

COVID-19

Employee Guidance



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INTRODUCTION

Iowa Valley Community College District's (IVCCD) policies and procedures for employees are subject to change based on updates communicated from local health officials, the Iowa Department of Public Health, and the Centers for Disease Control and Prevention.

EMPLOYEE ESSENTIALS

All employees, students and visitors are required to wear a face covering in campus buildings in public spaces. IVCCD has a limited inventory of masks available for employees and will supply one to any employee who needs one. Employees are welcome to wear their own mask if the mask meets CDC Guidelines.

Face coverings should be worn in all common areas (even if no one else is around) such as: hallways, bathrooms, copy machine areas, gathering areas, breakrooms (except when eating or drinking), anytime employees are traveling outside of their workspace, and classrooms and labs when students are present.

Employees are encouraged to hold meetings over ZOOM or Microsoft Teams versus in person. If you are in your office or are able to stay 6' away from others (such as sitting in a conference room) you may remove your mask. It is the responsibility of the employee to clean and disinfect their mask regularly.

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

What should I do if I am notified that I have been exposed to COVID-19?

- The employee must report the exposure to their supervisor or human resources as soon as possible by completing the online Employee Notification Form at <https://www.iavalley.edu/covid-employee-reporting-form/> or emailing human resources.
- The employee is encouraged to contact their healthcare provider or to complete the Test Iowa survey at <https://www.testiowa.com/en> to find out if they need to be tested, and follow the instructions provided on the website.

What should I do if I am sick?

- Employees are responsible for monitoring their own health symptoms.
- An employee who is at work and is showing signs or symptoms of COVID-19 should leave immediately and call their supervisor.
- If an employee is at home and exhibits symptoms associated with COVID-19 (coughing, fever, shortness of breath, loss of taste or smell, etc.) the employee must stay home from work and follow the CDC guidelines at: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

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- The employee is asked to contact their healthcare provider or complete the Test Iowa survey at <https://www.testiowa.com/en> to find out if they need to be tested and follow the instructions provided on the website.
- The employee will notify their supervisor and human resources.
- Employees who do not test for COVID-19 will quarantine for 10 days and must be symptom free without medication, for 24 hours prior to returning to work.
- Employees who test and are negative may return to work after 7 days if the test was administered after day 5 of the quarantine.

IVCCD COVID-19 Response Protocol

- IVCCD will cooperate with the County and State of Iowa public health departments to conduct contact tracing and inform employees and students who have come in contact with an infected individual(s) if requested.
- Human Resources will work with the employee to ensure proper leave procedures and forms are completed which will include a release from their healthcare provider before their return to work. Human Resources will notify employees if they are exposed at work to a positive case of COVID-19.

Employee Health Privacy

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

Information may be shared with appropriate faculty and staff on a need-to-know basis. However, unless you have authorization from the employee, information about an employee's health should not be shared beyond the need-to-know group; Director of Human Resources/Payroll, HR/Payroll Coordinator, Payroll Specialist.

FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)

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

LEAVE ENTITLEMENTS

Generally, employers (including IVCCD) covered under the Act must provide employees:

- Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at (see supplement and poster included with this communication):
 - 100% for qualifying reasons numbers 1-3, up to \$511 daily and \$5,110 total;
 - 2/3 for qualifying reasons number 4-6, up to \$200 daily and \$2,000 total; and

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- An additional 10 weeks of paid sick leave and expanded family and medical leave paid at 2/3 for qualifying reason number 5, up to \$200 daily and \$12,000 total.
- A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work.
- The decision was made by IVCCD to allow an employee to use accrued leave time to supplement the 2/3 federal paid leave so an employee receives 100% of their pay. The types of paid leave may be limited based on the qualifying reason for FFCRA benefits.

EXPANDED FAMILY AND MEDICAL LEAVE ELIGIBILITY

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below).

Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason number 5 below.

QUALIFYING REASONS FOR COVID-19 RELATED LEAVE

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

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

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

LEAVE GUIDANCE FAQ

What types of leave are available during this time if I am ill? What if I am not ill?

The following options are available, depending upon the nature of the job responsibilities and the extent of the illness (please note that not all options will be available in all situations):

- 1) A personal medical leave or to care for a family member may fall under the FMLA process, refer to Board Policy 436. An employee may use their paid leave benefits to cover the leave time period.
- 2) Non-medical leave:
 - a. Use accrued paid vacation per Board Policy
 - b. If you qualify for the federal Coronavirus Families First leave (see supplement and poster in break areas) you

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may take federal leave which requires completing a special leave form, approved by both your supervisor and HR. Contact HR for the form.

- c. Request leave without pay per Board Policy 435. Employee will be responsible for paying the full amount of the insurance premium (100%) and will not accrue any additional vacation on unpaid time.
- d. Employees should take leave for the proper use in compliance with Board Policy and federal law. See below exceptions to current board policy on using sick leave beyond the amount available.

What if I am not comfortable returning to work or wish to remain home for another reason?

If you choose to not work for reasons that are not covered under FFCRA or normal sick leave policies, you should take vacation leave. Once your vacation leave is depleted you may request up to 80 hours of unpaid leave per Board Policy 435. There are specific requirements outlined above on unpaid leave.

Can I use my vacation leave to travel out of state?

We do not intend to limit personal out-of-state travel at this time. Employees who travel out of state will not be required to self-quarantine simply because they traveled out-of-state. If CDC or Department of Health guidance changes this may be revisited.

Am I required to use the FFCRA before using my vacation/sick?

No, employers cannot require the use of FFCRA leave before using other leave benefits, nor can employers require use of accrued leave benefits before an employee requests FFCRA leave.

What happens to my pay if I have no sick leave or vacation available and need to be off work?

Unpaid leave may be requested consistent with Board Policy 435. See above exception to current Board Policy on using sick leave beyond the amount available until June 30, 2020.

Do part-time/hourly (timesheet) employees qualify for the FFCRA pay? If so, how will it work?

If a non-benefit eligible employee meets one of the identified criteria in the federal regulation, they may be entitled to leave for his or her average number of work hours in a two-week period. Hours of leave is based on the number of hours the employee is normally scheduled to work. If the normal hours scheduled are unknown, or if the part-time employee's schedule varies, a six-month average can be used to calculate the average daily hours. Such a part-time employee may take paid sick leave for this number of hours per day for up to a two-week period and may take expanded family and medical leave for the same number of hours per day up to ten weeks after that. Additional guidance is available for employees who have worked for an employer less than six months. Contact Human Resources for further information.

Can my approved vacation request be canceled?

Yes, your supervisor may reconsider an approved vacation request based on operational needs and particularly during times of emergency. At this time, we have no plans to do this but given the shifting environment it is possible.

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Can I be sent home if I am sick? Only for flu-related illnesses? What if I don't think I have a flu-related illness?

IVCCD is required to maintain a safe and healthy environment and has broad discretion over when and where an employee is to work. For this reason, employees may be sent home if they are sick. In addition, employees are encouraged to practice basic preventative measures (good hygiene, frequent hand washing, covering your nose and mouth with your sleeve if you cough or sneeze, and avoiding touching eyes, nose or mouth with your hands). Leave policies apply to the time at home.

Are healthy employees allowed to stay home to avoid possible exposure/infection?

Yes, you may use any accrued vacation balance available or request unpaid time off. See response above on limitations to a non-medical leave request.

What should I do if I have an underlying health condition or I am immunosuppressed and want or need to stay home?

Your health is a top priority. If you have an underlying health issue that may cause you to be at a higher risk with COVID-19:

A doctor's opinion should be obtained after providing the doctor your complete job description and the written description of the health precautions provided in the workplace. Your doctor should issue an opinion/recommendation regarding your ability to return to work under the working conditions for your particular position.

- a. If the doctor does not restrict you from work, you may use leave as allowed within the standard leave policies.
- b. If the doctor recommends/certifies temporary self-isolation for the employee due to a health condition or age, you may qualify for leave under the FFCRA and/or regular sick leave. Eligible employees may also be required to submit FMLA certification.
- c. If the doctor recommends long-term restrictions from attending work due to chronic health conditions, then HR and employee will engage in a dialogue about the availability of reasonable accommodations that will enable the employee to perform the essential functions of the position. Eligible employees may also be required to submit FMLA certification.

IVCCD Non-Discrimination Statement

It is the policy of Iowa Valley Community College District that no individual will be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by the District on the basis of actual or potential parental, family or marital status; age; color; creed; gender identity; national origin; physical or mental disability; race; religion; sex; or sexual orientation as required by the Iowa Code, Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX, Section 504, and the Americans with Disabilities Act.

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