Guidance on Human Resources Policies Related to COVID-19
March 11, 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 are unable to work remotely, leave-eligible employees returning from these countries, who were approved to travel for university business, are eligible for paid administrative leave. If you get sick, you will use sick-leave. If you were not on University approved travel, or were on personal travel, you will use vacation leave if you are not sick and not able to work from home.

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: I or my colleague am traveling to another country or state; what information do I need to know?
   • Please refer to the university websites dedicated to the COVID-19 outbreak. Current obligations are identified on those sites and will be updated as policies change. Please note that currently all university professional travel is restricted and any exceptions require approval of your Dean for domestic travel and your Dean and the Provost for international travel.
     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 generally not appropriate to bring children to work. More information can be found here:
     http://www.ucdenver.edu/about/departments/HR/Documents/GuidelinesforChildrenintheWorkplace.pdf

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.

Q: I have returned from a conference and was notified that one of the attendees tested positive for the COVID-19 virus. What do I need to do?
   • Employees who are currently not exhibiting COVID-19 symptoms should attend work, but notify their supervisor and refer to CDC guidance for monitoring your own health.

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?
   • 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, or 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.

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, including:

   • Older adults
   • Pregnant women
   • People who have serious chronic medical conditions like:
     - Heart disease
     - Diabetes
     - 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 indicated at the beginning of this document.
At the current time, the campus is operating normally, and employees who are not ill are expected to report to work as normal. 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.

The Police Department’s Emergency Management Division will be providing various sessions on development of COOP plans. The sessions will introduce participants to COOP concepts and the BOLD Planning software; additional work sessions will be provided for plan administrators to support plan development.

Michael Bear, Director of Emergency Management, is leading this effort and has scheduled three COOP planning session for plan administrators and their teams:

- March 11, 12:00 PM – 2:00 PM (Education 2 South - L28-2206)
- March 16, 12:00 PM – 2:00 PM (Education 2 South - L28-2305)

All meetings will have Zoom options and will be recorded. Please email Michael at [michael.bear@cuanschutz.edu](mailto:michael.bear@cuanschutz.edu) to join one of the available meetings via Zoom.