



## Salus Safety Strategy for Operations during the COVID-19 Pandemic Worker Attendance FAQs

The [Salus Safety Strategy](#) is designed to reduce the risk of exposure, but the contagious nature of COVID-19 means we cannot eliminate all risk of infection. Each individual in our community must also do their part and follow the Centers for Disease Control and Prevention (CDC) guidance to stop the spread of germs. For the most up to date information, please visit our [website](#).

“Workers” include staff, faculty and residents.

### **Q: Will I work remotely or on campus?**

If you can perform the essential functions of your job remotely, you will be encouraged to do so. If your essential functions require you to be on site, you will be required to return to campus. Your supervisor will determine if you can work remotely or if you are to return to campus, including splitting your time between remote and on campus work. Your status may also be changed by your supervisor with at least five business days notice.

If you are working remotely, you are expected to be available during normal business hours to perform your job functions and to be available to attend virtual meetings.

### **Q. What if I am uncomfortable returning to campus for fear of contracting COVID-19?**

Workers are encouraged to discuss with their supervisors if the essential functions of their job can be performed remotely. If your supervisor determines that your essential function requires you to be onsite, you must return to campus. If you are still uncomfortable doing so, please contact the Vice President of Human Resources who will work with you to determine if a leave of absence (sick days, vacation and/or FMLA) is available or if arrangements must be made for separation with [unemployment benefits](#).

### **Q: What if I have childcare issues that prevent me from working?**

Workers are encouraged to discuss with their supervisors childcare issues that may require an adjustment of their work schedules, either remote or on campus. Unfortunately, children are not permitted in the on campus workplace. If feasible, a supervisor may make temporary arrangements during the pandemic (currently through December 31, 2020) for “job sharing” to accommodate multiple workers with childcare issues. If an employee’s work schedule is reduced due to an approved job sharing, your university provided benefits will not be affected and you may be eligible for [unemployment benefits](#) for your reduced hours.

### **Q: What if I am not feeling well?**

Anyone that has [COVID-19 symptoms](#) shall stay home and follow the [steps](#) recommended by the CDC in consultation with their health care provider and state and local health departments. Workers staying home due to symptoms shall notify their supervisor. You and your supervisor will coordinate with the Pandemic Safety Officer to determine if you had any Close Contact with others in the Salus community.

If you are able to work remotely while isolating, check with your supervisor to determine if that is acceptable. If you are unable to work, please submit a request for time away from work via the ADP Employee Portal. You may use a combination of sick days and vacation. If you need an extended leave please contact the Vice President of Human Resources regarding a potential FMLA leave.

**Q. If I had symptoms or a confirmed case of COVID-19 or was exposed to someone with a probable or confirmed case of COVID-19, when can I return to campus?**

You may return to campus after isolating in accordance with [CDC guidelines](#). A negative test is neither required nor recommended unless you are severely immunocompromised.

**Q. What if I cannot work because I have to care for someone with COVID-19?**

If you are able to work remotely while providing such care, check with your supervisor to determine if that is acceptable. If such an arrangement cannot be made, please contact the Vice President of Human Resources regarding a potential FMLA leave.

**Q. Can I still request time off?**

Yes. All Workers (whether working remotely or on campus) may submit requests for time away from work via the ADP Employee Portal. Please keep in mind that if you plan to travel, you may be recommended/required by your state of residence to self-quarantine upon your return.