



## Chapter 308 Coronavirus (COVID-19) – Campus Update

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We have been receiving a number of questions from you. In an effort to keep you all informed, please find answers below.

On March 16, we received an update that only essential services will be provided by the University. If you are unsure as to whether or not your position provides an essential service, you should be able to access your unit's business continuity plan through [StanReady BCP System](#). Your supervisor should also be able to clarify whether your position is considered essential v. non-essential.

Staff who are considered in a [vulnerable category according to the CDC](#) and need special accommodations, please contact [Rebekah Temple, H/R](#). Human Resources is handling requests as quickly as possible. If you are sick, please stay home and notify your manager you are absent.

#### **Answers:**

**Child care:** Many of us have children enrolled in local school districts/or daycares scheduled to close this week. For now, if you need to take time off related to child care you must use your leave balances. HR will be flexible here on the use of sick, vacation and/or CTO. Supervisors are to work with staff on time off should accommodations be needed for childcare. The University hopes to have more guidance from the Chancellor's Office by Wednesday, March 18.

**Telework:** If it is feasible to work from home, requests will be considered. Please make requests to your supervisors. Special circumstances will also be taken in consideration (high-risk groups or caregivers of high-risk groups).

**Telecommuting Agreements:** Many of the staff are receiving temporary telecommuting agreements. Telecommuting is voluntary and is only feasible for work that can be performed away from the campus ([Article 18](#)). Please be sure to read them *carefully*. If necessary discuss with your supervisor and get clarification (scheduling, work assignments, performance, etc.), prior to signing. We encourage you to make sure you have made arrangements for the appropriate equipment, support and/or reimbursement. Those who are deemed non-essential and unable to telecommute will be considered for paid administrative leave.

**Lockdown:** Employees who reside in areas designated as shelter in place are to stay home and notify your supervisor. The University will provide ATO (administrative time off) for those affected.

**On-Campus Personnel:** Essential personnel required to work on-campus should ask your supervisor for sanitation products (anti-bacterial wipes/spray) to regularly clean personal areas (desks, phones, keyboard, etc.).

The University has been extremely transparent about our current situation. There are still unanswered

questions. We are working with University Administration to voice your questions/concerns and will provide continual updates.

Should you have additional questions, please feel free to [contact us](#) or submit your question on [Stan State's homepage](#).

In Solidarity,

Dawn, President/Chief Steward