



EMPLOYEE WORKPLACE GUIDELINES FOR CORONAVIRUS/COVID-19

In response to coronavirus/COVID-19, LU is providing information on leave, travel, telecommuting, and other workplace topics. We will continue to provide updated information as we receive it. Check LU's [COVID-19/Coronavirus page](#), your LU email account, and LU social media regularly for updates.

NOTIFICATION THAT FELLOW EMPLOYEE HAS TESTED POSITIVE FOR COVID-19

How will the university notify faculty and staff if a fellow employee tests positive for COVID-19?

In the unfortunate event that other employees test positive for COVID-19, LU will follow changing CDC and other guidance to protect the campus community. This includes alerting the proper health authorities, notifying coworkers and those who have likely come in contact with the individual as well as following rigorous cleaning protocols to the facility or facilities in which they work, specifically the individual's workspace. If you or your supervisor has questions about this, contact [Human Resources](#) and talk with Bert Wagner, HR Assistant Vice President.

UNIVERSITY CLOSURES

Has the University completely shut down?

No. At the present time, normal campus operations are continuing, although students and faculty have been instructed to use alternate delivery methods, such as course delivery online, through the end of the spring and May-mini semesters. Even though campus remains open, supervisors should assist employees to maintain appropriate social distancing in the workplace. Supervisors are also asked to be flexible with leave and work from home until further notice.

How can I keep up to date with my work responsibilities if the Governor or Public Health Officials close access to state buildings and/or services?

Issues like this will be addressed in direct response to officials' guidelines and requirements. For this reason, it is important that all employees regularly monitor LU's [COVID-19/Coronavirus page](#), their LU email account, and LU social media for urgent communications regarding any future orders.

ESSENTIAL PERSONNEL

If access to the University is restricted, will essential personnel be required to report to work?

Essential campus services often continue during a crisis, and employees designated as essential are required to report to work unless there is a critical reason they cannot. Essential personnel facing a crisis should contact their supervisor before they fail to report to work or may risk disciplinary action.

Who is designated as essential personnel?

Those designated as essential personnel may change depending on the crisis. For example, personnel who are essential during a pandemic may not be essential during a hurricane. Supervisors should clearly communicate to employees who will be essential during a crisis. For assistance, supervisors can contact [Human Resources](#) and talk with Bert Wagner, HR Assistant Vice President.

Can essential personnel work from home?

University offices are required to remain open at this time. Due to the nature of some jobs, essential personnel are often needed on campus. If you are designated as essential personnel, contact your supervisor to discuss your specific job and if it can be accomplished from home.

TELECOMMUTING

Which employees can/cannot telecommute or work from home?

Employees who can telecommute are those who can perform some or all of their job duties online and by phone. This includes many faculty, certain staff, and some who typically meet students and others face-to-face (for example, student advisors, writing center staff, etc.). In contrast, employees whose jobs require their physical presence on campus typically cannot telecommute.

Should supervisors be open to telecommuting for their employees?

Yes. Social distancing is critical to minimizing the spread of coronavirus. For this reason, supervisors should be open to telecommuting for any employee whose job duties can be performed off-campus. It is important to note that some jobs cannot be accomplished by telecommuting and require employees to be physically present.

Must my supervisor approve any request to telecommute during the coronavirus pandemic?

Yes, your supervisor must approve telecommuting. IF you and your supervisor have questions about this, contact [Human Resources](#) and talk with Bert Wagner, HR Assistant Vice President.

Can student workers work from home and be paid for hours worked?

Yes, students can work from home if their supervisor approves. Student workers should follow the same guidelines for telecommuting that apply to staff. If you are a student worker, contact your supervisor for more information.

How do I set up telecommuting or remote work?

You will find detailed instructions and recommended practices for setting up remote work on the [VPFO Coronavirus Announcements page](#), under Telecommuting.

How can supervisors help employees who cannot telecommute take precautions that protect their health?

For employees who cannot perform their job duties off-campus, or for essential employees, supervisors must follow best practices to protect employees. For assistance in setting up

safer workplaces, supervisors should contact [Human Resources](#) and talk with Bert Wagner, HR Assistant Vice President. Information can also be found on the LU [COVID-19/Coronavirus page](#).

I am a non-exempt (hourly) employee and was told I should not work from home. Is this true?

Nothing in the University's communications about working from home makes a distinction between exempt (salaried) and non-exempt (hourly) staff. All employees are to be treated the same, although non-exempt must keep track of their hours and tasks, to complete their time sheets. (Exempt employees should also keep a record of their hours and tasks, for accurate reporting.) The nature of the work and office operations requirements guide work from home decisions.

UNIVERSITY TRAVEL

Has all University-sponsored travel been cancelled?

All University-sponsored travel has been cancelled, with the exception of essential domestic business travel critical to university operations. Until further notice, Interim Provost and Vice President for Academic Affairs Brenda Nichols and Vice President for Finance and Operations Jeremy Alltop must approve all domestic travel.