



# BRYN ATHYN COLLEGE

## COVID-19 Re-opening HR Communication #1

<b>Date</b>	July 26, 2020
<b>Intended Audience</b>	Administrators, Staff, and Faculty
<b>Task Force Area</b>	Human Resources Office
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- All employees are encouraged to continue working remotely throughout the summer, upon consultation with their supervisor/department head. Those telecommuting on a consistent basis at the start of the fall 2020 term will be required to complete a Telecommuting Agreement. Once authorized by supervisor/department head, the agreement will be maintained in the Human Resources Office.
- Employee ID badges are being re-activated to allow the same building accesses available before our March campus closure. As of 6/29/20, employees need not notify Public Safety when coming on campus.
- All employees may return to work as of 6/29, as necessary, under the following circumstances:
  - Employees are to consult with their supervisor/department head in advance to be sure physical distancing within their office space has been confirmed and secured.
  - Within one hour before coming to campus, employees are required to complete the online screener, take their own temperature, and receive authorization to enter campus (once daily):

[https://forms.office.com/Pages/ResponsePage.aspx?id=31qvsJda4UmkKXfKsIkdhWNjmUF\\_zi1JghAaMtlap5NUOFRBNzQzRExWRFdFRFY1Mku5NDJSSTNTNC4u](https://forms.office.com/Pages/ResponsePage.aspx?id=31qvsJda4UmkKXfKsIkdhWNjmUF_zi1JghAaMtlap5NUOFRBNzQzRExWRFdFRFY1Mku5NDJSSTNTNC4u)

The online screener can also be found at the top of the College's Covid-19 communication web page.

- While on campus, employees and faculty must wear a mask while in common areas (a mask will be provided to those who need one); wash

their hands for at least 20 seconds with soap and water after using the restroom; avoid coughing or sneezing into their hands; cover their mouth and nose with a tissue or upper sleeve when coughing or sneezing; put the used tissue directly into a wastebasket; clean their workstation with normal cleaning agents that will be provided; and have disposable wipes handy to wipe down commonly used surfaces. If soap and water are not readily available, they must use an alcohol-based hand sanitizer with at least 60% alcohol (additional hand-sanitizing stations have been placed around campus for everyone's use); keep a 6-foot distance from others at all times; avoid hand-shaking. Additional safety guidance can be found in the College's Safe Return to Campus document on the Covid-19 update web page.

- Employees whose online screen results prohibit them from entering campus should contact their supervisor immediately for guidance.
- Employees who are planning/coordinating upcoming on-campus events are to consult with their supervisor/department head to determine whether the event should be canceled or whether special directives should be issued to guests in advance of their visit. All visitors coming to campus are required to complete the online visitor screener one hour before coming to campus and will be directed through the screener whether they can report to campus.
- Employees considering or scheduled for essential travel should contact their supervisor/department head for guidance.

#### Employee rights and benefits

- Employees who believe they have been exposed to COVID-19 should consult with a medical practitioner by phone or via any telemedicine benefit offered through your health insurance policy. Those insured through the College's group health plan are advised to use the 'Dr on demand' benefit available through Independence Blue Cross (download the app, then connect with a board-certified doctor via live video).
- Family and Medical Leave Act (FMLA) leave: COVID-19 qualifies as a 'serious health condition' under the FMLA, meaning that eligible employees may request FMLA leave if they or an immediate family member contracts the disease.
- American with Disabilities Act (ADA): The ADA protects employees with disabilities. During a global health emergency, if the College has a reasonable belief of a medical threat to the campus community, the College can require that

employees be medically examined to determine if they have contracted the disease.

The ADA protects employees with disabilities from discrimination. A disability may be a chronic physical condition such as difficulty breathing. Employees may be entitled to an accommodation, such as leave or permission to work remotely for a limited period. Employees who have contracted COVID-19 must be treated the same as noninfected employees as long as the infected person can perform their essential job functions. If the employee poses a health or safety threat to the workforce, the College may place the employee on leave.

- Requesting remote work beyond August 2020
  - Whether in a high risk group, caring for a member of a high risk group, experiencing day care issues, or concerned about exposure to COVID-19 in the workplace, employees should consult with their supervisor to request remote work. Decisions will be made on a case-by-case basis depending on the type of work the employee/faculty member has been assigned, their ability to work from home (to include a discussion of data security and system access), their need to rest/recover, etc.
  - Employees should not be disciplined for refusing to work if they believe there is a risk of infection, because making such a complaint may be a protected activity. If the College establishes that there is no basis for any exposure to the disease, the employee would not have to be paid during the time they refuse to work.
- Forthcoming re-opening topics to be covered in additional supporting documents include, but are not limited to:
  - Temporary Telecommuting Policy
  - Telecommuting Agreement
  - Physical Distancing Guidelines for BAC supervisors/department heads
  - Physical Distancing Guidelines for employees who return to work
  - Guidance for Sick Employees
  - Essential Travel Guidelines