ILLINOIS
Human Resources

COVID-19: Committee on Return to On-Campus Operations

Human Resources and Staffing Committee

Committee Report and Recommendations

August 3, 2020

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Introduction

The Human Resources and Staffing Committee began its work by identifying goals for the five priorities areas outlined in the charge letter from Chancellor Jones. The committee was broken into five subcommittees with additional input and support from IHR staff members. Each subcommittee focused on identifying specific goals for one of the five priorities. The five priorities areas are listed below.

1. Identify, evaluate and design the parameters and components of our human resources and staff in the post-Covid-19-university
    i. Prioritize safety of our workplaces and employees
    ii. Provide mechanisms for our ongoing recruitment, hiring, and retention needs
    iii. Address the legal, ethical and public perception issues that will accompany the return to on- campus operations of our workforce

2. Establish the framework and planning necessary for **summer transition back to on-campus operations and activities** after Gov. Pritzker lifts current stay at home orders

3. Second phase (planning for fall 2020 and beyond), recommend actions policies and processes that must be implemented for resumption of our campus life activities for the fall 2020 semester, the total academic year, and beyond as necessary.

4. Develop plans for coordination and communication of your team's activities and recommendations with the Executive Steering Committee and the other six working teams

5. Identify any specific goals in addition to items such as:
    i. Remote work recommendations for summer and beyond
    ii. Policies regarding use of Personal Protective Equipment
    iii. Policies regarding ill employees and return to work

The full committee's first meeting was held on May 19, 2020. A weekly meeting schedule was established. Each subcommittee determined their own meeting schedule and reported progress back to the full committee during the weekly call. After drafting initial goals aligned with the five priorities and learning of other work being conducted by other campus level committees, the full committee discussed and subsequently restructured its goals to eliminate duplication of efforts across multiple committees. Priorities were regrouped to Short Term – Mid June, Mid-Term – July, and Late Term – August. The remainder of this document is a culmination of the work conducted by the subcommittees and IHR staff and reviewed by the full HR and Staffing Committee.

Guidance in this document is based on the University of Illinois' core principles:

- Protection of the safety and health of our students, faculty, staff, and local community
- Preservation of our land-grant missions of education, scholarship, service, and engagement
- Processes that are transparent, open, consultative, and respectful of our traditions of shared governance.

PART I - RETURN TO ONSITE WORK

Introduction

- This document supplements the existing guidance provided in "Return to Campus: What you Need to Know".
- This document is intended to provide guidance to employees and supervisors alike.
- This document will be modified from time to time as circumstances change.

General Return To Work Onsite Guidelines

- While employees may begin returning to work on campus as our region moves to Phase 4 of the governor's reopening plan, employees should not return to work until the unit has plans in place to ensure that campus safety guidelines including social distancing guidelines can be followed including (but not limited to) considerations for restrooms, break rooms, conference rooms, and other common areas.
- Units should prioritize bringing back employees who cannot work from home.
- Employees who can perform all or most of their work from home should be the last to return to campus. Maintaining remote work for employees where feasible helps reduce our overall campus density, which helps maintain social distancing requirements. The more we can maintain social distancing, the better we can protect the health and safety of the employees and students who are required to be on campus.
- As much as possible, units are encouraged to continue to facilitate remote work for employees whose work can be completed remotely, especially for those who self-identify as having childcare obligations due to COVID-19 related closures or those who self-identify as being at increased risk or living with a family member who is at increased risk. Employees with personal medical history that increases risk need to contact the ADA division in the Office of Access and Equity for accommodation, including remote work.
- When feasible and necessary to maintain social distancing, units should consider staggering employee schedules so that all employees are not working on campus at the same time. For example, employees may work on campus 2-3 days each week and work remotely on the other days on a rotating basis.

Required Actions for Return to Onsite Work

There are several actions that employees must complete both prior to returning to on-campus work and while working on campus. For employees, a partial list of required actions includes the following:

- Participate in required, twice weekly campus COVID-19 testing
- Complete the Division of Research Safety's COVID-19 Safety Training
- Complete the COVID-19 Information Acknowledgement Form
- Perform daily health self-monitoring of symptoms
- Wear a face covering
- Maintain 6 feet social distance from other employees
- Practice frequent hand washing/use of hand sanitizer
- Notify the University when test positive for COVID-19 or required to quarantine

A complete list of required and recommended actions for return to onsite work is found in Table 1, Required and Recommended Actions for Return to Campus.

Table 1 University of Illinois COVID-19
Required and Recommended Actions for Participating in On-Campus Activity

UPDATED AS OF 8/2/2020	**Faculty & Staff**	**Students**
Complete DRS COVID-19 Safety Training at https://covidtraining.research.illinois.edu/.	REQUIRED	REQUIRED
Complete COVID-19 Information Acknowledgement Form.	REQUIRED	N/A
Participate in twice weekly on-campus testing.	REQUIRED	REQUIRED
Notify the University if you get COVID19 positive test results.	REQUIRED	REQUIRED
Notify the University if required to quarantine by Public Health or due to international travel.	REQUIRED	
Perform Daily Health Self-Monitoring of Symptoms.	REQUIRED	REQUIRED
Wear face coverings in university facilities unless alone in a private space. Face coverings are also required for outside campus spaces where sufficient social distancing is not possible. Requests for N95 masks and face shields must go through the ADA process.	REQUIRED Accommodation through OAE ADA Division	REQUIRED Accommodation through DRES
Maintain 6 ft. Social Distance.	REQUIRED	REQUIRED
Practice frequent handwashing and use hand sanitizer.	REQUIRED	REQUIRED
Do not report to work/class if experiencing symptoms of an illness.	REQUIRED	REQUIRED
Employee request to continue remote work due to personal medical condition/history through OAE ADA Division.	REQUIRED	N/A
Employee request to continue remote work due to household member medical condition/history or childcare obligations through unit/supervisor. Unit and IHR consulted as needed.	REQUIRED	N/A
Recommended Actions		
Commit to the Illinois COVID-19 Community Pledge.	RECOMMENDED	RECOMMENDED
Disinfect/wipe down personal space, shared high touch surfaces prior to use.	RECOMMENDED	RECOMMENDED
Temperature Checks On a limited basis, specific units must have approval of Steering Team to conduct temperature checks. CURRENT: McKinley, Vet Med, CI COM, IFSI, PTI, CDL, ROTC, DIA for Student Athletes only	NO	NO

University of Illinois at Urbana Champaign
COVID-19 Return to Campus Information

This COVID-19 information summary is being provided as another means of communicating the following basic COVID-19 information for employees who are returning to campus. We want every employee to be aware of this information to help us maintain a safe work environment.

Dear <Name>,

As you return to campus, I want to remind you of critical information.

Two critical requirements for faculty, staff (and students) who participate in any on-campus activities:

1. Participate in our mandatory, twice-weekly on-campus saliva based COVID-19 testing. Robust testing is one of the key ways to keep our community safe. Employees will test twice weekly.
2. Notify the University if you test positive for COVID-19 or are placed in quarantine by a public health district due to exposure or in accordance with Centers for Disease Control post-travel quarantine standards.

Two important resources:

1. The Return to Campus: What you Need to Know guide contains helpful information, including FAQs about what to expect as you return. This comprehensive guide is updated frequently.
2. Employees and students who return to campus are required to take the Division of Research Safety's COVID-19 online training, which should take about 15 minutes to complete.

Key Things to Remember!

When you return to campus you must:

- maintain six-foot distance from other people whenever possible
- wear face coverings in university facilities unless you are alone in a private space. Face coverings are also required for outside campus spaces where sufficient social distancing is not possible.
- wash your hands frequently and avoid touching your face
- wipe down surfaces other people have touched before you touch them

Thank you for your cooperation and diligence in taking these actions. Together, we can support the safety and wellness of ourselves, our campus and greater community.

Optional Information

As we discussed, your Return to Campus Date is <insert date>

Your Return to Campus Work Schedule: <insert schedule, note changes, etc.>

If you have any questions, please contact me as soon as possible.

Signature of Supervisor (Could also be from Dean/Dept. Head if you do not want to include the specific return details)

Acknowledgement of Receipt

I received this information on _____

<Employee Name>

NOTE: Signing this form only acknowledges receipt of the information.

POLICIES REGARDING USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

The University has issued a Public Health Response Policy that outlines requirements regarding the use of personal protective equipment.

Based on recommendations by various COVID/health experts, the University requires that employees use personal protective equipment (PPE) and engage in other COVID-related practices (social distancing, hand washing/sanitizing, etc.). The University will continue to adopt and/or update PPE guidelines and related documents and provide clear messaging that employee non-compliance will not be tolerated.

Employees who refuse to follow reasonable safety procedures, including but not limited to wearing a face covering (without an accommodation) and social distancing, may be subject to formal discipline up to and including discharge. Units should contact Labor and Employee Relations to discuss specific situations to ensure consistency among units/colleges.

Guidance for Employees and Supervisors Regarding Compliance with COVID-19 Face Covering Requirement
Introduction

This document provides general guidance to University of Illinois at Urbana-Champaign units and employees when an employee observes someone else not complying with the University's requirement to wear a face covering while on University property (this requirement is explained here: https://covid19.illinois.edu/return-to-campus-what-you-need-to-know/).

NOTE: while the emphasis in this document is on face coverings, it also applies to other examples of individuals not following any of the university requirements regarding COVID-19-related safety practices as noted in the Public Health Response Policy in the Campus Administrative Manual.

These guidelines will be updated from time to time. For additional questions, contact your unit human resources office or Illinois Human Resources Labor and Employee Relations.

The issue: What do we do if someone is not wearing, or refuses to wear, a face covering in an area where it is required?

- Maintain your own social distancing (keep at least six feet away from the other person).
- If you feel comfortable doing so, you may inform/remind the individual that face coverings are required in all university buildings. You might point out any signage indicating that face coverings are required, if there is any nearby. You might also explain that both the State of Illinois and our university mandate face coverings must be worn, and it's everyone's job to help enforce the rules. Citing a rule or policy makes it less personal.
- If your unit has extra face coverings available, offer a face covering to the individual.
- You should notify your supervisor or a colleague who has responsibilities for building operations (e.g., a Facilities Manager, or a Director or Department Head) and let that person determine the appropriate next steps.

Generic sample/draft script for speaking to an employee/student not wearing a face covering:

- University of Illinois policy requires wearing a face covering, that covers your nose and mouth, when in this building.
- Would you like my help in locating a face covering that you can wear?
- If you do not adhere to the face-covering policy, we will ask you to immediately leave the building.

Other General Guidance

- The university is emphasizing education and training as the initial response to a person not wearing a face covering, in order to gain our community's compliance.
- Employees are not expected to act as individual enforcers of the face covering policy; this is consistent with our community approach to taking care of one another.
- If the person is a university employee, either you or your supervisor should notify that employee's supervisor about the incident, if known. Be prepared to provide specific information, such as the date, time, and location of the incident and a summary of any conversation that occurred (if any). It is not appropriate to take a photo of the employee who is not in compliance.
- Similarly, the University is not asking UIPD to enforce the face-covering policy; however, if you ever find yourself in a situation where you are concerned about your physical safety or the safety of others, you should call 911.
- Generally, "shaming" or confrontation does not work; it is best to lead by example. Focus on what you can control and do everything you can to protect yourself. It is acceptable to say things like "please stand back" or "please stand away from me."
- You can communicate that you will not meet with individuals who are not complying with the University's health protective policies; for example, you can say "My department's policy is that we only meet with people when we are all wearing face coverings."
- Do not make an assumption about why the person is not wearing a face covering.
- Consider keeping areas locked or otherwise inaccessible so that individuals cannot travel freely throughout the building where possible; post additional signage at multiple locations (e.g., "face coverings required beyond this point")
- Do not allow the situation to escalate such that physical harm becomes a possibility.
- In summary, it is best to focus on your own well-being and what you feel comfortable with, and work with your unit to implement best safety practices regarding your workspace.

Specific Scenarios

First, some reminders about our face covering requirements:

- Face coverings must be worn in university facilities unless alone in a private space. Face coverings are also required for outside campus spaces where sufficient social distancing is not possible.

- When wearing a face covering, you are not only wearing the face covering to protect yourself, but to minimize the spread of virus containing particles to others. Even if you feel healthy, you may be asymptomatic and spreading virus.

- Face masks or face coverings **are not** a substitute for proper social distancing. You should still practice distancing of 6 feet or more.

- Managers and supervisors should reiterate and insure employee are aware of the face covering requirement. If a manager becomes aware that an employee is consistently not wearing a face covering, they must take steps to address the issue.

- **Prohibited actions when observing someone not wearing a face covering:**

  - Shaming or confronting the person not wearing a face covering.
  - Assuming why the person is not wearing a face covering.
  - Taking pictures of the person not wearing a face covering.

Scenario #1: Employee observes coworker not wearing a face covering.
Required Action(s) • Maintain social distancing of at least 6 feet • Notify supervisor or a colleague who has responsibility for building operations.
Permissible Action(s) • If comfortable, remind/inform the coworker of the University's requirement to wear a face covering. • If the unit has extra face coverings available, offer one to the coworker. • Refuse to meet with the coworker if they are not wearing a face covering.

Scenario #2: Employee/Manager observes a person they do not know not wearing a face covering.
Required Action(s) • Maintain social distancing of at least 6 feet. • Notify your supervisor or a colleague who has responsibility for building operations.
Permissible Action(s) • If comfortable, remind/inform the person of the University's requirement to wear a face covering. • If the unit has extra face coverings available, offer one to the individual. • Refuse to meet with the person if they are not wearing a face covering.

Scenario #3: Employee observes a manager not wearing a face covering.
Required Action(s) • Maintain social distancing of at least 6 feet. • Notify/consult with own supervisor to determine next steps
Permissible Action(s) • Refuse to meet with the person if they are not wearing a face covering.

Scenario #4: Manager observes an employee they supervise not wearing a face covering, or receives a report of one of their employees not wearing a face covering.
Required Action(s) • Maintain social distancing of at least 6 feet. • Remind/inform the person of the University's requirement to wear a face covering. • If the person refuses to put on a face covering, remind them that continued refusal will result in discipline. (Send the employee home if necessary) • Consult with unit or campus HR to determine appropriate next steps • If the person states they cannot wear a face covering due to medical reasons, refer the person to OAE to begin the accommodation process. • If the unit has extra face coverings available, offer one to the individual.
Permissible Action(s) • Refuse to meet with the person if they are not wearing a face covering.

Scenario #5: Manager observes an employee they do not supervise not wearing a face covering.
Required Action(s) • Maintain social distancing of at least 6 feet. • Remind/inform the person of the University's requirement to wear a face covering. • If the unit has extra face coverings available, offer one to the individual. • Inform the person's supervisor that you observed the person not wearing a face covering, and whether they complied after you reminded them of the requirement. (If the person complies, a short e-mail is sufficient. If the person does not comply, you should contact the person's supervisor immediately.)
Permissible Action(s) • Refuse to meet with the person if they are not wearing a face covering.

SPECIAL CONSIDERATIONS: EMPLOYEES WHO SELF-IDENTIFY AS "AT RISK"

The University recognizes that some employees may have unique circumstances that might affect their ability to return to on-campus work. Generally, these circumstances fall into three categories:
(1) an employee has child-care considerations as a result of daycare or school changes related to the COVID-19 pandemic
(2) an employee has an underlying health condition that puts them at greater risk if exposed to COVID-19
(3) an employee has a household member with an underlying health condition that puts the household member at greater risk if exposed to COVID-19.

Guidelines and Protocols for Employees

- Work together with your unit to determine if continued remote work (full or part-time) is a reasonable approach.
- Continue to align ability to use benefits and/or alter schedule with campus and state return to work timelines and objectives.
- Apply for Families First Coronavirus Response Act (FFCRA) for use of emergency benefits as applicable.
- Apply for FMLA as applicable - https://humanresources.illinois.edu/employees/forms/civil- service-employees/FMLA-VESSA-employees.html
- Use accrued benefit time (vacation or sick as applicable)
- If other options are exhausted, consider unpaid, excused leave

Table 2
COVID-19 Flexibility Arrangements for Employees
When Does the ADA Interactive Process Apply?
July 2020

Flexibility Need	Action	Responsible Office
Employee identifies as having a medical condition/medical history that prevents them from wearing a disposable mask or cloth face covering	Employee should contact the ADA division to engage in the interactive accommodations process if the employee is unable to use a disposable mask or cloth face covering such as a bandana. Employees who medically need a N95 mask must work with the ADA division. (Supervisors should direct employees to ADA division if they identify this need.)	Office of Access and Equity ADA division
Employee identifies a need for flexibility to continue working remotely due to their own medical condition/medical history	If the employee's expressed need exceeds the level of flexibility granted to all employees in the department/unit, employee should contact the ADA division to engage in the interactive accommodations process. (Supervisors should direct employees to ADA division if they identify this need.)	Office of Access and Equity ADA division of
Employee identifies a need for flexibility to continue remote work but does not indicate that it is due to their own medical condition/medical history or COVID-19 risk category, or only identifies their age (65+) as the reason for increased COVID risk	Not an ADA request; the unit can work with the employee on these special arrangements. The unit should consult with the appropriate Human Resources office as needed, especially when job duties are not conducive to remote work. The employee should be reminded that they can speak confidentially with the ADA Coordinator to discuss the ADA interactive process if there is a medical issue. If remote work is not applicable to the employee's position and no alternative scheduling can be agreed upon, the employee can: • apply for Families First Coronavirus Response Act (FFCRA) for use of emergency benefits as applicable • apply for FMLA as applicable https://humanresources.illinois.edu/employees/forms/civil-service-employees/FMLA-VESSA-employees.html • Use benefit time • Consider unpaid, excused leave if all other options are exhausted	Unit and HR
Employee identifies a need for flexibility to	Not an ADA request; the unit can work with the employee on these special arrangements. The unit should consult with the	Unit and HR

continue working remotely due to a household member's medical condition/medical history or risk factors	appropriate HR office as needed, especially when job duties are not conducive to remote work. If remote work is not applicable to the employee's position and no alternative scheduling can be agreed upon, the employee can: • apply for Families First Coronavirus Response Act (FFCRA) for use of emergency benefits as applicable • apply for FMLA as applicable • https://humanresources.illinois.edu/employees/forms/civil-service-employees/FMLA-VESSA-employees.html • Use benefit time • Consider unpaid, excused leave if all other options are exhausted	
Employee identifies a need for flexibility to be able to take care of childcare obligations	Not an ADA request; the unit can work with the employee on these special arrangements. The unit should consult with the appropriate HR office as needed, especially when job duties are not conducive to remote work. If remote work is not applicable to the employee's position and no alternative scheduling can be agreed upon, the employee can: • apply for Families First Coronavirus Response Act (FFCRA) for use of emergency benefits as applicable • apply for FMLA as applicable • https://humanresources.illinois.edu/employees/forms/civil-service-employees/FMLA-VESSA-employees.html • Use benefit time • Consider unpaid, excused leave if all other options are exhausted	Unit and HR

During the COVID-19 pandemic, the University expects that units are flexible and look for ways to assist our employees in being able to balance their work and personal responsibilities. In reviewing requests for remote work or schedule flexibility related to childcare or a household member's COVID risk, units must apply consistency if they require documentation (i.e. a copy of a school reopening schedule). Note: units cannot require documentation of a household members health condition that includes specific health information.

Childcare obligations additional guidance for managers/supervisors.
As individual school districts set their school reopening plans, additional flexibility and remote work may continue to be needed. Units are expected to be flexible in helping employees to meet these obligations for caring for their children. At some point, if employees are asked to return to work and an employee believes they should remain working remotely due to COVID-19 considerations related to childcare they may be asked to provide information documenting why there is a continued need related to childcare. The documentation will most likely include information from a childcare provider outlining their current limitations, including how long those limitations are anticipated to last or a child's school reopening schedule. If the job duties do not lend themselves to remote work, the unit is not obligated to approve the remote work request.

Household member health concerns additional guidance for managers/supervisors.
An employee who is asked to return to on-campus work but believes they have a need to remain working remotely due to COVID-19 considerations related to a family member's health may request to continue working remotely, assuming the job duties lend themselves to remote work. The request to continue remote work should be considered objectively and fairly to ensure an equitable process for all requests within the unit. Units are encouraged to be flexible and consider a hybrid or part-time remote work arrangement if full-time remote work is not feasible. However, if the job duties do not lend themselves to remote work, the unit is not obligated to approve the remote work request.

The following information provides some potential responses to an employee's request to continue to work remotely past August 15, 2020. Managers and supervisors should evaluate each request carefully and consult with unit or campus HR for assistance. Managers and supervisors must review their proposed response with their leadership before sending it to the employee, to ensure consistency across units.

Remote work requests to extend beyond August 15, 2020 (for childcare or household member health based requests): Potential Response

Thank you for contacting me and for your request. A determination has been made that you have been approved to continue to work remotely under the conditions outlined below.

From <insert start date> to <insert end date>, you have been approved to work remotely with the understanding that you may have to come into work occasionally, if operationally necessary. Your hours of work will remain the same. We will continue to monitor this situation and reserve the ability to change this agreement based on changes in our operational needs or the spread of COVID-19.

Employee's own health condition additional guidance for managers/supervisors
Employees with a personal medical condition that would prevent them from returning to campus or their unit should seek reasonable accommodations. If the employee's expressed need exceeds the level of flexibility granted to all employees in the department/unit, employee should contact the ADA division to engage in the interactive accommodations process. Supervisors should direct employees to ADA division if they identify this need.

The ADA Division of the Office for Access and Equity (OAE) can be contacted at 217.333.0885. The application for an ADA accommodation can be found at https://illinois-accommodate.symplicity.com/public_accommodation/. Additional information can be found at https://oae.illinois.edu/accessibility-and-accommodations.html. This is the appropriate forum to have an ADA accommodation request reviewed.

Remote work requests to extend beyond August 15, 2020 due to employee's own health: Potential Response

Thank you for contacting me and for your request. Your request exceeds the level of flexibility we are able to offer all employees in the unit. Your request to have additional time beyond August 15, 2020 for remote work when based on your own health condition will need to be requested through the reasonable accommodation process as follows. As this process can take some time to complete, I would recommend making the request as soon as you can.

Individuals with a medical condition that would prevent them from returning to campus or their unit should seek reasonable accommodations.

Employees who would like to pursue a reasonable accommodation request must contact the ADA Division of the Office for Access and Equity (OAE). This is the appropriate forum to have an ADA accommodation request reviewed. OAE's telephone number is 217-333-0885. The application for an ADA accommodation can be found at https://illinois-accommodate.symplicity.com/public_accommodation/. Additional information can be found at https://oae.illinois.edu/accessibility-and-accommodations.html.

RETURN TO ONSITE WORK FAQs

Employees

1. **What is social distancing?**

   Social distancing, also called "physical distancing," means keeping space between yourself and other people outside of your home.

2. **What is the best way to maintain social distancing?**

   To practice social or physical distancing stay at least 6 feet (about 2 arms' length) from other people.

   In addition to everyday steps to prevent COVID-19, keeping space between you and others is one of the best tools we have to avoid being exposed to this virus and slowing its spread.

Limit close contact with others outside your household in indoor and outdoor spaces. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you—or they—have no symptoms. Social distancing is especially important for people who are at higher risk for severe illness from COVID-19.

3. How can I help protect myself while in the office?

- Participate in campus based COVID-19 testing.
- Wear your face covering except when alone in a private office or enclosed space.
- Maintain 6 feet of social distancing from others.
- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing or sneezing; going to the bathroom; and before eating or preparing food. If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick with respiratory symptoms.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- If you have not already done so, discuss influenza vaccination with your health care provider to help protect you against seasonal influenza.

4. What resources are available to help me and my family navigate concerns regarding COVID-19?

Our Faculty/Staff Assistance Services (FSAS) provides professional, confidential assistance to university employees, retirees, and their families.
FSAS is available to address any urgent needs and concerns of our clients and other stakeholders, including dealing with concerns and stress related to the COVID-19 pandemic. Please contact them at fsas@illinois.edu or 217.244.5312 during standard business hours of Monday through Friday, 8:00 AM – 5:00 PM. In a crisis situation, outside of regular business hours, please call the crisis line at 217.244.7739.

5. Is free COVID-19 testing available to faculty and staff?

Yes, the University is offering free COVID-19 testing for all faculty, staff and students, you need an i-Card, UIN and active NetID. Faculty, staff and students who wish to or are required to be on campus must participate in the twice weekly testing program. The University testing is saliva based and uses an innovative process developed by our own COVID-19 SHIELD: Target, Test, Tell team.

Unlike conventional nasal testing, saliva samples are collected non- invasively, without requiring skilled healthcare workers. There are multiple sites on campus, with core hours available from 8:00 am to 6:00 pm, Monday through Friday. Some sites have extended hours, including weekends. Please visit the University COVID-19 website for updated information on campus testing locations. Testing can be completed during working hours.

Within a few hours, faculty, staff and students are notified via email when results are viewable in the University of Illinois Patient Health Portal found at MyMcKinley.illinois.edu.

Additionally, the Champaign site for the State of Illinois Community-Based Testing Site is open 8:00 am – 4:00 pm, seven days a week, at Market Place Shopping Center, 2000 N. Neil Street Champaign. Anyone can be tested at the State of Illinois site, which is a self-administered nasal swab process.

6. What should I do if I don't feel well and don't have sick leave available?

First, you need to stay home. If you can perform your work remotely and feel well enough to do so, you can work remotely. You may also qualify for benefits under the Families First Coronavirus Response Act if you have COVID-19. Employees can also seek an unpaid leave of absence.

7. What happens if someone on campus tests positive for COVID-19?

The Champaign Urbana Health District (CUPHD) will manage the contact tracing process to isolate the individual and identify close contacts who will need to be placed into quarantine. CUPHD will have a number of contact tracers assigned to university related cases. Facilities and Services will conduct enhanced cleaning if the individual had been on-campus.

8. What should I do if I am feeling ill with COVID-19 like symptoms?

If you are at home, you must:

1. Remain at home and not go to work when sick, even if the symptoms are mild.
2. Notify your supervisor according to department's procedures.
3. Contact your health care provider by phone.

If you are already at work, you must:

1. Inform your supervisor that you are experiencing COVID-19 symptoms, leave work, and go home.
2. Contact your health care provider by phone.

9. Am I responsible for cleaning my workspace?

Yes. The following are reasonable work expectations for all employees: Wiping/disinfecting individual or shared workstations, equipment, or appliances; Disinfecting conference rooms before and after meetings, including partitions or sneeze guards; Disinfecting university vehicles before and after use; Cleaning shared workspace areas, collaboration spaces, break rooms, and kitchenettes or coffee stations; Placing office trash receptacles outside office doors when needing to be emptied; Wiping down reception areas after visitor/student interactions; disinfecting countertops; and Refilling hand sanitizer containers that are placed in work areas.

10. Does the University provide face coverings for employees? If so, what kind and can I bring my own?

Face coverings are required in buildings at all times in any shared, open, or public spaces, including hallways and restrooms. Face coverings can be removed in your private office with closed doors. Face coverings must also be worn outside when it is not possible to maintain 6 feet of social distancing, such as crossing the quad during class transition periods. The University is providing two, reusable cloth face coverings to those who return to campus. You may also use your own face covering or disposable mask if you prefer.

11.What should I do if I cannot wear a face covering due to a medical condition?

Contact the Office for Access and Equity to request an accommodation through the interactive Americans with Disabilities Act (ADA) interactive process at 217.333.0885. The application for an ADA accommodation can be found at https://illinois-accommodate.symplicity.com/public_accommodation/. Additional information can be found at https://oae.illinois.edu/accessibility-and-accommodations.html. This is the appropriate forum to have an ADA accommodation request reviewed.

12. I have a job that can only be done on campus; working remotely is not an option. In light of COVID-19, what steps are being taken to add protections for me and others like me?

The University has established numerous protocols to address student and employee safety. Please refer to the campus Public Health Response Policy and the information prepared by the F & S Health and Safety Response Team.

13. Not all jobs on campus easily allow for social distancing. What should I do if my job requires me to be in close contact with others?

Always wear your face covering and maintain good handwashing hygiene. Keep as much distance with others as possible and respect their space.

14. I need to stay home with my child(ren) while schools/day care centers are operating on reduced schedules or closed. Can I use sick leave?

No, University sick leave cannot be used for this purpose in accordance with university policy. However, employees who are unable to work remotely may use available vacation time, floating holidays or compensatory time.

Under the Families First Coronavirus Response Act (FFCRA) employees may be eligible for two weeks emergency paid sick leave at 2/3 of regular rate of pay if the employee is caring for a child (under 18 years of age) of such employee if school or

day care has been closed, or child care provider is unavailable.

In addition employees who are unable to work or telework because the school or daycare of the employee's child has been closed, or the care provider is unavailable due to COVID-19, may be eligible for the Emergency Family and Medical Leave Expansion Act: 12 weeks of leave, the first 10 days unpaid, with the remaining 10 weeks paid at 2/3 regular rate of pay.

15. As a civil service employee, how do I log my time for benefit usage under the FFCRA

The following earn codes may be used for time reporting benefits under FFCRA:

Emergency sick leave at 100% pay: **CO1-**COV19100-COVID19 SICK LEAVE

100% Emergency sick leave at 2/3 pay: **CO2**-COV1967-COVID19 SICK LEAVE

66.67% Expanded FMLA at 2/3 pay: **CO3**-COV19FML- COVID19 EXPANDED FMLA 66.67%

16. How long will the FFCRA benefits last for COVID-19 related childcare issues when work cannot be done remotely?

The Emergency Family and Medical Leave Expansion allows for up to 12 weeks of leave. At this time, the FFCRA benefits are available through December 31, 2020.

17. Is there a plan for this type of benefit continuing in case schools and day cares are closed starting in the fall?

18.

The FFCRA benefits are available through December 31, 2020.

19. What do I need to do if a colleague tests positive for COVID-19?

a. Continue your daily symptom monitoring and follow up with your medical provider if you develop symptoms.
b. Follow any guidance you receive from the local health department. Based on interviews with each person who tests positive for COVID-19, the local health department determines who is required to self-quarantine based on contact with the infected person. Everyone who is instructed to self-quarantine by the local health department **MUST** quarantine for **14** days.
c. If you are not contacted by the local health department, you do not need to quarantine but remain diligent in your daily symptom monitoring.

20. How do I know if I have had close, prolonged exposure to someone who tests positive?

Close, prolonged exposure is considered to be within 6 feet of an infected person for at least 15 minutes where droplets could be shared starting two days before the infected person's illness began. So, if you maintained social distancing, and maintained wearing your facecovering, simply being in a large room with someone who tests positive would not generally be considered prolonged exposure.

21. What should I do if a coworker or student is not wearing a face mask/covering?

Contact your supervisor and/or Human Resources. If you feel comfortable, you can remind your coworker or student that a face covering is required in University buildings. Your supervisor and/or human resources can help you successfully navigate this situation.

Part II – Remote Work Guidelines During COVID-19 and Beyond

Remote Work Recommendations During COVID-19 and Beyond

Historically, the University of Illinois has not had a remote work policy. A few units, notably Technology Services, had unit-level remote work programs. Also, IHR approved these occasionally on a case-by-case basis.

Since late March, many employees have been successfully working remotely, using a COVID-19 specific remote-work guideline document and agreement. The University expects units to continue remote working arrangements as much as possible during the COVID-19 pandemic. The continuation of remote work for many positions has the added benefit of reducing our overall campus density, making it easier to maintain social distancing and slow the transmission of COVID-19.

Illinois Human Resources and the HR Staffing Workgroup recommends that the University adopt guidelines and related documents that permit continued remote work arrangements through the COVID-19 pandemic and beyond. The HR Staffing Workgroup has developed, and is proposing for adoption, comprehensive Telecommuting Guidelines, which is in Appendix A.

Each unit should consider the following guiding principles for remote work agreements:

1. **The process is equitable**: All managers are expected to consider all formal remote work proposals objectively and fairly to ensure an equitable process across the University (but are not obligated to approve them).
2. **Decisions are reason-neutral**: The personal circumstances of individuals, or their reasons for proposing a remote work agreement, should not be the sole driver of the decision to approve or deny the remote work agreement.
3. **Remote work is job-appropriate**: Remote work may not be suitable for every job. In particular, many types of jobs require employees to be on-site full-time or at regularly scheduled times.
4. **Remote work has a net-neutral or net-positive effect**: Once approved and implemented, remote work should have either a net-positive or net-neutral effect on unit operations and the work environment.
5. **Remote work is responsive**: Remote work arrangements are meant to be responsive to the changing needs of the workplace and should be reviewed and updated both as needs change and, at a minimum, annually. Remote work arrangements should not be considered permanent without review.

Additionally, as the guidelines in the proposed telecommuting guidelines found in Appendix A indicate, <u>each unit should determine its own appropriate levels of approval.</u> Generally, there should be at least two levels of review and approval: the employee's immediate supervisor, and either the next level for the supervisor or the unit HR office. Units can require additional levels of approval at their discretion. As we expect the campus to continue to have an increased utilization of telecommuting, even after the end of the COVID-19 pandemic, it may be worthwhile to consider creating an online process for the Telecommuting Guidelines and Agreements described in Appendix A.

Remote Work FAQs

1. **What if staff refuse to come to work until a vaccine is available?**
   a. Can work be accomplished remotely?
      - Yes:
        i. Provide the flexibility to continue to work remotely
        ii. Complete Remote Work Agreement
      - No:
        i. Apply for FFCRA for emergency benefits – See Appendix A
        ii. Apply for FMLA as applicable https://humanresources.illinois.edu/employees/forms/civil-service-employees/FMLA-VESSA-employees.html
        iii. Use benefit time
        iv. If exhausted all other options above, consider allowing unpaid, excused leave.

2. **What if staff are working remotely due to COVID-19 but job performance is low?**
   a. Consult with unit or IHR Labor and Employee Relations to develop email/letter of expectations during remote work
      - Include expectations around availability, completing assignments, attending meetings, etc. and any areas of concern that must be improved.
      - Address when performance must improve as well as reminding the employee that performance must improve for the telecommuting agreement to continue.

3. **Can low performance while in remote work status be used as part of a discipline process when departments return to campus?**
   It is possible. However, each situation will be handled on a case-by-case basis and in accordance with the tenets of just cause and the Performance Partnership Program, as applicable. Please contact Labor and Employee Relations within IHR for guidance.

4. **What happens in Fall if there is a resurgence of COVID-19?**
   a. We will follow State of Illinois and University guidelines as communicated by the President or Chancellor's office.

5. **I have staff who are requesting to work remote permanently; what is the process?**
   a. Can the job be done remotely?
      - Yes, review and complete the Remote Work Policy and application
      - No, follow guidelines in accordance with their classification
      - Watch for consistent application of remote work approvals; be aware of any disparate impact or treatment
      - Determine if the employee's work history is appropriate for remote work.
   b. What if the employee is under performing during remote work?
      - Remote work eligibility (outside of pandemic directives) is at the discretion of the department and can be dependent on positive work performance

Part III – Policies Regarding Employee Illness, Employee Positive COVID Test, and Employee Return to Work After an Illness

Policies Regarding Employee Illness and Return to Work

As a result of the COVID-19 pandemic, the University is sending a new message to employees regarding employee illness and reporting for work. Specifically, the University needs to clearly communicate to employees the following message "If you are sick, stay home." This will require a shift away from a perceived existing culture of "If you are sick, but your symptoms are mild enough that you are able to work, you should report to work."

Encourage ill employees to stay home:

- https://www.cdc.gov/flu/business/stay-home-when-sick.htm

Separate sick employees

- The CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).

- Supervisors and/or HR representatives can send employees home who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) or otherwise appear very sick, and are unable to perform their duties.

- Supervisors and/or HR representatives should never take an employee's temperature or attempt to do any medical evaluation of an employee, even if the supervisor and/or HR representative is also a trained medical professional.

- If you are not sure if you should send an employee home, consult with unit and/or Illinois HR, Labor and Employee Relations.

- If you are sick with COVID-19 or suspect you are infected with the virus that causes COVID-19, consult your medical provider and we recommend being tested. Immediately, follow the steps identified by the CDC to help prevent the disease from spreading to people in your home and community. https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

Benefit Usage

The requirement and eligibility to use leave benefits will vary based on the specific situation, but some general guidelines are as follows:

- An employee refuses to wear a face covering (without an accommodation), social distance, or follow other reasonable safety procedures: The employee may not be allowed to work on campus and cannot use benefit time or other paid leave. Continued refusal to follow reasonable safety procedures may result in formal discipline, up to and including discharge.

- An employee does not have childcare available due to COVID-19: If the employee's work can be done remotely, units/colleges should be flexible where feasible in allowing the employee to work from home while caring for the child. The employee may be eligible for emergency sick leave and/or expanded family and medical leave under the FFCRA or can use available vacation or floating holidays.
- An employee is uncomfortable coming to work but is not in a high risk category: If the employee's work can be done remotely, the unit should consider allowing the employee to continue to work remotely. If the work cannot be done remotely, the employee may use available vacation or floating holidays, or may take an unpaid leave of absence (benefits implications should be taken into consideration for extended unpaid leaves).
- An employee lives with a household member who is in a high-risk category: When possible, the employee should be allowed to work remotely. If the employee's work cannot be done remotely, they may be eligible for emergency sick leave and/or expanded family and medical leave under the FFCRA.
- An employee is in a high risk category because of their own health condition. If the employee's work can be completed remotely, that may be a reasonable approach. In these instances, the employee must contact the Office of Access and Equity to discuss the applicability of an ADA request and review process.
- An employee is unable to work due to their own COVID-related illness and has exhausted their FFCRA leave: The employee will be granted additional paid leave during the time which they are unable to work per CDC guidelines and/or at the direction of their doctor. In order to receive the additional leave, the employee is required to be tested for COVID-19.

- **Families First Coronavirus Response Act (FFCRA)**: Current information regarding the FFCRA can be found here:
- U of I System HR website: https://www.hr.uillinois.edu/leave/coronavirus_response_act
- Department of Labor: https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave

- Emergency Paid Sick Leave Act: This is one part of the FFCRA, and employees are eligible for this leave beginning on the first day of employment. Emergency paid sick leave provides up to 80 hours of leave paid at either full or 2/3 pay as noted below. Employees who work less than 40 hours per week are eligible for the average number of hours they work during a typical two-week period.

- Qualifying reasons for emergency sick leave are as follows:
  1) Paid sick leave at regular rate of pay:
     - Employee is subject to a Federal, State, or local quarantine or isolation order;
     - Employee had been advised by a health care provider to self-quarantine;
     - Employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
  2) Paid sick leave at 2/3 of regular rate of pay:
     - Employee is caring for an individual who is subject to an order described in (1) or (2) above;

3) Employee is caring for a child (under 18 years of age) of such employee if school or day care has been closed, or childcare provider is unavailable;
4) Employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

- Emergency Family and Medical Leave Expansion Act: This is the second part of the FFCRA, and employees are eligible after 30 days of employment. To qualify for leave under the Emergency Family and Medical Leave Expansion Act, the employee must be unable to work or telework because
    1) the school or daycare of the employee's child has been closed, or the care provider is unavailable to due COVID-19. The first 10 days of expanded family and medical leave are unpaid, and the remaining 10 weeks are paid at 2/3 the employee's regular rate of pay. An employee may choose to substitute available accrued paid leave for the first 10 days, including but not limited to emergency paid sick leave.
- The FFCRA will be in place through December 31, 2020, unless extended.
- Leave under the FFCRA will be counted toward an employee's 12 weeks of regular FMLA leave. (An employee who meets eligibility requirements for both regular FMLA leave and FFCRA leave could receive up to a total of 12 weeks of leave within a 12-month period. The employee would not be able to take a combination of FMLA and FFCRA totaling more than 12 weeks.)
- Employees may only use emergency paid sick leave once, which is one reason the university has implemented a specific Quarantine Benefits Protocol so that employees will have the FFCRA emergency paid sick leave available in the effect they test positive for COVID-19.
- Employees who are eligible for FFCRA leave at 2/3 pay may not combine 1/3 benefit time to receive full pay. However, an employee may choose to use available accrued benefit time instead of FFCRA leave.
- Student employees are eligible for FFCRA leave, assuming they meet the eligibility requirements.

University of Illinois at Urbana-Champaign COVID-19 Quarantine Benefits Protocol

OVERVIEW

The University of Illinois at Urbana-Champaign has implemented plans and processes to protect the safety and health of all in our campus community in order to also maintain continuity of our academic, research and administrative operations. The purpose of this Quarantine Benefits Protocol is to establish a mechanism by which our faculty and staff who are required to be in COVID-19 related quarantine can maintain pay through the use of special COVID-19 Quarantine Benefits.

The University follows guidance from the Centers for Disease Control (CDC), Illinois Department of Public Health (IDPH) and Champaign Urbana Public Health District (CUPHD) regarding quarantine.

QUARANTINE

Used to keep someone who might have been ***exposed*** to COVID-19 away from others to reduce virus transmission

- Stay away from others, including household members
- Monitor your health, specifically watching for fever (100.4◦F), cough, shortness of breath, or other symptoms of COVID-19
- https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine- isolation.html

WHEN IS QUARANTINE REQUIRED AND HOW LONG DOES IT LAST?

Reason for Quarantine	Duration of Quarantine
Per order of local Public Health (due to close contact/exposure with a positive case)	14 calendar days from the date you had close contact with a person positive for COVID-19
Per CDC guidelines due to international travel (University business, initial report to the University for employment or personal travel)	14 calendar days after you return to the U.S.

HOW ARE WORK AND PAY HANDLED DURING THE QUARANTINE PERIOD?

Faculty and staff who are required to quarantine and who can work remotely are expected to continue to work since they are not ill, just potentially exposed to the virus.

Units should consider whether there is online training or other work employees can complete for those whose regular work duties cannot be performed remotely.

EMPLOYEE OBLIGATIONS DURING QUARANTINE

1. The University needs to know when you are required to quarantine. You must notify your supervisor that you are required to remain in quarantine and when your quarantine period ends. Additionally, discuss with your supervisor how you can receive any needed equipment to facilitate remote work if applicable to your job duties. Delivery of this must happen in a way in which there is no contact with you.

2. Be responsive to public health contacts and instructions. Be compliant with quarantine restrictions to stay at home. Do not come to campus. Do not go out in the community unless seeking medical treatment. Have groceries or food delivered to your home in a manner that avoids contact with the delivery person.

3. Monitor your health daily and consult with your medical provider if you develop symptoms.

4. Continue to work remotely, if your job duties allow.

5. Keep your supervisor informed about work assignments and other routine matters. If you should become ill prior to the end of your quarantine period, you should also inform your supervisor of that change. Your status with public health will move to isolation instead of quarantine. If your duties allow for remote work but you are too ill to work remotely, you will then need to utilize your available sick leave benefits.

6. Continue to report your time as usual, if required. Continue to report Positive Time Entry if you are obligated to use that system.

SUPERVISOR OBLIGATIONS DURING AN EMPLOYEE'S QUARANTINE

1. Reinforce the campus commitment to a safe workplace and ensure your employee does not come to campus prior to the end of their quarantine period.

2. Continue to assign work that can be completed remotely whenever possible.

3. Ensure time is reported and approved for employees.

PLEASE NOTE: Quarantine is different than Isolation. Isolation applies to p**eople infected with the virus (those who are sick with COVID-19 and those with no symptoms)**

Table 4: University of Illinois COVID-19 Guidelines for Isolation and Quarantine Faculty and Staff Benefit Usage

Definitions

- ISOLATION: used to separate **people infected with the virus (those who are sick with COVID-19 and those with no symptoms)** from people who are not infected

- QUARANTINE: used to keep someone **who might have been exposed** to COVID-19 away from others. https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html

Situation	Can Work Be Completed Remotely	
	YES	**NO**
ISOLATION (10 day minimum) Employee tested positive	If the employee feels well enough, work can be done remotely. Benefit time is used for hours/days not able to do work. **Applicable Leave:** • Sick leave • Families First Coronavirus Response Act leave • Vacation leave	Benefit time is used to keep the employee in pay status. **Applicable Leave:** • Sick leave • Families First Coronavirus Response Act leave • Vacation leave
QUARANTINE (14 calendar days) Public Health order due to close contact/exposure with a positive case CDC requirement due to international travel	Employee should continue to work remotely. No benefit usage required unless the employee chooses not to work (vacation)	**Pay continues under the COVID-19 Quarantine Benefits Protocol.**

When an Employee Tests Positive for COVID: A Step by Step Guide

EMPLOYEES

What do I need to do if I test positive for COVID-19?

1. Follow any specific guidance from Public Health and your medical provider regarding isolation.

2. Once you have tested positive for COVID-19, you are required to be in isolation and monitored by Public Health. You will receive specific guidance from Public Health. The following general guidance can be found at https://dph.illinois.gov/topics-services/diseases-and-conditions/diseases- a-z-list/coronavirus/personal-guidance-and-testing/undergoing-testing

3. Employees who participate in on-campus activities must notify the university when tested positive in order to facilitate any required follow up actions. Employees must also be responsive to the public health district for contact tracing and isolation follow up. You must notify your supervisor of the potential length of your absence. When informing your supervisor that you will be off work due to illness, you are not required to inform your supervisor of your COVID-19 diagnosis, although you can choose to do so. If you wish to utilize the benefits afforded by the Families First Coronavirus Response Act, you will need to confirm that you have a COVID-19 diagnosis.

   If you feel well enough to do so and your work can be completed remotely, you can continue to work remotely, in consultation with your supervisor.

4. Be as comprehensive as possible when talking with your local health department contact tracer to identify those individuals with whom you have been in close contact. This is the information that determines successful contact tracing so that those individuals can be tested and watch for symptoms. The health department will determine who will need to self-quarantine based on the criteria for close contact.

5. Public Health will give you specific guidance you must follow when in isolation. General direction from the Centers for Disease Control can be found here.

6. Public Health will inform you when you can end isolation based on your personal situation. In general, the CDC Guidelines for ending isolation can be found here https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html

   As of July 17, 2020 the guidance is:

   If you had symptoms, you can be with others after **ALL** of the following conditions are met:

   - 10 days since symptoms first appeared **AND**
   - 24 hours with no fever **AND**
   - Respiratory symptoms have improved (e.g. cough, shortness of breath)

   If you did NOT have symptoms,(https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) you can be with others:

   - once 10 days have passed from the date of your positive test
   - If your medical provider requires a have a follow up test, you must have two negative tests at least 24 hours apart.

7. Let your supervisor know when you anticipate being able to return to campus.

What do I need to do if a colleague tests positive for COVID-19?

- Continue your daily symptom monitoring and follow up with your medical provider if you develop symptoms.
- Follow any guidance you receive from the local health department.
  Based on interviews with each person who tests positive for COVID-19, the local health department determines who is required to self-quarantine based on contact with the infected person.
  Everyone instructed to self-quarantine by the local health department is **required** to self-quarantine for **14 days**.
- If you are not contacted by the local health department, remain compliant with our on-campus twice weekly testing in addition to your daily symptom monitoring.

How do I know if I have had close, prolonged exposure to someone who tests positive? Close, prolonged exposure is considered to be within 6 feet of an infected person for at least 15 minutes where droplets could be shared during the person's infectious period. So, if you maintained social distancing, and maintained wearing your face covering, simply being in a large room with someone who tests positive would not typically be considered prolonged exposure.

UNITS/SUPERVISORS

One of my employees just notified me that they tested positive for COVID-19. What do I need to do?

1. Communicate the following information to your employee.
   - Remind the employee to be responsive to the contacts from Public Health.
   - Remind employee of the available benefits (sick leave, FFCRA, vacation).
     - While the first priority is to take care of their health, if the employee can work remotely and feels well enough to do so, let them know they can continue to do so.
   - Confirm the last day the employee was at work on-campus.
   - Instruct the employee to inform you when they are released from isolation by Public Health.

2. Consult with IHR regarding appropriate next steps, such as whether there needs to be any notification to the unit.

3. Public health and/or their health care provider advises what milestones must occur for the employee to return to on-campus work. For the most part, having a negative test is not required to return to work. General CDC guidance is found here.

4. Contact F & S for cleaning in accordance with the University Guide for COVID-19 Cleaning and Disinfection.

5. Inform other employees of critical information:

   - Employees who shared the workspace/office space with the employee who tested positive need to leave so that enhanced cleaning can be completed and can return once cleaning is complete. Employees at the location who did not share the workspace/office do not need to leave.

   - There is **NO** need for all employees to self-quarantine. Reinforce to employees that only those identified as close contacts through interview of the positive case and individually contacted by Public Health are required to self-quarantine.

   - Send the appropriate template notification as directed by IHR when needed.

SAMPLE STANDARD NOTIFICATION LANGUAGE for Champaign based units

We are sorry to report that a person in a XXXXX facility has tested positive for COVID-19. The individual is isolated at home, and others who are known to have been in contact with them are receiving direction from the appropriate Public Health District.

F & S has been contacted for cleaning in accordance with the University Guide for COVID-19 Cleaning and Disinfection.

There is **no need** for everyone to self-quarantine. Only those who are determined by public health to have been in prolonged close contact with the infected person will be required to self- quarantine. Prolonged close contact is considered to be close contact (< 6 feet) for more than 15 minutes where droplets could be shared. So, if you maintained social distancing, and maintained wearing your face covering, simply being in a large room with someone who tests positive would generally not be considered prolonged exposure.

However, please do remember to be diligent in monitoring your health for COVID-19 symptoms on a daily basis and stay home when ill.

I would like to remind everyone of the requirement to participate in our twice weekly COVID-19 testing available to all employees who are present on campus. Ensure that you complete testing on your assigned schedule.

Please keep up your social distancing, disinfection, and face covering protocols, as well as staying home when ill; these are the best ways to prevent COVID-19 spread.

STANDARD NOTIFICATION LANGUAGE for Off-Campus based units

We are sorry to report that a person in a XXXXX facility has tested positive for COVID-19. The individual is isolated at home, and others who are known to have been in contact with them are getting direction from the appropriate Public Health District.

We have started special enhanced cleaning.

There is **no need** for everyone to self- quarantine. Only those who are determined by public health to have been in prolonged close contact with the infected person will be required to self-quarantine. Prolonged close contact is considered to be close contact (<6 feet) for more than 15 minutes where droplets could be shared. So, if you maintained social distancing, and maintained wearing your face covering, simply being in a large room with someone who tests positive would generally not be considered prolonged exposure.

However, please do remember to be diligent in monitoring your health for COVID-19 symptoms on a daily basis and stay home when ill.

<If local free testing is available, insert information here.>

Please keep up your social distancing, disinfection, and face covering protocols, as well as staying home when ill; these are the best ways to prevent COVID-19 spread.

Part IV – Ongoing Recruitment, Hiring and Retention Needs

Mechanisms for Ongoing Recruitment and Hiring
The University continues to operate under the Hiring Guiding Principles effective April 17, 2020. Units will continue to manage processes as they have in the past making necessary accommodations for COVID 19 related delays, expectations, and restrictions.

Mechanisms for Ongoing Recruitment and Hiring of Civil Service Positions

Where possible, the banding of civil service vacancies that share the same civil service classification, freeze date, minimum qualifications and/or specialty factor requirements creates the opportunity for units to have a larger pool of applicants, and conduct interviews in a pre-scheduled reserved block of time during a planned virtual job fair. The applicant pool will include interviewees that respond to a virtual job fair event invitation only. The unit, however, must agree to provide IHR approved vacancies by an established deadline. Reserve a ½ day of prescheduled interview time, on a date designated by IHR. All interview questions must be provided to IHR prior to the scheduled event for approval.

Each unit will receive the candidate list that includes:

a. the scheduled interview time
b. name
c. telephone number
d. application and resume (if available)

Units will have the option to make a job offer at the end of the event. All candidates that receive an offer will notify IHR of acceptance. If a candidate receives multiple offers, IHR will speak with the candidate and receive their final decision of acceptance. Unit will issue the offer letter, salary above minimum must be approved by IHR before final offer is provided to the candidate.

Hiring FAQs

1. **Will it take longer to fill vacancies due to COVID-19?**
   It is possible that the additional required levels of approval under the Hiring Guiding Principles may have an impact on the process for filling vacancies.

2. **How will Civil Service testing occur?**
   IHR is committed to providing required in-person civil service exam testing within the guidelines of social distancing and required face coverings. In-person testing resumed June 22, 2020 in a limited capacity throughout three locations on campus. You should contact IHR for questions about a specific vacancy.

3. **How will Civil Service onboarding occur?**
   Effective August 3, 2020, all departments are responsible for onboarding new civil service employees in the same manner as for all other new employees.

   Units will be responsible for initiating the HRFE transaction, completing the I-9/e-Verify Form, and contacting the new hire regarding their UI New Hire required actions.

4. **Can Extra Help employees work remotely?**
   If the nature of the work allows, Extra Help employees may work remotely.

Part V – Travel Guidance

Guidelines for Employees International Travel Protocols and Guidelines for Return to Campus

University Sponsored Travel

Guidance for University sponsored travel during the COVID-19 pandemic can be found here. This guidance is subject to change based on guidance from the Centers from Disease Control (CDC) and Illinois Department of Public Health (IDPH). Please be sure to check prior scheduling travel.

Returning from International Travel:

Per CDC guidance, all persons who travel internationally are required to quarantine for 14 days from the date of arrival in the United States. During this time you must stay at home and not go out unless it is to seek medical care. This requirement applies regardless of the reason for travel (university sponsored or personal).

If your work can be completed remotely, you should continue to work. Pay is managed via the Quarantine Benefits Protocol.

During this 14-day quarantine period, follow the following guidance from the CDC to monitor your health upon returning from international travel:

1. Take your temperature with a thermometer two times a day and monitor for fever. Also watch for cough or trouble breathing. Use this temperature log to monitor your temperature.
2. Stay home and avoid contact with others. Do not go to work or school.
3. Do not take public transportation, taxis, or ride-shares.
4. Keep your distance from others (about 6 feet or 2 meters).

Travel FAQs

1. If an employee travels within the United States, are they required to quarantine for 14 days before returning to work on campus or in their unit?

No, quarantine is a very specific status and only public health has the authority to require quarantine, which is more than a restriction from coming into the workplace. The University will follow CDC and IDPH guidelines on required quarantine for both domestic and international travel. The reason for the travel does not influence whether an individual is required to quarantine. As of August 3, 2020, neither the CDC nor IDPH have any quarantine restrictions on domestic (within U.S.) travel.

Since only public health has the authority to place an individual in quarantine, units cannot adopt their own ***quarantine*** rules. However, a unit, lab or supervisor does have the latitude to request that employees who work can be performed remotely refrain from coming into the workspace after domestic travel. However, units cannot require employees to remain out of the workplace and utilize accrued benefits. In keeping with our testing strategy, employees who return from domestic travel will be tested upon their return.

UNITS/SUPERVISORS
Part VI – Supporting Employees: Measuring Employee Readiness to Return to Onsite Work

As we return employees to onsite work, it is critical that we develop ways for departments and managers to understand and respond to employee concerns about returning to onsite work.

Therefore, we recommend that we create and make broadly available to units an individual assessment or "pulse survey" to gauge employee perspectives on return to on campus work. Specifically, we propose the following two activities:

1. Provide unit heads template for a survey or access to a survey that can be sent to their staff so they can get a baseline of what their staff perspectives about returning to campus/workplace.
2. Consult with Steering Committee and other stakeholders to develop a mechanism for employees to submit questions or to get information or express concerns.

Pulse Survey Template Overview

The following document contains a two-sample survey framework for units/departments to use in gauging important aspects of employee concerns and perspectives on return to onsite work and continued onsite work during the 2020 calendar year. The questions were compiled from several existing campus surveys and other external resources.

What is a "Pulse" Survey:
A pulse survey is a brief, quick survey that is sent to employees at some regular interval (monthly, quarterly, etc.). The survey provides an opportunity to check-in with employees to obtain input on any number of topics such as workplace concerns, employee satisfaction, effectiveness of communication, employee engagement, and overall work environment.

Why Conduct an Employee "Pulse" Survey during this time:
In this challenging time of a global pandemic, social unrest, and economic uncertainty, employees need to be engaged and feel supported. Many employees feel insecure and they want an open conversation and communication from campus and unit leadership. This communication loop is especially important as we begin to transition back to work on campus.

Two templates are included to help leaders and supervisors assess and monitor their organization or team over the coming months.

The first survey template is focused on assessing an entire unit or college and includes different versions of similar questions. This template is essentially a leadership check-in that will help to boost visibility and improve understanding of employee perspectives and challenges with returning to work on campus. The second template is more tactical and is intended to help individual managers take the pulse of the employees on their team.

Unit Level Leadership Sample Survey (Option 1)

Introduction

<Department name> is conducting a survey to assess perspectives on our return to campus. We will use the information submitted to guide us in our planning and to make recommendations that take into consideration our faculty and staff's safety, constraints, and resource needs.

Leadership understands and is actively weighing a diverse range of flexible and creative approaches to accommodate our staff's ability to transition back to onsite work. We are committed to making this a smooth and flexible transition back for our team.

Our fall semester efforts are aligned with the five phases proposed in Governor Pritzker's Restore Illinois guidance. Not everyone will be allowed to return to onsite work all at once and we are exploring a phased-in approach and alternating schedules to accommodate unit needs and employee constraints.

Thank you for your input. We value your thoughts, perspective, and unique experiences — all contributing to a fuller picture of what is needed as an interim solution until we are able to return on-site more permanently. Please submit your answers by DATE

All responses are anonymous and we appreciate your open and honest feedback. Please ensure no medical information is shared in your responses.

1. How comfortable do you feel about working on campus again?
    - Extremely comfortable
    - Very comfortable
    - Moderately comfortable
    - Not very comfortable
    - Not comfortable at all

2. What are your main concerns about working on campus again?
   Check-all-that apply.
    - ☐ Coming back to campus before it is safe to do so
    - ☐ Public health regulations not being followed (mask-wearing, social distancing, etc.)
    - ☐ The office not being properly disinfected
    - ☐ Availability of disinfecting materials or personal protective equipment (masks, gloves, etc.)
    - ☐ Availability of childcare or care for other family members
    - ☐ Readjustment to office life
    - ☐ Not wanting to wear a face covering
    - ☐ Commuting again
    - ☐ Having in-person interactions with others
    - ☐ My own or my family's health conditions

- ☐ Something else: _____

3. Please provide as much additional information about these specific concerns as you feel comfortable sharing, including how you feel we can best address them (Please remember no medical information should be shared).

   Open-ended

4. What are you looking forward to about working on campus again? *Check-all-that-apply.*
   - ☐ Easier access to tools and resources
   - ☐ Better internet access
   - ☐ Better work/life balance
   - ☐ Easier collaboration with co-workers and colleagues
   - ☐ Seeing friends, colleagues, and co-workers
   - ☐ Training programs and courses in person
   - ☐ Returning to my normal routine
   - ☐ Having a quiet place to work with no distractions
   - ☐ Something else: _____

5. How well do you understand the updated University of Illinois health and safety policies that have been put in place as a result of the COVID-19 pandemic?
   - ○ Extremely well
   - ○ Very well
   - ○ Moderately well
   - ○ Not very well
   - ○ Not at all
   - ○ I was unaware that there are updated health and safety policies

6. How clearly have we communicated to you any changes in the way you will perform your role on campus in response to the COVID-19 pandemic?
   - ○ Extremely clearly
   - ○ Very clearly
   - ○ Moderately clearly
   - ○ Not very clearly
   - ○ Not at all

7. How well do you understand what is expected of you in maintaining a healthy and safe environment in your campus workplace?
   - ○ Extremely well
   - ○ Very well
   - ○ Moderately well
   - ○ Not very well
   - ○ Not at all

8. How prepared are you for changes that might have occurred to your role in response to the COVID-19 pandemic?
    - Extremely prepared
    - Very prepared
    - Moderately prepared
    - Not very prepared
    - Not at all prepared
    - I don't think my role has changed due to the pandemic.

9. What resources do you need to get back to working on campus?

    Open-ended

10. If your role requires travel off campus, how comfortable do you feel traveling at this time?
    - Extremely comfortable
    - Very comfortable
    - Moderately comfortable
    - Not very comfortable
    - Not at all comfortable
    - I do not normally travel off campus in my role

11. If you were given the opportunity to do one of the following, which would you prefer?
    - Return to my campus workplace on my regular schedule
    - Return to my campus workplace on a flexible schedule, working remotely some days and on-site some days to maintain social distancing
    - Return to my campus workplace with the option to work early, late, or weekend shifts to maintain social distancing
    - Remain working remotely from home
    - Something else: _____
    - I don't have enough information to make a decision at this time.

12. According to the Centers for Disease Control (CDC) the following characteristics make people at a higher risk for severe illness from COVID-19 infection (Consider legal disclaimer):
    - Age 65 or older
    - Chronic lung disease or moderate to severe asthma
    - Serious heart conditions
    - Immuno-compromised
    - Severe obesity (body mass index of 40 or higher)
    - Diabetes
    - Chronic kidney disease undergoing dialysis
    - Liver disease

13. What suggestions do you have to make the transition back to working on campus easier or safer?

    Open-ended

14. As we continue with Return to Campus Operations and staff begin to return in a limited capacity, if given the option, I prefer to:
    1. Return to the office permanently
    2. Return to the office on a flexible schedule, working remotely some days and on-site some days, to maintain social distancing
    3. Return to the office with the option to work early/late shifts to maintain social distancing
    4. Remain working from home
    5. I feel I don't have enough information to make a decision
    6. Other (please explain)

For the following questions, on a scale of 1 to 5, with 1 being ***strongly disagree*** and 5 being ***strongly agree***, please tell us how you feel about the following statements: (Also have an option to select: Not applicable, don't know or no answer for each statement.)

15. I have adequate dependent care resources to return to campus.

16. I have appropriate transportation resources and feel comfortable with my travel options.

17. I feel returning to the office is safe for my personal health, and won't endanger me or my family.

18. I have confidence my unit and Campus will appropriately implement building hygiene and safety measures.

19. I feel confident that I, my co-workers and others I may come into contact with can remain a safe distance, of six feet or more, in common areas.

20. I feel confident I, my co-workers and others housed in my building will comply with wearing facial coverings outside our respective office space.

21. I am able to continue working effectively from home.

22. What policies or information would you like to hear about before returning to campus to work? (OPEN COMMENT BOX)

23. Please add any general comments here including concerns, questions etc (OPEN COMMENT BOX)

Manager/Supervisor Sample Survey (Option 2)

Introduction

The novel coronavirus (COVID-19) pandemic created significant workplace changes across the University of Illinois. As we continue with our Return to Campus Operations work plan, I would like to understand how I can best support you during the transition back to work onsite.

In re-opening our office, we will be following the five phases in Governor Pritzker's Restore Illinois guidance. Not every employee will return all at once and we continue with a phased-in approach with alternating schedules to accommodate both unit and employee needs. I am also working with unit leaders on enhanced safety measures and guidelines for the common areas, elevators, student areas, entries/exits, shared offices, etc. in our campus workplace.

This short survey should take you about 5 minutes to complete. All responses are confidential and I appreciate your open and honest feedback. The results of this survey will inform the tools and support provided during our transition back to the campus workplace. Please submit your answers by DATE. Please remember no specific medical information should be shared.

1. How satisfied are you with your current remote work arrangement?
   - Very satisfied
   - Somewhat satisfied
   - Neither satisfied nor dissatisfied
   - Somewhat dissatisfied
   - Very dissatisfied

2. Since beginning remote work, are you feeling more optimistic or pessimistic about your current work arrangement?
   - More Optimistic
   - More Pessimistic
   - No change

3. What are the most significant challenges you are currently facing while working remotely? (choose all that apply)
   - I don't have access to the tools or information I need to do my job at home
   - Childcare
   - Social isolation
   - Internet connectivity
   - Communication with coworkers is harder
   - Health related concerns
   - Keeping a regular schedule
   - Too many distractions at home

- General anxiety about the impact of coronavirus on my life
- My physical workspace
- Other (please specify)

4. Do you have all the equipment necessary to effectively do your work remotely?
   - Yes
   - No
   - If no, what equipment do you need?

5. Do you have a dedicated workspace where you can work remotely?
   - ☐ Yes
   - ☐ No

6. How often do you keep to a regular working schedule while working remotely?
   - ☐ Every day
   - ☐ Most days
   - ☐ About half the time
   - ☐ Rarely
   - ☐ Never

7. What else do you need from me to effectively do your job working remotely?

8. Do you have other questions or concerns that have not been addressed in this survey?

APPENDICES A-D

ILLINOIS
Human Resources

Telecommuting Guidelines

Published July 2020

ACKNOWLEDGEMENT: This document draws heavily from a similar document produced and used by Technology Services at Illinois. As information technology work has evolved over the past few decades, Technology Services has developed and implemented a comprehensive telecommuting program. Illinois Human Resources gratefully acknowledges Technology Services' generosity in sharing its guidance and documents found herein.

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TELECOMMUTING GUIDELINES

The University of Illinois considers telecommuting to be a viable alternative work arrangement in cases where individual, job and supervisor characteristics are suited to such an arrangement. Telecommuting allows an employee to work at home, or other approved remote location, for all or a part of their regular workweek. Telecommuting is a voluntary work alternative that may be appropriate for some employees and some jobs. It is not an entitlement or a University-wide benefit; and it does not change the terms and conditions of employment with the University of Illinois.

Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or a formal arrangement as described below. Informal, short-term arrangements may also be made for employees on family or medical leave to the extent practical for the employee and the organization. Such informal arrangements are not the focus of these guidelines.

The Decision to Telecommute

1. The decision to offer a telecommuting arrangement is dependent upon the judgment and discretion of the managing supervisor in consultation with Unit/College Human Resources. Either an employee or a managing supervisor can suggest telecommuting as a possible work arrangement. Before entering into any telecommuting arrangement, the employee and manager will evaluate the suitability of such an arrangement paying particular attention to the following areas:

    - Employee Suitability - the employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters. Successful telecommuting traits include the ability to work independently, organization and time management skills, self-motivation, and a results orientation.

    - Job Responsibilities - the employee and manager will discuss job responsibilities and determine if the job is appropriate for a telecommuting arrangement.

    - Equipment needs, workspace design considerations, and scheduling issues

    Units/Colleges may require additional levels of approval process as the employer deems appropriate.

2. Individuals requesting formal telecommuting arrangements, or being considered for such arrangements, must have been employed with the University of Illinois for a minimum of six (6) months of continuous, regular employment and must have exhibited above average performance, in accordance with the performance appraisal process. In special circumstances, such as the COVID-19 pandemic, the six-month waiting period can be waived/modified by the hiring supervisor in consultation with Unit/College Human Resources.

3. If the employee and manager agree to a telecommuting arrangement, a telecommuting agreement will be prepared and signed by all parties and the arrangement will begin. The Labor and Employee Relations (LER) area of Illinois Human Resources should be consulted for any telecommuting agreement for employees who are not exempt from the overtime requirements

of the Fair Labor Standards Act. It is not required to consult with LER for agreements with overtime eligible employees who have been working remotely during the COVID-19 pandemic.

Terms and Conditions of Telecommuting Arrangements

4. All telecommuting arrangements will be made for a set period of time as determined by the managing supervisor, subject to renewal at the end of the agreed upon time period. For initial agreements with new telecommuters, it is recommended that the initial time period be set to a period of three to six months in which time the benefits of telecommuting to both the employee and employer can be assessed prior to entering into a longer-term agreement. Additionally, arrangements started in response to COVID-19 should be reviewed once Illinois is in Phase 5 of the Restore Illinois plan to determine if remote work should continue in some fashion.

5. The employee and manager will agree on the number of days of telecommuting allowed each week, the work schedule the employee will customarily maintain, and the manner and frequency of communication. The employee agrees to be accessible by phone, e-mail, Skype, or other electronic medium during the agreed upon work schedule.

6. Communications between the telecommuter and supervisor will be more formal during the early stages of the telecommuting arrangement. After ascertaining that the arrangement is meeting intended objectives, the manager and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

7. Employees entering into telecommuting arrangements must be available for and participate in meetings in accordance with the normal demands of the job. The supervisor will ensure that on-site staff include the telecommuter in meetings as appropriate, using teleconference or other electronic means. If necessitated for business purposes, telecommuting employees may be asked to report to the University workplace to attend meetings.

8. Telecommuting employees remain obligated to comply with all University rules, policies, practices and procedures. Violation of such rules, practices and procedures may result in immediate termination of the arrangement and possible disciplinary action.

9. If the employee wants to take vacation or other time off for personal reasons during the remote work period, the employee must request permission to take time off from work. The employee should indicate, in the request, which leave benefit the employee will use to cover this time away from work (vacation, floating holiday, accrued compensatory time) and receive approval prior to taking the time off (i.e., the employee must follow his/her unit's normal process for requesting time off).

   If the employee becomes ill while working remotely, or if an employee's family member (as defined in the appropriate sick leave policy) becomes ill, the employee can use sick leave or other appropriate leave time the employee is eligible to use. If the absence is greater than three days, units should follow the process for approving FMLA for qualifying employees.

   The Fair Labor Standards Act (FLSA) includes certain provisions for FLSA-exempt employees that are different than the provisions for non-exempt employees, and as a result, some of the

above guidelines may not apply to an FLSA-exempt employee. If you have any questions about an FLSA-exempt employee, please contact Labor & Employee Relations.

10. **The availability of telecommuting is a flexible work arrangement for employees of the University of Illinois that can be discontinued at any time at the discretion of the employer.** Every effort will be made to provide ten (10) calendar days' notice of such a change to accommodate commuting and other problems that may arise from such a change. However, the employer reserves the right to terminate the arrangement without notice if circumstances require such action. An employee can also be temporarily assigned full-time to his/her on-site office location, if necessitated by business purposes.

11. Employees entering into a telecommuting agreement may be required to use shared workstations and/or office accommodations when working on-site.

12. Prior to renewal of any telecommuting arrangement, the employee and manager will each evaluate the arrangement and make recommendations for continuance. Renewal and/or modifications of the arrangement are subject to the judgment and discretion of the supervisor.

Performance Evaluation

13. Evaluation of telecommuter performance will be consistent with that received by employees working on-site at the office in both content and frequency but will focus on work output and completion of objectives not attendance-based performance. Evaluation methods will include frequent interaction by phone and/or e-mail between the employee and the manager, and regular meetings to assess work progress and discuss problem areas. Expected outputs will be documented at regular intervals to ensure that they are mutually understood by the employee and his or her supervisor.

Equipment and Supplies

14. The managing supervisor will determine, with information supplied by the employee and others involved, the appropriate equipment and communication services needs for each telecommuting arrangement on a case-by-case basis. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee will be maintained by the employee. The University accepts no responsibility for damage or repairs to employee-owned equipment.

    Equipment supplied by the organization is to be used for business purposes only. The employee and employing department will document the University equipment to be used in the telecommuting arrangement as set forth in the Telecommuting Agreement. A copy of the appropriate form signed by both the employee and supervisor shall be retained in the department. The telecommuter agrees to take due care to protect the items from damage or theft. Upon termination of employment or of the telecommuting arrangement, all University property will be returned to the University.

15. The University will supply the employee with appropriate office supplies (pens, paper, etc.) for successful completion of job responsibilities.

Work Environment

16. Telecommuting is **not ordinarily** designed as an alternative for satisfying an employee's dependent care responsibilities. **However, during the COVID-19 pandemic or similar emergencies, approval of telecommuting agreements due to an employee's childcare obligations is appropriate due to the unprecedented lack of childcare options and various remote learning models school districts employ for school age children. Units are encouraged to approved telecommuting in these situations as long as the work can be completed remotely**. Prospective telecommuters are expected to discuss expectations of telecommuting with family members prior to entering into an agreement, and to establish dependent care arrangements to facilitate work completion.

17. In the event the telecommuting arrangement involves use of the employee's home, the employee will establish an appropriate work environment within their home for work purposes. The University will not be responsible for costs associated with initial setup of the employee's home office such as remodeling or lighting, or the cost of utilities. The University reserves the right to inspect the employee's home worksite for conformance with minimal workplace requirements including possible work hazards and to suggest modifications.

18. Injuries sustained by the employee while at their home-based work location and in conjunction with their regular work duties are normally covered by the University's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries in accordance with organization's worker's compensation procedures. The employee is liable for any injuries sustained by visitors to their work site. (See APPENDIX A.)

19. Consistent with the organization's expectations of information asset security for employees working at the office full-time, telecommuting employees will be expected to ensure the protection of University information accessible from their home office. Steps include, but are not limited to, use of locked file cabinets and desks, regular password maintenance, use of the campus Virtual Private Network (VPN; see https://techservices.illinois.edu/services/virtual- private-networking-vpn/details), and any other steps appropriate for the job and the environment.

20. Individual tax implications related to the home-based workspace shall be the responsibility of the telecommuting employee.

Restrictions

21. Telecommuting employees who are subject to (eligible for) the overtime requirements of the Fair Labor Standards Act will be required to record all hours worked in a manner designated by the organization. Hours worked in excess of those specified per day and per workweek, in accordance with state and federal requirements will require the advance approval of the supervisor. Failure to comply with this requirement can result in the cessation of the telecommuting agreement.

TELECOMMUTING AGREEMENT

I have read and understand the attached Telecommuting Guidelines, and agree to the duties, obligations, responsibilities, and conditions for telecommuters described in that document.

I agree that, among other things, I am responsible for establishing specific telecommuting work hours consistent with the quantity of normal work hours, furnishing and maintaining my work space in a safe manner, respecting established telecommuting protocols, and employing appropriate measures to protect University assets and information.

I understand that telecommuting is voluntary, and I may stop telecommuting at any time. I also understand that the University may at any time change any or all of the conditions under which I telecommute or terminate the telecommuting arrangement.

The specific nature of this telecommuting arrangement is detailed below.

Date: _____

Name of Department: _____

Name of Department Head: _____

Name of Supervisor: _____

Name of Employee: _____

Time Period for Arrangement: ***Start Date***_____

End or Renewal Date: _____

Description of Remote Work Location:

Address and phone:

Description of workspace at remote location:

Telecommuting Schedule:

Telecommuting will occur on a weekly basis as follows:

Regular telecommuting work hours:

Communications and Feedback:

Description of communication protocols established for the arrangement:

Performance evaluation criteria:

Restrictions: FLSA restrictions that apply to the arrangement:

Note: Non-exempt University employees are subject to hourly time reporting and overtime requirements. Any telecommuting arrangement involving non-exempt staff must conform with these restrictions.

Other:

I agree to the terms of this agreement:

Employee_____

Supervisor_____

Department Head _____

College/Unit Human Resources_____

(This agreement includes three appendices, which are set forth on the next two pages.)

TELECOMMUTING AGREEMENT: APPENDIX A
WORKERS' COMPENSATION

The University will provide benefits in accordance with the Illinois Workers' Compensation Act and the Illinois Occupational Disease Act.

Supervisors shall have the responsibility to inform all employees, including those who may participate in telecommuting arrangements, of their rights and responsibilities under coverage of

the Illinois Workers' Compensation Act and the Illinois Occupational Disease Act. Such information shall include providing employees with specific instructions about what to do in case of an on the job accident or injury. The employee shall be informed of the requirement for prompt notification of accident or injury to the supervisor and of designated medical facilities where treatment is provided.

The injury on the job of a telecommuting employee is treated the same as an on the job injury to any other employee while in the course and scope of employment. If the employee is working at home or another approved off-site location, the term "course and scope of employment" is limited to the hours and location described in the telecommuting agreement. The employee's home work-location is an extension of his/her office or primary work site. Injuries occurring in the off-site location during agreed upon work hours are covered under workers' compensation, just as an injury would be if it occurred at the on-site work location.

In the event of an injury, the telecommuting employee must:

1. Immediately contact his/her supervisor to report the incident.
2. The employee should complete the University of Illinois Employee's Injury Report Form (link under item 'c' below) and return it to the immediate supervisor who will forward it to the University of Illinois Workers' Compensation and Claims Management Office at: WorkComp@uillinois.edu.
3. The employee should promptly seek medical care and follow the campus-specific guidelines provided under the Workers' Compensation links below:
   a) General Workers' Compensation information: https://www.treasury.uillinois.edu/risk_management/workers_compensation
   b) Workers' Compensation FAQs: https://www.treasury.uillinois.edu/risk_management/faqs_risk/
   c) Injury reporting forms: https://www.treasury.uillinois.edu/risk_management/workers_compensation/reporting/
   d) Injury brochures: https://www2.illinois.gov/sites/iwcc/Documents/handbook.pdf
   e) Workers' Compensation policy links: https://www.treasury.uillinois.edu/risk_management/tulip/

Questions regarding work-related injuries should be directed to the University of Illinois Workers' Compensation and Claims Management Office at: WorkComp@uillinois.edu or 217-333-1080

TELECOMMUTING AGREEMENT APPENDIX B: SAFETY

The participant will designate a certain part of the home as the area where work is to be performed. Based on descriptions of the work area, and possible on-site inspections, a determination should be made by the supervisor that the site is adequate, both in terms of utility and safety for performance of assigned work and installation and use of equipment. The participant, in initial discussions with the supervisor, should be made aware that:

1. Management may deny an employee the opportunity to participate or may rescind a telecommuting arrangement based on safety problems or lack of compliance with safety requirements in the home.

2. During the specified time periods of work, with appropriate notice, the University may make on-site visits to the off-site workplace to determine if the work site is safe and free from hazards, and to maintain, inspect or retrieve University owned equipment, software, and supplies.

TELECOMMUTING AGREEMENT: APPENDIX C

LIABILITY

The University will not be liable for damages to an employee's personal or real property during the course of performing his/her assigned duties and responsibilities in a telecommuting arrangement.

The telecommuting employee remains liable for injuries to third persons and/or members of the employee's family arising from the employee's premises.

TELECOMMUTING AGREEMENT APPENDIX D:

OPTIONAL FEASIBILITY ASSESSMENT[1]

This document can be used to help the supervisor determine the feasibility of a particular position and/or employee to be engaged in a telecommuting agreement. The document will also assess the employee's and supervisor's work styles and determine if the styles would support a telecommuting arrangement.

Name of Telecommuter: _____

Position Title: _____

Name of Supervisor: _____

Department/Unit: _____

Job Assignments and Duties

List the key duties and percentage of time allocated to each duty.

1._____ % _____

2._____ % _____

3._____ % _____

4._____ % _____

5._____ % _____

Supervisor's Assessment of <u>Position</u> Suitability for Remote Work

This section will help you determine if your employee's position's key duties lend themselves to telecommuting.

Do key duties require ongoing access to equipment, materials, and files that can only be accessed on Illinois property?

☐ Yes ☐ No

Do key duties require extensive face-to-face contact with supervisors, other employees, students, clients, or the public on Illinois property?

☐ Yes ☐ No

Do key duties require extensive time in-person meetings or performing work on Illinois property?

☐ Yes ☐ No

Do security issues require key duties to be conducted on Illinois property?

☐ Yes ☐ No

If you answered 'Yes to any of the above questions, telecommuting might not be appropriate.

How reliant is this position on computer technology to accomplish key duties? ____

What percentage of time is required on Illinois property? % _____

_____

The following tasks are typical of employees who telecommute. Indicate the percentage of time spent on appropriate tasks each week for the specified position.

Task	% Time Per week	Task	% Time Per week
Writing/editing		Email	
Phone Calls		Research	
Data analysis		Travel/ visits	
Administrative		Planning	
Other			

Can the time spent on the above type of tasks support telecommuting?
☐ Yes ☐ No
If not, can you rearrange the position's duties (performed on the same day) to support telecommuting?
☐ Yes ☐ No

How frequently would you want the employee to telecommute?
☐ One day per week ☐ Two days per week ☐ Three days per week
☐ Once every two weeks ☐ Occasionally/special project ☐ Other: __

Do you need to add additional duties to support telecommuting?
☐ Yes ☐ No

Supervisor's Assessment of <u>Employee</u> Suitability for Remote Work

This section will help you determine if the employee can work in a self-directed manner in managing his or her work and time.
Does the employee have a complete understanding of his or her job and performance expectations?
☐ Yes ☐ No
Does the employee regularly demonstrate that his or her approach to work is organized and dependable?
☐ Yes ☐ No
Is the employee highly productive?
☐ Yes ☐ No
Does the employee regularly meet deadlines?

☐ Yes ☐ No

Can the employee work independently and without constant supervision?

☐ Yes ☐ No

Can direction be provided by phone?

☐ Yes ☐ No

Does the employee need/desire to be around coworkers?

☐ Yes ☐ No

Are there any known potential distractions at home?

☐ Yes ☐ No

Can the employee work in an environment with little structure?

☐ Yes ☐ No

Does the employee have the technology, including computer, appropriate software, and remote access capability, to work from home?

☐ Yes ☐ No

Does the employee have a suitable workspace at home?

☐ Yes ☐ No

Can the employee's performance at home be measured?

☐ Yes ☐ No

Based on the above, does the collective weight of Yes answers support the employee being a teleworker?

☐ Yes ☐ No

Supervisor's Assessment of His/Her Own Managerial/Supervisory Style

This section will help you determine if your managerial/supervisory style supports telecommuting.

Are your comfortable allowing employees to work largely autonomously?

☐ Yes ☐ No

Do you provide solutions when requested for assistance?

☐ Yes ☐ No

How frequently do you monitor the employee's work performance?

☐ Daily ☐ Weekly ☐ Other Intervals

Are you comfortable communicating via email or telephone, as opposed to face-to-face?

☐ Yes ☐ No

Are you able to establish clear objectives?

☐ Yes ☐ No

Can you accurately measure the employee's performance and outcomes?

☐ Yes ☐ No

Can you accurately measure the employee's time worked?

☐ Yes ☐ No

Do you have a backup to monitor work in your absence (short and long term)?

☐ Yes ☐ No

Do you trust that the employee will be productive notwithstanding lack of direct supervision?

☐ Yes ☐ No

Based on the above, does the collective weight of 'Yes' answers support the employee being a teleworker??

☐ Yes ☐ No

Decision

Summarize your answers from the above assessment sections.

The position's key duties support telecommuting.

☐ Yes ☐ No

The employee meets the criteria to be a telecommuter.

☐ Yes ☐ No

My management/supervision style supports telecommuting.

☐ Yes ☐ No

My department supports telecommuting.

☐ Yes ☐ No

I should approve my employee's request to telecommute.

☐ Yes ☐ No

Proposed work schedule:

_____

_____

_____

_____

Comments:

_____

_____

[1]This form is adapted from Rutgers University, https://uhr.rutgers.edu/worklife-balance/telecommuting#Telecommuting-Arrangement

Appendix E:

COVID-19: Committee on Return to On-Campus Operations

Human Resources and Staffing Original Charge letter

OFFICE OF THE CHANCELLOR
517 Swanlund Administration Building, MC-304
601 E. John St.
Champaign, IL 61820

May 12, 2020

COVID-19: Committee on Return to On-Campus Operations

Human Resources and Staffing

Elyne Cole, Senior Associate Chancellor for Human Resources *(Chair)*
Skye Arseneau, Interim Director, Library Human Resources
Leslie Arvan, Senior Director of Labor and Employee
Relations, IHR Claire Sharples Brooks, Associate Director,
EEO
Caitlin Bruning, Associate Director for Personnel and Administration,
Mathematics Robb Craddock, Assistant Director of Labor and Employee
Relations, IHR
Tony Franklin, Associate Director,
ACES/Extension Susan Key, Director of
Portfolio HR, OVCRI
Terri Klinker, Associate Director Strategic Business, Technology
Services Alicia Lowery, Director, Talent Acquisition, IHR
Brandi Pulleyblank, Human Resources Coordinator,
Engineering Nisar Qureshi, Director Human Resources,
DIA
Jim Sims, Director, Facilities and Services
Beth Slotnick, Senior Assistant Director of Human Resources, University
Housing Eric Smith, Director, HR, Diversity and Strategy, Facilities and
Services
Deb Stone, Executive Director, HR Administration,
IHR Tyler Swanson, Student
Robbie Witt, Director, Classification, Compensation, Records Admin.& Appointment
Processing, IHR Gabe Gibson, Director, Technology Services, ATLAS *(ex officio)*
Chris Harris, Director of Strategic Communications *(ex officio)*

Dear Colleagues:

Thank you for agreeing to serve on the Human Resources and Staffing team under the coordination of the COVID-19: Executive Steering Committee on Return to On-Campus Operations. Senior Associate Chancellor Elyne Cole will chair this team and Teresa Harvey will

provide staffing and support. Your work will complement the efforts of six other teams being charged as part of this effort: Academics, Community and Public Engagement, Finance and Operations, Research and Scholarship, Testing, Tracking and Monitoring and University Life.

Transitioning our workforce back to full on-campus operations as quickly as possible under any ongoing state and health department restrictions and guidelines is essential. Developing the human resource plans to do so and designing an implementation process is the fundamental charge I am presenting to your team. No one has ever done this and there is no established map. I leave it to you to determine the specific steps and actions that will be required and to prioritize them.

More broadly I ask your team to:

- Identify, evaluate and design the parameters and components of our human resources and staffing in this post-COVID-19 university. Your planning implementation recommendations should prioritize the safety of our workplaces and employees, provide mechanisms for our ongoing recruitment, hiring and retention needs, but also must address the legal, ethical and public perception issues that will accompany the return to on-campus operations of our workforce.
- In this immediate, first phase of your work, establish the framework and planning necessary for a **summer transition back to on-campus operations and activities** after Gov. Pritzker lifts current stay-at-home orders.
- In a second, ongoing phase (**planning for fall 2020 and beyond**), recommend the actions, policies and processes that must be implemented for resumption of our campus life activities for the fall 2020 semester, the total academic year and beyond as necessary.
- Develop plans for coordination and communication of your team's activities and recommendations with the Executive Steering Committee and the other six working teams.
- As a team, you will identify any specific goals in addition to items such as:
    - Remote work recommendations for summer and beyond
    - Policies regarding use of Personal Protective Equipment
    - Policies regarding ill employees and return to work

This pandemic has brought us unprecedented challenges. So, we are asking you to assist us in determining the best approaches to address these challenges. I only ask that your decisions and recommendations be guided by these core principles:

- Protection of the safety and health of our students, faculty, staff and local community
- Preservation of our land-grant missions of education, scholarship, service and engagement
- Processes that are transparent, open, consultative and respectful of our traditions of shared governance

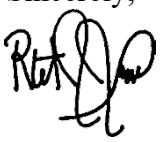
As the first step of this process, I ask your team to coordinate with Mike DeLorenzo who chairs the Executive Steering Committee to identify some preliminary timelines and milestone goals for this first phase of planning.

As you know, there is both great urgency and great need for planning and actions, so I hope your team will begin meeting as soon as possible.

I thank you for your service as we navigate through this

difficult time.

Sincerely,



Robert J
Jones
Chancello
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