wage replacement for EPSL	80 hours 2/3 rate of pay*	
4b. is caring for an individual who has been advised by a health care provider to self-quarantine related to COVID-19	✓ (if needed beyond EPSL) *Can be used for wage replacement for EPSL	✓ (if needed beyond EPSL) *Can be used for wage replacement for EPSL	80 hours 2/3 rate of pay*	
5. is absent due to a closure of their child's school/place of care, and/or unexpected absence of a care provider, for reasons related to COVID-19.	✓ *Can be used for wage replacement for EPSL and EFML		80 hours 2/3 rate of pay*	400 hours 2/3 rate of pay*
6. is experiencing any other substantially-similar condition specified by the Secretary of HHS, in consultation with the Secretaries of Labor and Treasury.	✓ (if needed beyond EPSL)	✓ (if needed beyond EPSL) *Can be used for wage replacement for EPSL	80 hours 2/3 rate of pay*	
7. is worried about coming to work	✓			

## V. **Helpful Resources for More Information**

There are several resources to assist you in keeping up with the latest facts related to the coronavirus.

- CDC- COVID-19 - <https://www.cdc.gov/coronavirus/2019-nCoV/>
- Travelers' Health - <https://wwwnc.cdc.gov/travel>
- OSHA Guidance - <https://www.osha.gov/SLTC/covid-19/>
- Mississippi Department of Health - <https://msdh.ms.gov/msdhsite>
- IHL Safe Start Taskforce Report - [http://www.mississippi.edu/pr/downloads/ihl\\_safe-start\\_200523.pdf](http://www.mississippi.edu/pr/downloads/ihl_safe-start_200523.pdf)
- City of Cleveland regulations - <https://www.cityofclevelandms.com/>
- Bolivar Medical Center - <https://www.bolivarmedical.com/coronavirus-covid-19-preparedness-information>
- Mississippi Coronavirus Hotline (8 a.m. – 5 p.m., Monday through Friday) - **1-877-978-645**

### **FAQs**

#### **Are employees required to wear a mask or face covering while on campus?**

A face covering is required in the presence of others in all indoor spaces. In addition, face coverings are required outside when adequate social distance cannot be maintained and you are within six feet of another person. All faculty, staff, students and visitors will be required to comply with this.

#### **How will the face mask/covering requirement be enforced?**

Adherence to the protocols will be essential and fundamental to our ability to offer in-person activities on campus. The “Work Performance and Code of Conduct” policy will be followed for employees who do not adhere to the protocols.

#### **What do I do if I am feeling sick and/or do not pass the daily screening?**

If you do not pass the daily screening, or if you feel sick (regardless of the results of the screening process), call Human Resources (846-4035) immediately for an assessment and notify your supervisor.

Steps that will be followed for employees who have COVID-19 symptoms and/or do not pass the daily screening:

1. Employee calls Human Resources (846-4035) immediately for an assessment and notifies his/her supervisor.
  - a. If after hours, employee stays home and calls Human Resources when the office opens.
2. Human Resources will complete the “Coronavirus (COVID-19) Workplace Health Screening” form based on the employee’s responses.

3. If HR determines that the employee is ill, the employee:
  - must leave the workplace immediately (or, if currently at home, not return to the workplace until meeting requirements listed below), AND
  - must contact his/her primary care physician/Delta State's Healthcare Specialist for further direction, AND
  - must provide a note to HR from his/her primary care physician/Delta State's Healthcare Specialist specifying the amount of time the employee should stay home/quarantine, AND
  - must complete the appropriate leave form, AND
  - must complete the "COVID-19 Work From Home Request" form (if interested),
  - will be provided with the date HR will contact them for follow-up.
4. HR will notify the employee's supervisor and vice president of the stay home/quarantine dates, as well as the follow-up date, and will provide instructions to employee's supervisor and vice president regarding confidentiality of employee health information.
5. HR will contact the employee on the follow-up date to conduct a re-screening.
6. Before returning to work, an employee who had symptoms:
  - must provide to HR a note from the employee's her primary care physician/Delta State's Healthcare Specialist verifying that the employee is healthy and able to return to work, AND
  - must contact HR to complete the "Coronavirus Disease (COVID-19) Workplace Health Screening" form, AND
  - must receive approval from HR to return to the workplace.
7. After an employee is re-screened, HR will notify the employee's supervisor and vice president of the employee's ability to return to the workplace and the date the employee is to return to work, if cleared. If the employee is not cleared, HR will notify the employee's supervisor and vice president of their decision and the follow-up date.

**What do I do if I have come in "close contact" with someone who has tested positive for COVID-19?**

A person may be at risk for COVID-19 if they have been in "close contact" with an individual diagnosed with COVID-19. The CDC defines "close contact" as:

- being within 6 feet (for at least 15 minutes) of someone who has COVID-19
- providing care at home to someone who is sick with COVID-19
- having direct physical contact (touched, hugged, or kissed) with someone who has COVID-19
- Shared eating or drinking utensils with someone who has COVID-19
- Having had someone who has COVID-19 to sneeze, cough, or somehow get respiratory droplets on you

If you have been in "close contact" (as defined above) with an individual diagnosed with COVID-19, call Human Resources (846-4035) immediately for an assessment and notify your supervisor.

Steps that will be followed for employees who have been in "close contact" with an individual diagnosed with COVID-19:

1. Employee calls Human Resources (846-4035) immediately for an assessment and notifies his/her supervisor.
  - a. If after hours, employee stays home and calls Human Resources when the office opens)
2. Human Resources will complete the “Coronavirus (COVID-19) Workplace Health Screening” form based on the employee’s responses.
3. If HR determines that the employee must quarantine, the employee:
  - must leave the workplace immediately (or, if currently at home, not return to the workplace until meeting requirements listed below), AND
  - must quarantine at home for 14 days (from date of last contact), AND
  - must be tested for COVID-19, AND
  - must provide a copy of the co-pay invoice, for the COVID-19 test, to Human Resources within three business days of being tested, AND
  - must provide copy of test results to Human Resources within three business days of receiving the test results. If the COVID-19 test is positive, the employee must contact HR immediately to complete another “Coronavirus Disease (COVID-19) Workplace Health Screening” form, AND
  - should monitor for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19, AND
  - should contact his/her primary care physician/Delta State’s Healthcare Specialist for further direction, AND
  - must complete the appropriate leave form, AND
  - must complete the “COVID-19 Work From Home Request” form (if interested), AND
  - will be provided with the date HR will contact them for follow-up.
8. HR will notify the employee’s supervisor and vice president of the stay home/quarantine dates, as well as the follow-up date, and will provide instructions to employee’s supervisor and vice president regarding confidentiality of employee health information.
9. HR will contact the employee on the follow-up date to conduct a re-screening.
10. Before returning to work, an employee who tested negative for COVID-19 and **did not have symptoms:**
  - must have completed the 14-day quarantine period, AND
  - must have been symptom-free during the 14-day quarantine period, AND
  - must contact HR to complete the “Coronavirus Disease (COVID-19) Workplace Health Screening” form, AND
  - must receive approval from HR to return to the workplace.
11. Before returning to work, an employee who tested negative for COVID-19 and **had symptoms:**
  - must have completed the 14-day quarantine period, AND
  - must be symptom free for 14 days since symptoms first appeared, AND asymptomatic for at least the last three days, AND
  - must provide to HR a note from the employee’s her primary care physician/Delta State’s Healthcare Specialist verifying that the employee is healthy and able to return to work, AND
  - must contact HR to complete the “Coronavirus Disease (COVID-19) Workplace Health Screening” form, AND

- must receive approval from HR to return to the workplace.
12. After an employee is re-screened, HR will notify the employee’s supervisor and vice president of the employee’s ability to return to the workplace and the date the employee is to return to work, if cleared. If the employee is not cleared, HR will notify the employee’s supervisor and vice president of their decision and the follow-up date.

**What do I do if I test positive for COVID-19?**

If you test positive for COVID-19 (with or without symptoms), call Human Resources (846-4035) immediately for an assessment and notify your supervisor.

Steps that will be followed for employees who test positive for COVID-19 (with or without symptoms):

1. Employee calls Human Resources (846-4035) immediately for an assessment and notifies his/her supervisor.
  - a. If after hours, employee stays home and calls Human Resources when the office opens)
2. Human Resources will complete the “Coronavirus (COVID-19) Workplace Health Screening” form based on the employee’s responses.
3. Employee must provide a listing of employees and students with whom they have had “close contact.” The CDC defines “close contact” as:
  - being within 6 feet (for at least 15 minutes) of someone who has COVID-19
  - providing care at home to someone who is sick with COVID-19
  - having direct physical contact (touched, hugged, or kissed) with someone who has COVID-19
  - Shared eating or drinking utensils with someone who has COVID-19
  - Having had someone who has COVID-19 to sneeze, cough, or somehow get respiratory droplets on you
4. Provide a listing of campus spaces he/she has utilized during the 48 hours prior to showing symptoms/being tested?
5. If an employee has tested positive for COVID-19, the employee:
  - must leave the workplace immediately (or, if currently at home, not return to the workplace until meeting requirements listed below), AND
  - must provide a copy of the co-pay invoice, for the COVID-19 test, to Human Resources within three business days of being tested, AND
  - must provide copy of test results to Human Resources within three business days of receiving the test results, AND
  - if **symptomatic**, must isolate at home until: (a) 3 days with no fever (achieved without the use of medication), and (b) respiratory symptoms have improved, and (c) 14 days since symptoms first appeared; AND
  - if **non-symptomatic**, must isolate at home for 14 days (from the date of testing), AND
  - should contact his/her primary care physician/Delta State’s Healthcare Specialist office for further direction, AND
  - must complete the appropriate leave form, AND
  - must complete the “COVID-19 Work From Home Request” form (if interested), AND

- will be provided with the date HR will contact them for follow-up.
6. HR will notify the employee’s supervisor and vice president of the stay home/quarantine dates, as well as the follow-up date, and will provide instructions to employee’s supervisor and vice president regarding confidentiality of employee health information.
  7. HR will notify, via phone, the “close contacts” of the affected employee and have them complete the “Coronavirus (COVID-19) Workplace Health Screening” form. If students are identified, HR will provide to Student Life the names of the students who need to be contacted.
  8. HR will notify the department head of the need to close the affected department/rooms for two business days for cleaning and disinfection.
  9. The department head will send employees home, with the understanding that they are to work from home (where able) while the offices are closed.
  10. HR will notify Facilities Management of the areas that need to be cleaned and disinfected.
  11. Facilities Management will display the appropriate signage on the doors indicating entry is not allowed, will clean and disinfect the area, and will notify HR when the work is complete.
  12. HR will email the “positive test” announcement to employees via the listserv.
  13. HR will contact the employee on the follow-up date to conduct a re-screening.
  14. Before returning to work, an employee who has tested positive for COVID-19 and **had symptoms**:
    - must be without a fever (achieved without the use of medication) for 72 consecutive hours (3 days), AND
    - must have had an improvement in respiratory symptoms (e.g. cough, shortness of breath), AND
    - must be symptom free for 14 days since symptoms first appeared, AND asymptomatic for at least the last three days, AND
    - must contact HR to complete the “Coronavirus Disease (COVID-19) Workplace Health Screening” form, AND
    - must receive approval from HR to return to the workplace.
  15. Before returning to work, an employee who has tested positive for COVID-19 and **did not** have symptoms:
    - must have completed the 14 day isolation period (from the date of testing), AND
    - must contact HR to complete the “Coronavirus Disease (COVID-19) Workplace Health Screening” form, AND
    - must receive approval from HR to return to the workplace.
  16. After an employee is re-screened, HR will notify the employee’s supervisor and vice president of the employee’s ability to return to the workplace and the date the employee is to return to work, if cleared. If the employee is not cleared, HR will notify the employee’s supervisor and vice president of their decision and the follow-up date.

**Are people who are on isolation/quarantine restricted from working?**

If an employee feels well enough and can perform their duties by telecommuting, they can complete the “COVID-19 Work From Home Request” form. HR will notify the employee of their approval status.

**What if I don't feel comfortable/safe working on campus this fall? Will I be required to report to work on campus?**

Delta State must maintain certain critical services and operations regardless of circumstances. There are certain positions that are required to be on-site to support those critical services and operations. The University expects staff to attend work as scheduled and be fully prepared to begin work and remain at work through the entire work period. Any time away from work should be discussed and approved in advance with your supervisor. The requirements and continuity of University operations may not allow for telecommuting in certain instances.

Employees who express reluctance or apprehension about returning to campus because of potential exposure to COVID-19, but otherwise have no underlying health condition that puts them at increased risk, and have none of the qualifying reasons, may use their accrued leave or other available leave, in accordance with the terms of applicable University policy. Employees are encouraged to contact Human Resources, 662-846-4035, with specific questions regarding the applicability of leave to their individual circumstances.

**What if I am prohibited from returning to work due to illness? What happens to my pay and benefits?**

Contact the HR Department for answers to questions regarding your pay and benefits while you are on a leave of absence.