

COVID-19 Procedures for Employees (Faculty & Staff)

SHSST is committed to the physical well-being of all of its community members and the educational progress of students amid the Covid-19 pandemic. To this end, SHSST has developed a four-phase operational plan for responding to the possible trajectories of the Covid-19 pandemic. Please see SHSST's Covid-19 Response Operations Plan for details.

In responding to incidents of Covid-19 illness or direct contact with an infected person, SHSST has developed this policy and will follow the Public Health Recommendations for Community-Related Exposure as well as any state or local health requirements. Since the procedures mandated by the CDC and state or local health departments may change, all employees should work directly with their supervisor when deciding how to respond to a Covid-19 illness or direct contact with known or suspected Covid-19 ill person. SHSST will maintain transparent communication with members of the school community about any policy changes.

What are SHSST'S General Expectations of Employees in the Covid-19 environment?

- Employees are expected to follow all protocols corresponding to the current Phase of Operations in SHSST's Covid-19 Response Operations Plan.
- Employees are expected to self-monitor for Covid-19 symptoms and test if they have symptoms or exposure.
- Employees are expected to work with their supervisor if they have any questions or concerns about SHSST's response to Covid-19.

What can Employees Expect from SHSST in the Covid-19 environment?

- If SHSST learns that someone in the SHSST community has Covid-19, SHSST will notify anyone who may have been exposed.
- SHSST will maintain the confidentiality of an ill employee as required by federal and state regulations.
- Notification to SHSST that an employee has a positive test or symptoms of Covid-19 will not jeopardize the employee's position.
- SHSST will follow employee handbook policies related to absences for Covid-19.

What should an Employee do if exposed to Covid-19 or has symptoms?

- The employee should isolate, notify their supervisor, and test as soon as possible.
- Follow the current CDC guidance, listed below.

Current CDC Guidance if you are exposed to Covid-19 or have symptoms

(<https://www.cdc.gov/media/releases/2022/p0811-Covid-guidance.html>, Accessed 8/14/22, Verbatim):

- *Recommending that instead of quarantining if you were exposed to Covid-19, you wear a high-quality mask for 10 days and get tested on day 5.*
- *Reiterating that regardless of vaccination status, you should isolate from others when you have Covid-19.*
 - *You should also isolate if you are sick and suspect that you have Covid-19 but do not yet have test results.*
 - *If your results are positive, follow CDC's full isolation recommendations.*

- *If your results are negative, you can end your isolation.*
- *Recommending that if you test positive for Covid-19, you stay home for at least 5 days and isolate from others in your home. You are likely most infectious during these first 5 days. Wear a high-quality mask when you must be around others at home and in public.*
 - *If after 5 days you are fever-free for 24 hours without the use of medication, and your symptoms are improving, or you never had symptoms, you may end isolation after day 5.*
 - *Regardless of when you end isolation, avoid being around people who are more likely to get very sick from Covid-19 until at least day 11.*
 - *You should wear a high-quality mask through day 10.*
- *Recommending that if you had moderate illness (if you experienced shortness of breath or had difficulty breathing) or severe illness (you were hospitalized) due to Covid-19, you need to isolate through day 10.*
- *Recommending that if you had severe illness or have a weakened immune system, consult your doctor before ending isolation.*
- *If you are unsure if your symptoms are moderate or severe or if you have a weakened immune system, talk to your doctor for further guidance.*
- *Clarifying that after you have ended isolation, if your Covid-19 symptoms worsen, restart your isolation at day 0. Talk to a healthcare provider if you have questions about your symptoms or when to end isolation.*

If the employee needs to isolate, they should contact their supervisor to report the absence and discuss arrangements for remote work if feasible.

The supervisor should notify HR. SHSST complies with Families First Coronavirus Response Act (FFCRA) regarding Covid-19 medical leave. HR has further information on this.

What Should an Employee Do if He/She is Caring for Someone With Covid- 19?

Employees who are well but who have a sick family member at home with Covid-19 should notify their supervisor and discuss accommodations for remote work if possible/necessary.

- Employee are encouraged to follow [CDC recommended precautions](#).
- Employees are also expected to monitor themselves for symptoms.

What are SHSST'S Expectations of Employees Working Remotely?

The health of employees comes first. For those that are well enough and want to work, they should contact their supervisor to discuss options. Employees working remotely should continue to perform, to the degree practically possible, their assigned duties (including teaching, for faculty) through the use of technology and other means. In such situations, the employee is to follow the procedures delineated below:

- The employee and the supervisor or departmental vice president will enter into a dialogue about work expectations and outline a plan by which the employee will continue, to the degree feasible, performing work related duties and functions. If it is deemed appropriate, the Human Resources Officer can be consulted in this process.
- The primary responsibility for executing this plan rests upon the employee, but part of this conversation will entail delineating any needed institutional support structures.
- After this conversation, the plan will be delineated in writing and distributed to the supervisor or departmental vice president. A copy of the plan will be sent to the Rector.

- **Faculty:** Once the remote work plan is finalized and approved, the faculty member will inform the students about the online pedagogical practices that will be implemented during the faculty member's quarantine period.
- The employee will proactively continue to stay in communication with their supervisor or departmental vice president regarding work progress, quarantine status, and physical health until the employee returns to working on campus.

What If an Employee Needs an Accommodation Due to Covid-19?

SHSST relies on the CDC and the ADA to determine qualifying reasons for a reasonable accommodation. The following procedures delineate the process by which reasonable accommodations will be made for an employee impacted by a severe Covid-19 illness.

1. If an employee is unable to return to work after 10 days diagnosis with the COVID-19 illness as prescribed by their doctor, they should inform their supervisor.
2. The supervisor will inquire about the sick employee's ability to perform essential job functions; and if not, the supervisor will recommend the sick employee speak to the Human Resources Officer about their options for compensation during their time out of the office, which will include:
 - a. A review of their employment category and paid time off benefits.
 - b. A discussion about disability leave coverage and how the application process works.
 - c. A discussion about a non-paid leave benefit as covered under the FMLA for a major medical condition.
3. Temporary reasonable accommodations will endure for the length of a doctor-prescribed period and a doctor's note will be required to return to work.