

HR Coronavirus FAQs

What should I do if I am not feeling well?

In short, stay home. It is especially critical that employees do not report to work while they are experiencing respiratory symptoms such as fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills or fatigue. Currently, the Centers for Disease Control and Prevention recommends that employees remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. The College's paid sick leave policy can be found in the employee handbook. In the event a sick leave balance is exhausted, vacation time may also be utilized.

Many times, with the best of intentions, employees report to work even though they feel ill. Employees who report to work ill will be sent home in accordance with these health guidelines. If remote work is an option for your position, a conversation with your supervisor to discuss the practicality and logistics of this arrangement should be had. The College recommends holding these discussions promptly before employees present symptoms or are diagnosed.

If I am diagnosed with COVID-19, who should I notify and what are my leave benefits?

In such an event, you should notify the department leader or your manager and Human Resources Director Agnes Stepek. When you provide notice that you have been confirmed positive, please also provide a list of any members of the Lake Forest College community that you recall being in direct contact and close proximity to during the last 14 days. Those individuals should log their self-quarantine on the confidential form provided [here](#).

Your personal information is confidential unless you give permission otherwise. Sick days can be used for days of absence due to illness. You should contact Human Resources Director Agnes Stepek for additional leave coordination.

What if someone in my immediate household falls ill?

If your family member starts showing symptoms of the disease, you may invoke your entitlement to use sick leave to care for a family member with a serious health condition. If remote work is an option for your position, a conversation with your supervisor to discuss the practicality and logistics of this arrangement should be had.

Does Family and Medical Leave Act (FMLA) leave apply for employees or immediate family members who may contract coronavirus?

Yes, coronavirus would qualify as a "serious health condition" under FMLA, allowing employee to take FMLA leave if either the employee or an immediate family member contracts the disease. The employee would be entitled to job reinstatement as well. A certification from a health care provider is required for FMLA leave.

Can I use the College's Medical Plan if I am not feeling well?

Yes, you should use your medical insurance if you believe care from a medical professional is required. The summary benefits of coverage and plan documents are found on the [Employee Benefits](#) web page. As a reminder, the Virtual Visits service allows you to consult with a doctor 24/7 to evaluate your risk and help with any next steps when necessary all without leaving your home and for a \$20 copay. Information on Virtual Visits and registration can be found on the [Employee Benefits](#) web page.

If I see my physician for a COVID-19 test, will it be covered under my PPO Choice or HDHP coverage?

Effective immediately, testing to diagnose COVID-19 when medically necessary and consistent with CDC guidance will be covered with no member co-pays or deductibles. This applies to the PPO Choice Plus and HDHP medical plans.

What's my status if I'm quarantined?

That depends on whether you have been deemed telework ready – meaning you have been deemed eligible to work and have an agreement regarding the terms with your supervisor.

For quarantined hourly staff positions not eligible for sick days and not telework-ready, the College will authorize “safety leave” which is paid time off for up to 10 business days. For telework-ready employees, the home is generally an approved location. Those employees would generally be expected to perform telework as long as they are not showing symptoms. An employee who is diagnosed as being infected, or likely has been infected with quarantinable communicable disease such as COVID-19 normally would go on sick leave, regardless of whether the employee has been approved for telework.

When self-quarantine is required?

Following updated guidance from the CDC, 14 days of self-quarantine is required for:

- Any travelers to the U.S. (returning or coming for the first time) from any country under a CDC Warning Level 3 (Avoid Nonessential Travel), regardless of whether that direction is specifically given to them at the U.S. point of entry.
- Any employees who have had direct contact with someone who has tested positive for COVID-19.
- Any employees who have had direct contact with someone who is under care for suspected exposure to COVID-19.

Should I consider self-quarantine?

If you have had direct contact with someone who has tested positive for COVID-19 or are under testing for suspected exposure to COVID-19, you are expected to self-quarantine.

If you are worried that you may have been exposed through contact with a person whom you suspect might have been exposed to COVID-19, it would be prudent to self-quarantine until a medical provider has determined the significance of the contact. For example, if an employee's spouse works closely with someone who has tested positive for COVID-19, or is suspected of being positive for COVID-19, the employee is expected to work from home until it is known whether or not exposure is confirmed, or 14 days have passed, whichever comes first.

Are there work related items I should consider?

Proactive conversations regarding cross-training for critical department tasks in the event of sudden or long-term absences should be considered.

Should managers let their employees work from home/telecommute?

In situations where work can temporarily be performed from home, we encourage managers to work with employees to identify those instances, and actively consider telecommuting during this time of uncertainty. A key consideration for managers is whether or not telecommuting is compatible with the employee's job responsibilities.

If my office is closed, do telework-ready employees have to continue working?

Generally, yes; telework program participants are ineligible for “safety leave” during a closure, except in rare circumstances. They must telework for the entire workday, take time off (paid or unpaid), or use a combination of telework and leave or other paid time off.

What if my child’s school is closed?

At the present, if school is closed but your office is open, you must report to work or take paid time off to be home with your child. The College may make an exception for emergency situations, allowing employees to telework for part of day and take leave the rest. If both the school and your office is closed, the College is to authorize “safety leave” for employees who cannot telework or don’t have paid time off available under the College’s policy.

Due to nature of my job I am unable to work from home and have been designated as an “essential employee.” Can I bring to campus my children or family members?

Employees may not bring children, elders or other family members to work with them even if they are well.

How are you keeping employees who cannot telework safe?

Given the wide variety of services that staff provide to the Lake Forest College community, we recognize many functions do not lend themselves to being performed from home. In those situations, we encourage employees to adhere to this previously issued [guide](#) by the CDC. When these measures are practiced with diligence they are an effective means for minimizing the spread of the disease. In addition, employees should consult with their manager for specific protocols that may be in place for certain jobs.

The College’s custodial services team will be exceptionally focused on keeping our campus clean; however, employees can support these efforts by keeping their workspaces and common areas tidy and spot clean or sanitize as appropriate.