

Guidance on Human Resources Policies Related to COVID-19

May 4, 2020

This is a sample of questions frequently asked by employees. Questions on work policies will change abruptly as conditions change, and this document will be updated frequently.

Q: What should I do if I'm required to self-quarantine?

- If you are required to self-quarantine, notify your supervisor and report that you have been directed to self-quarantine via Maxient – links can be found in campus Coronavirus websites (below in the response to Question 4).
- Discuss with your supervisor ways to work remotely.
- You should stay at home, monitor your symptoms
- If you get sick, you will use sick-leave. If you are not sick and not able to work from home you may apply for leave under the Families First Coronavirus Response Act (FFCRA):
- [FFCRA General Information](#)
- [FFCRA Application](#).

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

- At the beginning of your self-quarantine, you will need to submit a confirming note from a healthcare provider or public health agency directing you to self-quarantine.
- There is no requirement currently (per CDC guidelines) for a note confirming your health status to return to work.

Q: I am experiencing stress about the possibility of a pandemic. Who can I talk to?

- The Real Help Hotline is staffed to address stressful issues:
<https://www.becolorado.org/program/the-real-help-hotline/>

Q: Where can I find campus-specific information and guidance related to COVID-19 ?

- Please refer to the university websites dedicated to the COVID-19 outbreak:
<https://www.cuanschutz.edu/coronavirus>
<https://www1.ucdenver.edu/coronavirus>

Q: My child's school is closed because of an outbreak. Can I bring them to work?

- It is not appropriate to bring children to work. More information can be found here:
https://www1.ucdenver.edu/docs/librariesprovider188/covid-19/guidelines-for-children-in-the-workplace-and-or-classroom.pdf?sfvrsn=96bb1fb9_0
- If individuals cannot work because of childcare issues they should take leave under the FFCRA. Please see the links above.

Q: A member of my household has been directed by a public health agency or a health care provider to self-quarantine. What do I need to do?

- At this time there is no requirement for anyone to do anything other than monitor their own condition. If you begin to exhibit symptoms, stay home and use sick leave.

Q: A member of my household has contracted the coronavirus, or some other illness, and I need to stay home to take care of them. Can I take sick leave?

- The need to take care of a family member as defined by Regent Policy 11 (Spouse, civil union partner, domestic partner, child, parent, in loco parentis). The Policy can be found here: <https://www.cu.edu/regents/policy-11e-leave-policies-officers-exempt-professionals-and-faculty>
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.
- The FFCRA may also apply to this situation. Please see the links above.

Q: One of my colleagues appears to be showing flu-like symptoms. What should I do?

- Talk to your supervisor or manager. They can be clear that employees who are sick should remain off-duty (i.e., on sick leave) until symptoms resolve, and that they should seek medical assistance, as appropriate.

Q: I am planning a personal vacation that involves travel. What should I be concerned about?

- The University highly discourages personal travel at this time in accordance with the Governor's and State of Colorado's public health orders. If you requested and have approved vacation leave for which you plan to travel, please understand that the nature of travel restrictions and self-quarantine may change quickly. This could result in you being unable to return to your work location.
- If you are required to self-quarantine, you may apply for coverage under the FFCRA (see above). If you are otherwise not able to return, and if you are unable to perform your job responsibilities remotely, you will be required to use vacation for the any additional time off. Should you contract the COVID-19 virus during your period of self-quarantine, you may use sick leave and should apply for FFCRA coverage (see above).

Q: According to what I have read from the Centers for Disease Control, I am at "high risk" of getting very sick from COVID-19 should I contract it. What should I be aware of, and what are my options if I do not want to come to work?

Early information as reported by CDC indicates that some people are at higher risk of getting very sick if they contract COVID-19, please see information at the CDC site::

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>

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 indicated at the beginning of this document.

You may talk with your supervisor or manager about remote work arrangements, if your job duties allow you to work remotely, or with supervisor approval, use vacation time.

Q: I am a pregnant medical provider. Is there any way for me to be reassigned when I am scheduled to see a known COVID-19 positive patient?

- Please discuss your situation with your supervisor. Any reassignment requests will be considered on a case-by-case basis.

Q: What steps do I, as a supervisor or manager, need to take to keep our unit minimally operational should the need arise?

- Unit Continuity of Operations Plans (COOP) must be updated in coordination

with the Emergency Management. Further guidance can be found below:

The Federal Emergency Management Agency provides online training both for [COOP planning](#) and [COOP Planning for Pandemic Influenzas](#).

To assist schools and departments with the COOP process, the university has purchased BOLD Planning, a web-based planning tool which makes your COOP plan available to the members of your school or department from anywhere with internet access.

Q: I work part time and my employer reduced hours to zero for the next 30 days, am I eligible for unemployment compensation?

While the university does not make the decision regarding individual unemployment claim filings, you may apply. If you are working fewer than 32 hours a week and earning less than the weekly amount of unemployment benefits pay (approximately 55 percent of your average wage over a 12-month time period), you may be eligible for unemployment benefits.

More information can be found at: <https://www.colorado.gov/pacific/cdle/unemployment-insurance-worker-faqs>

Q: What should I do if I think I may be experiencing symptoms related to COVID-19?

If you are a faculty or staff member at the CU Anschutz Medical Campus, or CU Denver, and need COVID-19 symptom and testing triage:

- Please call Occupational Health at 303-724-4663.
- The triage line is open 7 days a week, 8 a.m. to 5 p.m.

If you are a student at the CU Anschutz Medical Campus and need COVID-19 symptom and testing triage or non-emergent medical care for any reason:

- Please call the Campus Health Center at 303-724-6242.
- The center is open Monday through Friday, 8 a.m. to 5 p.m., with after-hours available.

Additionally, UHealth is offering Virtual Urgent Care to anyone in Colorado including those who don't have insurance. [Learn more here.](#)

Per [CDPHE](#), if you have [COVID-19 symptoms](#), you are encouraged to contact your primary care provider and to get a free test at approved [Colorado community testing sites](#).

- Check testing site details for whether an appointment or doctor's note is required.
- If you do not have a primary care provider, please call the Campus Health Center (303-724-6242).

Please let your supervisor or professor know, and submit a [CU Anschutz self-report form](#).

If you are on the CU Anschutz Medical Campus, have a UHealth Badge and think you may need COVID-19 testing, please call COVID Hotline at 720-787-3321.