

ANSWERS TO FAQs

How do I know if I am high-risk?

You are considered high-risk if you fall into one these categories:

- People 60 years of age or older;
- People with underlying health conditions including heart disease, lung disease, kidney disease, cancer, or diabetes;
- People who have weakened immune systems; and
- People who are pregnant.

Am I high-risk if a member of my family is in a high-risk category?

At this time, you are considered high-risk only if you fall into one of the high-risk groups outlined above.

If I am in a high-risk group and want to work remotely, what do I need to do?

Please notify your manager that you are high-risk and want to work remotely on a temporary basis. Work with your manager to make the necessary arrangements to work remotely. You do not need to disclose why you are high-risk.

If some or all of your work *cannot be performed* remotely and you remain at home, you will continue to be paid your full salary in accordance with how the university is currently treating continuity of pay in light of the COVID-19 outbreak; this is part of our commitment to you and the wellbeing of the university community.

If I am high-risk and want to work remotely, do I need to provide medical documentation?

Medical documentation is not required.

If I am not at high risk and want to work remotely, what should I do?

To maintain business continuity, please work with your manager to determine whether your work – or alternative work assignments – can be temporarily performed remotely.

What do I do if I am not high risk, want to work remotely, but the job is not conducive to remote work?

Not all jobs are conducive to remote work. However, you should work with your manager to determine whether an alternative work assignment is possible in light of current operational needs.

Does the sick time policy remain the same?

We are temporarily enhancing our sick time policy. You may use your sick time and/or your family sick time balance either for yourself or to care for a sick family member. You may also incur a negative sick time balance if needed.

As a reminder, if you incur more than five consecutive sick days, you should contact your manager and also must contact Human Resources to initiate a leave of absence.

Do I continue to use Time Tracking if I am working remotely?

Yes. The standard expectations for using the Time Tracking system remain in place for all faculty and staff. As always, please secure approval from your manager in advance if you anticipate working overtime.

Where can I find additional resources if I am feeling concerned or worried?

The Employee Assistance Program, e4health, 877-739-3989, is also available 24x7 and can provide a wide range of supportive services to you and all members of your household.