

MAYVILLE STATE UNIVERSITY GUIDANCE RELATED TO COVID-19

March 16, 2020

Employee FAQs Regarding COVID-19

If you have further questions, please speak with your supervisor for clarification.

What should I do if I'm directed to self-quarantine?

If you are required to self-quarantine, notify your supervisor and report that you have been directed to self-quarantine.

You should stay at home and follow the guidelines from the ND Department of Health <https://www.health.nd.gov/diseases-conditions/coronavirus>; Center for Disease Control and Prevention (CDC) <https://www.cdc.gov/coronavirus/2019-ncov/index.html>; and/or your personal health care provider.

What documentation will I need to provide if I am directed to self-quarantine, and when I return to work after the quarantine period?

While being self-quarantined, you are expected to maintain regular communication with your supervisor in order to keep him or her updated. The local health department or your primary care physician will provide you with a release that you need to provide to Human Resources and your supervisor once you are released from self-quarantine.

I am experiencing stress about the possibility of the pandemic. Who can I speak to?

Our employee assistance program is The Village <http://villageeap.com/>. Services are available 24/7, 365 days a year, with nationwide accessibility and virtual options.

What if my child's daycare or school closes and I have to stay at home?

If you are unable to work due to family care responsibilities, you should discuss possible options with your supervisor.

What should I do if a member of my household has contracted COVID-19 and I need to stay home to take care of him/her?

Report the information to your supervisor by email or phone.

Employees who have a sick family member at home with COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure and monitor their own condition.

According to what I've read from the Center for Disease Control (CDC), I am at a "high risk" for serious illness from COVID-19 should I contract it. What should I be aware of, and what options do I have if I do not want to come to work?

Early information as reported by CDC indicates that some people are at a higher risk of getting sick if they come in contact with COVID-19, including:

- Older adults
- Pregnant women
- People who have serious chronic medical conditions like heart disease, diabetes, and lung disease.

If you fall into one of these categories, you should be especially careful to take actions to reduce your risk of being exposed to COVID-19, including the precautions previously mentioned. You may speak with your supervisor to see if there are possible ways to mitigate risk.

I attended a conference and was notified that one of the attendees tested positive for COVID-19 virus. What do I need to do? If one of my co-workers has a contagious illness such as COVID-19, should I self-quarantine?

Employees who are currently not exhibiting COVID-19 symptoms should notify their supervisor and refer to CDC guidance for monitoring your own health.

Do I need to complete FMLA paperwork?

We are not requiring FMLA documentation specifically for COVID-19 symptoms. However, if the absence involves actual contraction of COVID-19, hospitalization or longer-term treatment, FMLA paperwork may be requested.

For other medical conditions (such as surgery or pregnancy), our FMLA policy will remain in effect.

One of my co-workers appears to be showing flu like symptoms. What should I do?

Talk to your supervisor or manager. Employees who are sick should not be at work until symptoms resolve, and they should seek medical assistance, as appropriate.

Can student employees/part-time temporary employees continue to work?

Yes, if the supervisor has critical needs for student assistance.