



ARKANSAS SCHOOL
FOR MATH, SCIENCES, + THE ARTS

Return to On-Campus Work

Guiding Principles

ASMSA will prioritize the health and safety of both employees and visitors as the guiding principle to reopening our campus. These guidelines will allow individuals to return to work on campus while remaining vigilant in reducing risks associated with the novel Coronavirus. Plans for face-to-face instruction and activity on campus in fall 2020 will be created and disseminated throughout the summer.

This plan will align with the directives and guidance received from the Board of Trustees of the University of Arkansas, leaders within the University of Arkansas System, public health notices issued by the Arkansas Department of Health, and the guidance received from the Centers for Disease Control and World Health Organization.

Our knowledge of the novel Coronavirus continues to evolve each day. Equally dynamic, our campus leaders will be required to continuously monitor and analyze the guidance we receive and modify our plans accordingly.

Defining Employees Who Will Return to Work on Campus

This document specifically addressing the rights and responsibilities of 12-month employees who will work on campus beginning June 9, 2020 and 10-month employees who will work on campus beginning August 3, 2020. Employees with certain conditions may be at a higher risk for contracting COVID-19 or may have a higher risk for severe illness. The Centers for Disease Control and Prevention (CDC)'s latest guidance suggest that people in the highest risk categories include individuals who:

- are over the age of 65,
- suffer from chronic lung disease
- have moderate to severe asthma,
- suffer from serious heart conditions,
- severely obese (Body Mass Index of 40 or higher),
- have diabetes,
- suffer from chronic kidney disease undergoing dialysis,
- suffer from liver disease,
- suffer from hemoglobin disorders, or
- are immunocompromised.

Employees with these or other high-risk conditions who have concerns about returning to work on campus should contact Human Resources to discuss their needs. A remote work request form and required medical or other documentation will need to be submitted no later than July 29 in order to plan and accommodate for department and employee needs. Circumstances under which an employee should or may not need to come to campus include:

- Employees who are exhibiting symptoms related to COVID-19 illness.
- Those who have had contact with others who have COVID-19 and are still within their 14-day quarantine window.
- Those with self-identified underlying health conditions that enhance risk from COVID-19.
- Those caring for, or living, with others with underlying health conditions that enhance risk from COVID-19.
- Those who, in the last 14 days, have traveled to a COVID-19 hot spot or international destination, as identified by the Arkansas Department of Health or Centers for Disease Control and Prevention.
- Those who have recently completed COVID-19 testing with results pending or positive.

Employers have been empowered to work to provide support for individuals who may not be able to return to campus immediately due to the above listed circumstances and/or other at risk conditions. Although not all positions and work assignments can be completed remotely, alternative work schedules or partial accommodations may be necessary.

Workplace Expectations and Communication

All faculty and staff members are required to comply with the policies, protocols, and guidelines in this document as well as any published amendments to this document. Amendments will be noted with the date and time of the modification and sent to employees through ASMSA assigned email addresses.

Campus Cleaning/Preparation

Rest assured, the employees of ASMSA have been disinfecting and cleaning surfaces thoroughly in preparation for the arrival of our employees. They will continue to disinfect surfaces such as tabletops, counters, doorknobs/handles, elevator buttons, handrails in the stairwells, and restroom fixtures throughout the day. High traffic areas will be wiped down frequently with disinfectant.

The janitorial staff will be cleaning desktops and chairs in classrooms before classes each workday. Employees will be provided disinfecting materials such as disinfecting wipes, sprays, etc. Employees are expected to sanitize and maintain private office spaces. Employees are also encouraged to sanitize shared workspaces, surfaces, and equipment before and after usage such as workroom countertops, printers and copiers, mailboxes, etc. ASMSA will do our best to procure disinfecting wipes and supplies, which will be available in all buildings.

Dispensers have been placed around campus to ensure that employees and visitors have access to hand sanitizer at all times. The janitorial staff will be checking dispensers daily to ensure they are sufficiently supplied.

Plexiglass barriers will be placed in high contact areas in an effort to lower the risks to employees and students. Barrier will be placed in the following locations:

- Administration building at front reception desk
- Residential Life building at security desk
- Residential Life building at Res Life desk
- Cafe cashier station
- Deli window
- Dishwashing station
- All serving tables in the cafe

Thermal cameras will be installed at the entrance of the Academic Building and Student Center. All employees will be expected to enter in one of those two locations each day in order for their temperature to be logged. Temperatures higher than 100.4 will be flagged and a notification will be sent to the nurse.

Various staff members around campus will have portable no touch thermometers to take the temperature of students, employee, and/or visitors as needed. Anyone with a temperature higher than 100.4 will be reported to the nurse.

If you notice any areas of concern or need supplies, please contact maintenance@asmsa.org.

Phased Staffing

ASMSA has identified a phased approach to returning employees to work on campus. The phased approach is necessary to decrease population density and provides time for us gradually to prepare facilities, policies, and procedures to support a full return to campus.

Continuation of fully remote work may be authorized through a written request to Human Resources along with recommendation from HR, the employee's supervisor, and approval from the ASMSA Director. Employees who are classified as on-site mandatory, are unable to perform their job remotely, and/or unable to be fully productive remotely will be ineligible for continuation of remote work unless they meet the above listed at risk categories or criteria for not being present on campus. The request form is included in this document.

PHASE I

Beginning June 9, 2020, all 12-month employees will begin working on campus Tuesday, Wednesday, and Thursday, while continuing to work remotely on Monday and Friday except for those who receive HR and supervisor permission to work remotely due to high-risk factors, job requirements, or other needs. This strategy, which is being used in the private sector, presents a hybrid opportunity for in-person work while providing windows of time to assess and manage potential infections.

PHASE II

Beginning July 6, 2020, all 12-month employees will begin working on campus Monday through Friday except for those who receive supervisor/HR permission to work remotely due to high-risk factors, job requirements, or other needs.

Updated July 1, 2020, 12-month employees have the option to continue working according to Phase 1 guideline. Employees have the option to work remotely on Mondays and Fridays while working on campus Tuesday, Wednesday, and Thursday.

PHASE III

Beginning August 3, 2020, all employees will return to normal working schedules and be present on campus except for those who receive supervisor/HR permission to work remotely due to high-risk factors, job requirements, or other needs.

***If any increase in community spread or severity of the virus is noted on campus, in the region, or the State of Arkansas, campus officials may be required to modify this plan in order to mitigate risks, which may mean tighter restrictions on hours of operation, physical distancing, or a partial/complete return to remote work.*

Required Use of Personal Protective Equipment (PPE)

Each employee who reports to campus will be required to wear a facemask or face covering while in public spaces, common areas, meeting spaces and shared workspaces, and when in the presence of others. All employees will be provided with three facemasks.

Faculty members will be provided face shields if they choose to wear one but will not be required.

Facemasks and face coverings will not be required in individual offices.

Other Personal Care Information

Employees should practice the following hygiene habits to minimize potential community spread of COVID-19:

- wash hands for at least 20 seconds with soap and water,
- wash hands frequently and after each time you have been in a public place,
- avoid touching your face (eyes, nose, mouth) and wash your hands immediately if you cannot avoid doing so,
- cough into your elbow, not your hand,
- create a physical distance of at least 6 feet between you and others,
- do not gather in groups of 10 or more,
- avoid crowds and mass gatherings,
- use hand sanitizer with at least 60% alcohol content.

Symptom Monitoring Expectations

Employees instructed to return to the workplace must conduct symptom monitoring each day before reporting to work. All employees will take a daily assessment prior to coming on campus by completing a questionnaire in a Google form. Results will be sent to Human Resources. Any employee with a "yes" answer to any question should not report to work and contact HR immediately.

Employees must be free of ANY symptoms potentially related to COVID-19 to be eligible to report to work. At this time, these symptoms include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever above 100 degrees
- Chills
- Unexpected runny nose or sinus congestion
(not previously diagnosed seasonal allergies)
- Muscle pain
- Sore throat
- Extreme Fatigue
- New loss of taste or smell
- Skin rashes/discoloration

Employees exhibiting any of these symptoms will be expected to contact their physician for assessment of symptoms and COVID-19 testing and should wear a face mask to avoid exposing others to the virus. Anyone experiencing these symptoms should immediately report concerns and physician recommendations to their immediate supervisors and HR and should not come to work until they are certain that they do not have COVID-19.

If the symptoms begin while at work, the employee should notify their direct supervisor and Human Resources and seek medical help immediately.

Positive COVID-19 Reporting Expectations

Any individual who tests positive for COVID-19 should contact Human Resources and provide medical documentation stating a positive test result and should not report to work until their attending or primary care physician has sent a letter of clearance to return to work. Employees who test positive for COVID-19 are expected to follow their physician's directives for home quarantine or hospitalized care and may not return to work until the letter of clearance has been received. Human Resources will confirm receipt of the clearance to return to work and will retain this letter in the employee's personnel file.

Employees living with or caring for an individual who tests positive for COVID-19 are expected to self-quarantine and not to return to work until 14 days after the individual's positive COVID-19 diagnosis. Documentation stating positive testing of the family member and quarantine guidelines will be required and should be submitted to Human Resources.

COVID-19 Related Leave

Individuals who test positive for COVID-19 may request to work remotely and/or will be required to use accumulated sick leave to account for their absence. If the employee does not have sufficient sick leave, they may use vacation and/or leave that is available through the Families First Coronavirus Act through December 31, 2020.

Employees who must self-quarantine due to the positive COVID-19 test results of a person with whom they reside may request to work remotely for the period of self-quarantine or may use accumulated sick leave, vacation leave, and/or leave that is available through the Families First Coronavirus Act through December 31, 2020.

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- 2/3 for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at 2/3 for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

- | | |
|---|---|
| <ol style="list-style-type: none">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); | <ol style="list-style-type: none">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; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
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▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information or to file a complaint: **1-866-487-9243**

TTY: 1-877-889-5627

dol.gov/agencies/whd



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COVID-19 Temporary Remote Work Request Form

Complete this form to request continued remote work status in light of COVID-19. Each request will be reviewed by HR then submitted to your immediate supervisor and the Director for approval. Departmental operations, specific job duties/responsibilities, and unit coverage will be considered as part of the approval process.

Temporary Remote Work Request-Employee completes:

Name: _____ Employee id: _____

Job Title: _____ Department: _____

Please provide details about why continued remote work is necessary. **Medical reasons will require a physician's statement recommending remote work.** Medical documentation will be kept confidential in personnel files unless employee grants permission to share.

Please provide detailed plan to fulfill work expectations.

****All remote workers are expected to meet departmental and organizational goals and expectations. If assigned tasks are unable to be completed remotely, you may be required to take leave hours or work from your office occasionally.**

I understand that ASMSA may modify or suspend the temporary remote work arrangement at any time.

Employee Signature

Date

Employee requesting continued remote work: _____

Human Resources

Employee presented required documentation to support continued remote work

Human Resources

Date

Supervisor approval/comments

Approved
 Not Approved

Comments:

Supervisor

Date

Director approval/comments

Approved
 Not Approved

Comments:

Director

Date