RETURNING TO WORK

Employees // Summer 2020
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INTRODUCTION
In accordance with United States Federal Health Officials, “gating criteria” for Hawkeye Community College will be defined and adhered to before reopening the campus. Information regarding said plan with specifics on the qualifiers for returning to campus are outlined in Hawkeye Community College’s Returning to Work Guide, Summer 2020.

Hawkeye Community College’s policies and procedures for employees to return to campus for summer 2020 are subject to change based on updates communicated from local health officials, the Iowa Department of Public Health, and the Centers for Disease Control and Prevention.

Evaluation of practices and policies for the fall 2020 semester will be completed as needed and communicated in August 2020.

EMPLOYEE RETURNING TO CAMPUS TIMELINE
Hawkeye staff are scheduled to return to campus on Thursday, June 11. Employees are to connect with their supervisor for a specific direction on their return date.

Temporary telecommuting policies and employee scheduling are in place for summer 2020.

Employees are required to wear a face coverings on campus when two or more people are in a common area. It is the responsibility of the employee to clean and disinfect their mask daily.

All employees must complete mandatory COVID-19 information and prevention training before reporting to campus. Employees are required to self-monitor their body temperature on a daily basis. Those individuals with elevated body temperatures shall follow CDC recommendations.

All non-essential business travel is suspended until further notice. All essential business travel must be approved by college administration and adhere to CDC guidelines.

RETURN TO CAMPUS PREPARATION
Mandatory COVID-19 Information and Prevention Training
All employees are required to complete mandatory COVID-19 information and prevention training via the SafeColleges training module prior to June 8, 2020. Human Resource Services will monitor employee completion. Employee will receive an email notification from SafeColleges in early June that the training has been activated.
Department/Supervisor Return to Campus Checklist

• Have I identified any barriers in my work area that would make it difficult to comply with physical distancing? Are there ways in which the work area can be adapted to comply with CDC social distancing and COVID-19 prevention?
• What is the cleaning protocol for the area? How will the team comply with the requirements and communicate that sanitation steps are completed throughout the day?
• Have I identified how many employees are needed for an on-campus presence to meet the business needs of my area?
• Did I speak with my employee team about scheduling? Are there any unique schedule needs? Is there a need to implement rotating, continued remote or staggered shifts? Are there any schedule accommodations? Have I reached out to Human Resource Services for guidance?
• Have I submitted to Human Resource Services the department’s summer 2020 employee schedule?
• Has my team completed the mandatory COVID-19 information and prevention training?

Employee Return to Campus Checklist

• Do I have at least two (2) cloth face coverings?
• Have I completed the Mandatory COVID-19 Training?
• Do I have a thermometer for daily self-temperature monitoring?
• Have I discussed with my supervisor our department’s scheduling to comply with physical distancing guidelines? If the need exists for continued telecommuting, do I know my supervisor’s expectations?
• Have I reviewed the temporary Summer 2020 Telecommuting policy?
• Do I know the symptoms of COVID-19?
• Have I reviewed Human Resource Services information regarding COVID-19 exposure protocol?
• Do I know my department’s cleaning process for daily sanitation?

2020 SUMMER TELECOMMUTING POLICIES AND EMPLOYEE SCHEDULING

Policy Overview
A telecommuting policy is in effect for the timeframe of Thursday June 11, 2020 – Friday August 14, 2020. The telecommuting policy for the fall 2020 semester will be evaluated at a later date in July/August and communicated to employees.

In an effort to continue Hawkeye's commitment to excellent service for our students and community, departments are asked to identify their Summer 2020 Office/Department Staffing Schedule for the time period of June 11, 2020 – August 14, 2020.

As employees return to campus to work staggered hours or rotating shifts, there may be department needs where physical distancing procedures cannot be successful and effective without the assistance of continued telecommuting in some form for employees.

The summer temporary telecommuting policy will be available by June 5 in My Hawkeye under Human Resource Services.

(my.hawkeyecollege.edu/Departments/HRS/Shared%20Documents/Summer%202020%20Temporary%20Telecommuting%20Policy%202020-0608.pdf)
Staffing Schedules
Understandably not all weeks will be the same due to department activity, employee leaves, etc., but it is requested that departments be as consistent as possible in reporting their overall schedule. Schedules shall state a determined staffing need for an on-campus presence in each area.

With supervisor approval, scheduling options for employees are as follows so long as on-campus coverage is established:

1. On-campus full-time
2. Hybrid schedule
   - Staggered Hours
   - Rotating Shifts
   (For example, Employees A and B work on campus on Mon/Wed/Thurs and Employees C and D work on campus Tues/Fri)
3. Remote as employee is unable to return to campus*

All schedule options need to be identified in the scheduling plan. Designated supervisors will receive an email with a link to complete work schedules for their area as well as identify any technology needs due to the temporary telecommuting format by June 10. In the meantime, supervisors should be communicating with employees their expected work schedules. Schedules are to be submitted and housed with Human Resource Services.

*Accommodations Requests - Employees who are unable to return to campus either full-time or in a rotation schedule per the request of their supervisor should contact Human Resource Services to discuss possible alternatives available and/or to complete the necessary ADA form.

CDC GUIDELINES AND PROTOCOL FOR COVID-19 RELATED SYMPTOMS, EXPOSURE, OR CONTRACTION

COVID-19 Symptoms
Employees should notify their supervisor and Human Resources Services, and complete the online form (www.hawkeyecollege.edu/COVID-19) as soon as possible. Per CDC guidelines, if an individual is experiencing fever or respiratory symptoms, they are to:

- If on campus they will be asked to leave immediately and contact their medical provider.
- Stay home and isolate themselves from other people until the following:
  - No fever is detected (without use of fever-reducing medicine) for at least 72 hours
  - All other symptoms have improved
  - At least 7 days have passed since the first symptom(s) were noticed
**COVID-19 Direct Exposure or Contraction**

Employees should notify their supervisor, Human Resource Services, and complete the online form (www.hawkeyecollege.edu/COVID-19) as soon as possible. CDC guidelines recommend the following precautions to COVID-19 direct exposure or contraction:

- Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times
- Self-monitor for symptoms
  - Check temperature twice a day
  - Watch for fever, cough, or shortness of breath
- Avoid contact with people at higher risk for severe illness (unless they live in the same home and had same exposure)
- Follow CDC guidance if symptoms develop

**Hawkeye COVID-19 Response Protocol**

Ensure/confirm the individual is following guidance by their healthcare provider regarding self-isolation protocols.

- Hawkeye will work with the Black Hawk County and State of Iowa public health departments to conduct contract tracing and inform employees and students who have come in contact with an infected individual(s).
- Human Resource Services will work with the employee to ensure proper leave procedures and forms are completed which will include a release from their healthcare provider before their return to work.

**Employee Health Privacy**

Hawkeye has an obligation to respect the privacy of our employees related to their health conditions. During this time of vigilance around COVID-19, we want to be as prompt and transparent in providing information. The College may communicate basic information about positive or presumed positive cases on campus to the Hawkeye community. However, we must also continue to handle employee health and personnel data in a manner that complies with state and federal laws and college policies. This includes information that an employee has sought a COVID-19 or any other medical testing, or is absent from work for a medical condition.

Information may be shared with appropriate faculty and staff on a need-to-know basis. However, unless you have authorization from the employee, information about an employee’s health should not be shared beyond the need-to-know group; Executive Director Of Human Resources, Associate Director of Human Resources, and the Student Health Clinic nurse practitioner.

**FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)**

The Families First Coronavirus Response Act (FFCRA 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.
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 numbers 1-3, up to $511 daily and $5,110 total;
  ○ 2/3 for qualifying reasons number 4 and 6, 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 number 5, 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.

EXPANDED FAMILY AND MEDICAL LEAVE ELIGIBILITY

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 number 5 below.

QUALIFYING REASONS FOR COVID-19 RELATED LEAVE

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

1. Employee is experiencing symptoms of COVID-19 and is currently seeking a medical diagnosis.
2. Employee has been advised by a health-care provider to self-isolate for reasons related to COVID-19.
3. Employee has tested positive for COVID-19.
4. Employee is caring for an individual that is experiencing symptoms of COVID-19 and is currently seeking a medical diagnosis or has tested positive for COVID-19.
5. Employee is caring for his/her child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.
6. Employee is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

* Accommodations Requests - Any employee that believes they should not return to work on campus or cannot return to campus by Thursday June 11, 2020 should consult directly with Human Resource Services for further guidance and to discuss possible alternatives.

Hawkeye Community College does not discriminate on the basis of sex; race; age; color; creed; national origin; religion; disability; sexual orientation; gender identity; genetic information; political affiliation; or actual or potential parental, family, or marital status in its programs, activities, or employment practices. Veteran status is also included to the extent covered by law. Any person alleging a violation of equity regulations shall have the right to file a formal complaint. Inquiries concerning application of this statement should be addressed to: Equity Coordinator and Title IX Coordinator for employees, 319-296-4405; or Title IX Coordinator for students, 319-296-4448; Hawkeye Community College, 1501 East Orange Road, P.O. Box 8015, Waterloo, Iowa 50704-8015; or email equity-titleIX@hawkeyecollege.edu.