

LAKE FOREST COLLEGE GUIDANCE FOR SUPERVISORS OF EMPLOYEES WORKING ON CAMPUS THIS SUMMER (2020)

Supervisors and department chairs should use these checklists for guidance as certain faculty and staff are gradually approved to work on campus this summer.

Supervisors play a crucial role in our continued commitment to find creative solutions, remain flexible, and fulfill the college's mission while protecting the health and well-being of employees. Supervisors must remain vigilant in emphasizing employees' social distancing, hand washing, staying home when sick, and use of cloth face coverings. Supervisors must also be ready this summer to adjust plans based on COVID-19 developments.

Health and Safety Supervisor Expectations:

- ✓ **Continue** the practice of telecommuting, creative scheduling, social distancing in the workplace, and other safety protocols for employees who return to work on campus this summer. Regularly communicate with faculty and staff on progress and/or changes as needed.
- ✓ **Emphasize** the importance of a phased return to work on campus for the health and safety of our campus community. Employees should not return to work and should continue to telework until they are notified by their supervisor to come to work.
- ✓ **Close common areas.** Identify and close areas where people are likely to congregate and interact, or enforce social distancing protocols (for example, break rooms and lobbies).
- ✓ **Post** recommended signage provided by the College on prevention steps and symptoms of COVID-19.
- ✓ **Emphasize** and enforce adherence to all health and safety guidance by ensuring that employees:
 - Strictly limit interactions with each other.
 - Use designated building entrances and restrooms.
 - Report to their immediate supervisor when witnessing others not adhering to health and safety guidance.
- ✓ **Require** employees directed to work on campus this summer to report daily to supervisors their answers to the questions below, understanding that an employee who answers "yes" to any of the questions should stay home, and appropriate leave policies should be applied (see below):
 - Have you been told to quarantine/isolate by a medical provider or the health department?
 - In the last 14 days, have you had face-to-face contact for 10 minutes or more with someone who has or is suspected of having COVID-19?
 - Are you experiencing a new cough, shortness of breath, or difficulty breathing?

- In the past 48 hours, have you had at least two of the following new symptoms: fever, chills, repeated shaking chills, muscle pain, headache, sore throat, vomiting, diarrhea or loss of taste or smell?
- Was your temperature 100.4 or above this morning?

After answering “yes” to any of the above questions, employees should not return to work until they are cleared by their healthcare providers.

✓ **Apply** appropriate leave policies:

- Send an employee home if they suspect they may be sick. This may be considered emergency sick leave per federal guidance effective April 1, 2020. Consult with Human Resources.
- If an employee is unable to work because they are under a court-ordered quarantine, a doctor has advised the employee to quarantine, or the employee tests positive for COVID-19, the employee may be entitled to paid sick leave. If an employee satisfies any of these conditions, contact Human Resources.
- If an employee is unable to work or telework because the employee cannot obtain child care for a minor child, the employee may be entitled to paid sick leave and paid family and medical leave under a new federal law. The College encourages supervisors to exercise maximum flexibility in scheduling, including options such as flexible hours, shift swaps, and alternating work days. If an employee is unable to work or telework after these options have been explored, the employee may be eligible for paid FMLA and is entitled to job protection for up to 12 weeks. If an employee requests paid FMLA leave, or you believe that an employee might be eligible for paid FMLA leave, consult Human Resources Director.
- Review requests for leave and approve use of accrued leave as appropriate
- Consult Human Resources if an employee feels unsafe about returning to work on campus based on at-risk factors or other concerns.
- Remind employees about available resources and supports such as the Employee Assistance Program (**Care24** services at **1-888-887-4114** and Basic Enhanced **Employee Assistance** at **1-800-316-2796**).