2019 Novel Coronavirus COVID 19

With COVID-19 present in the community, all employees should monitor themselves for fever, cough or difficulty breathing. If symptoms develop, they should self-isolate, limit contact with others, and seek advice by telephone from a health-care provider to determine whether medical evaluation is needed.

Employees who are ill for any reason should not come to work. We encourage as many people as possible be allowed to work remotely. Information for supporting personal mental, emotional, and physical well-being (https://hr.umich.edu/benefits-wellness/health-well-being/well-being-u-m/guide-well-being-during-covid19-pandemic) is available.

The university has taken a number of steps to limit the risk to our community from the possible spread of the 2019 Novel Coronavirus COVID-19. Information on university planning, travel and more can be found on the Public Affairs website (https://publicaffairs.vpcomm.umich.edu/2019-novel-coronavirus-covid-19/) .

For additional questions, please contact COVID-19HR@umich.edu (mailto:COVID-19HR@umich.edu) .

Paid Time Off Options During COVID-19 (coronavirus) Pandemic

As of April 1, new Federal legislation (Families First Coronavirus Response Act) provides for additional paid time off options to support faculty and staff who need to be absent from work due to the COVID-19 (coronavirus) pandemic. These are temporary emergency measures put in place in response to the current public health emergency. For more information, view "Time Off From Work" in the question and answer section at the bottom of this page.

Federal Emergency Paid Sick Leave

Starting April 1, the Federal Emergency Paid Sick Leave Act (EPSLA) provides a new bank of up to 80 hours of paid time off for COVID-19-related absences. Part-time and temporary employees, including student employees, will be eligible for a prorated amount. EPSLA applies to faculty and staff on all campuses and in Michigan Medicine.

EPSLA time can be used for COVID-19 absences, including personal illness, direction to quarantine, care for a quarantined family member, or to provide child care due to school or day care closure.

EPSLA time should be used before other paid time off for qualifying absences. Once EPSLA is exhausted, employees should use one of the university's existing paid time off banks as appropriate, including sick time pay or COVID-19 Paid Time Off as needed.

Employees should report EPSLA using a new "PEL" code. Those that don't report time in a central time-keeping system will have to track use of the time locally.

This bank is in addition to the university's COVID-19 emergency paid time off (PTO) bank implemented on March 13.

U-M COVID-19 Paid Time Off

COVID-19 Paid Time Off (COVID PTO) is a one-time bank of up to 80 hours, created on March 13 in response to the current COVID-19 pandemic. Part-time and temporary employees, including student employees, are eligible for a prorated amount. COVID PTO applies to faculty and staff on all campuses and in Michigan Medicine.

COVID-19 PTO continues to provide paid time off for absence from work due to quarantine, isolation or family care needs related to COVID-19 exposure, illness or other related scenarios, such as a temporary lack of work.

Employees report the time using a "RPN" code followed by the "PAN" code for tracking. Those that don't report time in a central time-keeping system will have to track use of the time locally.

U-M COVID-19 Paid Time Off Supplement (through April 30, 2020)

Employees who exhaust their EPSLA bank of time and continue to require absence from work due to COVID-19 illness or quarantine directive--including care of a quarantined family member, or temporary lack of work--should transition to either extended sick time pay or COVID PTO as appropriate through April 30, 2020. Temporary employees without scheduled work are not eligible for any supplemental use of COVID-19 time in April.

After April 30, employees should follow typical absence from work protocols, including vacation, PTO or sick time pay as needed.

Employees who exhaust EPSLA and continue to require absence from work due to child care needs resulting from a COVID-19 related school or day care closure should transition to Expanded Family Medical Leave Act (EFMLA).

Expanded Family Medical Leave Act (EFMLA)

The federal legislation also calls for an expanded paid time off benefit for employees who need to provide child care and cannot work remotely due to school closures and child care closures related to the COVID-19 pandemic.

The law calls for employees to use 80 hours (or a proportional amount for part-time and temporary staff) of paid time before becoming eligible for up to 10 additional weeks of paid time off at two-thirds the rate of pay. For the month of April, U-M will provide full pay to employees in this scenario.

The remaining weeks are subject to 2/3 pay after the April implementation period.

There is a 30-day service requirement and the benefit is not available to those on layoff or furlough. Total FMLA time available will be coordinated with other FMLA related absences.

Employees can use the new EPSLA time off hours to cover the first two weeks of absence, followed by Expanded FMLA, at which point the new timekeeping code "PFL" should be used.

Michigan Medicine Additional 120 Hour Bank

An additional 120 hours, special-use PTO bank (https://mmheadlines.org/2020/03/faqs-covid-19-novel-coronavirus/#humanresources) is available for full-time employees who need to isolate as a result of contracting COVID-19 while providing direct care for confirmed COVID-19 patients. This special bank of time is prorated for part time and temporary employees. Employees are also eligible for the COVID-19 PTO bank of 80 paid-time off hours. Please consult with your supervisor or human resources representative if you have questions about eligibility.

Help Determining Which Paid Time Off to Use

Use this table (/paid-time-information-during-covid-19-pandemic) to help determine which paid time off bank to use and for which COVID-19-related scenario. A PDF version (/sites/default/files/u-m-covid-19-paid-time-off-04012020.pdf) is also available.

Questions and Answers (updated 4/1/20)

This section contains questions and answers about the paid time off programs, information for managers and supervisors for protecting the health and safety of their employees, working during Michigan's "Stay Safe, Stay Home" executive order, resources to support employees and updates to benefit programs.

Time Off From Work/Paid Time Off

Q: For what purpose can employees use the university's COVID paid time off and the Emergency Paid Sick Leave?
A: Paid time off benefits under these programs support pandemic-related absences such as quarantine, isolation or family care needs related to COVID-19 exposure, illness or other related scenarios, such as child care due to public health closure of schools and daycare. Temporary lack of work related to a public health order or university operational guidance may also be a permitted use.

View a PDF chart showing time off policies for April 1-30. (/sites/default/files/u-m-covid-19-paid-time-off-04012020.pdf)

View a PDF chart showing time off policies for March 13-31. (/sites/default/files/u-m-covid-19-time-off-03-18-20.pdf)

Q: Who is eligible for paid time off under these programs?

A: These programs apply to faculty and staff on all campuses and in Michigan Medicine. Part-time and temporary employees, including student employees, will be eligible for a prorated amount.

Q: How much COVID paid time off and EPSLA time off are part-time staff and temporary employees (including student employees) eligible to receive?

A: The two time off programs each offer paid time of up to 80 hours for a full time employee. Part-time employees receive a prorated amount of time based on their appointment effort. Temporary employees receive a proportional amount based on their typical work schedule. Units are responsible for determining the appropriate number of hours of COVID-19 paid time off for their temporary staff. Part-time and temporary employees are encouraged to contact their supervisor to confirm eligibility and the amount of EPSLA and COVID-19 paid time off.

Additional guidance related to student employees on work study is available in another question in this section. Questions may also be directed to their appropriate human resources office or COVID-19HR@umich.edu (mailto:COVID-19HR@umich.edu).

Q: How do I request use of paid time off?

A: Employees should follow their normal process of reporting absence and requesting time off. Faculty who are requesting time off and are unsure of their academic unit's process for requesting sick leave time should consult with their department chair or associate dean to determining how to request and report the time off.

Q: How do I report this time on my timesheet?

A: There are different timekeeping approaches for the different banks of time:

EPSLA: Employees can report the EPSLA time using a new "**PEL**" code on their timesheets. Those that don't report time in a central time-keeping system will have to track use of the time locally.

COVID PTO: Employees can report the time using a new "**RPN**" code followed by the "**PAN**" code for tracking. Those that don't report time in a central time-keeping system will have to track use of the time locally. See a sample timesheet:

Mon 3/30	Tue 3/31	Total	Time Reporting Code		Type
8.000	8.000		RPN - Reg Pay Not Worked	⬍	Hours
8.000	8.000		PAN - Pandemic Tracking	⬍	Hours

Note: Administrators approving time will see more hours reported than usual because of the two codes being used. The employee will not be overpaid because only **RPN** is used for payment.

EFMLA: Employees can report the EFMLA time using a new "**PFL**" code on their timesheets followed by the "**FML**" code for tracking. Those that don't report time in a central time-keeping system will have to track use of the time locally. See a sample timesheet:

Thu 4/30	Total	Time Reporting Code	Ty
8		PFL - Pandemic Family Leave ⇕	
8		FML - FMLA Tracking ⇕	

Q: Are employees able to take paid time off under this temporary emergency paid time off policy because their children's schools are closed?

A: Yes. When possible, <u>departments are encouraged to allow employees to work remotely and be flexible with arrangements</u> (https://president.umich.edu/news-communications/statements/important-updates-on-finals-commencements-flexible-work-arrangements-and-additional-covid-19-announcements/) .

If remote work is not possible, employees may use the new temporary emergency paid time off bank (up to 80 hours for full-time employees) or existing time off policies.

Additionally, employees may be eligible for Expanded FMLA (EFMLA) which calls for employees to use 80 hours of paid time before becoming eligible for up to 10 additional weeks of paid time off at two-thirds the rate of pay. For the month of April, U-M will provide full pay to employees in this scenario. The remaining weeks are subject to 2/3 pay after the April implementation period.

Employees can use EPSLA hours to cover absence for the first two weeks, followed by Expanded FMLA using the code "**PFL.**"

Q: Can employees use the new emergency paid time off programs to care for a family member who has contracted COVID-19 or is being quarantined?

A: Yes. Once the EPSLA and COVID PTO balances are exhausted, sick time and paid time off (PTO) can be used to care for sick family members. Employees should follow guidelines from local public health departments to protect their safety.

Q: Are employees required to use sick time or paid time off if they are directed to stay home?

A: When possible, <u>departments are encouraged to allow employees to work remotely</u> (https://president.umich.edu/news-communications/statements/important-updates-on-finals-commencements-flexible-work-arrangements-and-additional-covid-19-announcements/) if they are directed to stay home from work by a healthcare provider or government health agency, or university operational guidance.

For employees who are unable to work remotely, Emergency Paid Sick Leave and COVID paid time off may be used first before other forms of paid or unpaid time off (e.g. vacation, paid time off or excused time without pay). Employees who are too sick to work may also use Emergency Paid Sick Leave and COVID paid time off before other sick time or paid time off, or to bridge to extended sick time.

For additional information on sick time benefits, reference the staff handbook or applicable collective bargaining agreement.

Q: What time off options are available for an employee who is a caregiver for a low immune or high risk family member?

A: If the employee wishes to work remotely to minimize risk to their family, <u>departments are encouraged to give strong consideration</u> (https://president.umich.edu/news-communications/statements/important-

updates-on-finals-commencements-flexible-work-arrangements-and-additional-covid-19-announcements/) to such requests. Employees may also use Emergency Paid Sick Leave and COVID paid time off to provide caregiving responsibilities for an ill family member related to COVID-19. However, if the family member is not ill, then use of vacation or PTO would be available options if remote work is not possible.

Q: Can I pay a Work-Study student if they are no longer able to work, due to the COVID-19 crisis?
A: Yes, a special provision of the Work-Study Program, which the University has approved, now permits units to pay Work-Study to students who are no longer able to work as a result of the COVID-19 crisis. If a student has moved home or cannot work due to COVID-19 closure of their university worksite, a work study student should be paid using the code "**REG**" along with the tracking code "**PAN**". A student who moved home and declined an offer to work remotely is not eligible for paid time off. Note: Use of the **REG** time code ensures that the expense will continue to be shared by Federal and unit funds.
If a student is unable to work due to illness, isolation or quarantine due to COVID-19, or family care needs resulting from COVID-19, a Work Study student should be paid using the "**PEL**" code when drawing from the "EPSLA" time and "**RPN**", along with the tracking code **PAN** when drawing from the COVID-19 PTO.
Note: Use of the **RPN** time code means that 100% of the expense will be charged to the unit. Student temporary employees should receive a prorated amount of the 80-hour banks of time based on their typical work schedule.

Contact the Office of Financial Aid Student Employment (https://studentemployment.umich.edu/) or payroll@umich.edu (mailto:payroll@umich.edu) with questions.

Q: What if I use up all 80 hours of both Emergency Paid Sick Leave (EPSLA) and COVID PTO and need to take other paid time off?
A: If any regular faculty or staff members exhaust both EPSLA and COVID PTO banks of time by April 30, additional hours will be added to employees' COVID-19 bank to cover the remainder of time in April needed for COVID-related care. After that, employees may return to use of approved vacation, sick and PTO according to regular guidelines. Temporary employees who are scheduled to work are also eligible for this additional use of COVID PTO through April 30.

Health and Safety Information for Departments and Managers

Q: What can departments do to help prevent the spread of COVID-19?
A: The CDC is offering guidance to employers (https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-business-response.html) to help prevent the spread of COVID-19. The university also encourages managers to provide opportunities for employees to work remotely (https://president.umich.edu/news-communications/statements/important-updates-on-finals-commencements-flexible-work-arrangements-and-additional-covid-19-announcements/) when possible.

Sick employees are expected to stay home and employees who become sick (in particular with respiratory illnesses) should leave work and contact their health care provider.

Everyday preventive actions such as hand hygiene and respiratory etiquette are also recommended. Other social distancing practices in the work environment include virtual meetings, spreading out in the

work space, staggered work schedules, alternating on-site staffing when partial remote work arrangements are possible.

This guidance is applicable to non-health care settings. Michigan Medicine is taking additional steps (https://www.med.umich.edu/i/ice/resources/coronavirus.html) to protect employees who may face additional risk of exposure. (Login required to access Michigan Medicine webpage)

Q: What should I do if an employee under my supervision or co-worker is diagnosed with COVID-19?
A: First, remember that the employee will appreciate hearing your support while they recover from the illness. You should clarify whether they have received any specific guidance from the public health department related to others in the work place. Next, you can anticipate that other employees may have heard about, or suspect that, someone is out sick with the COVID-19 related illness. They will understandably have concern when they hear about a colleague who is ill. There will be concern for the colleague as well as concern over a potential exposure risk to themselves or others.

You may acknowledge that there is an individual in the unit who has tested positive for COVID-19, without identifying the individual. You may also inform employees that guidance is being sought from the county health department to determine if there is indication for quarantine as a precautionary measure.

If you are in a health care setting, additional requirements to assess risk may apply and the Occupational Health reporting procedures should be followed. If employees are able to work from home and aren't already doing so, you can offer that as an option while waiting for the county health department guidance.

Determining precisely what steps to take may necessitate guidance from the county health department. The health department has the responsibility to perform a risk assessment for those who may have been in contact with the infected individual. The health department will work with the infected individual to identify and directly notify people who have been in close contact with the person testing positive and provide specific instructions on what form or duration of quarantine is required.

If the health department determines that some co-workers had a low-risk exposure those co-workers will be allowed to continue to work, but should monitor themselves for symptoms of illness.

If the health department determines that some co-workers had a high-risk exposure those co-workers will be contacted directly by the health department with instructions to self-isolate for 14 days following exposure and contact their personal health-care provider by telephone if they become ill. Employees in this category should not come to work.

Supervisors looking for guidance on whether additional cleaning is necessary in the space can contact the Facilities Service Center at: EHS-Covid-19-Reporting@umich.edu (mailto:EHS-Covid-19-Reporting@umich.edu) . Michigan Medicine healthcare entities can contact the Michigan Medicine C-L-E-A-N line (734-23CLEAN).

Q: What do I do if an employee under my supervision or co-worker has COVID-19 symptoms and has been instructed to self-isolate?

A: First, you can express your support to that employee while they recover from the illness, and clarify whether they have received any specific guidance from a health-care provider.

Next, you can anticipate that other employees may be nervous that someone is out sick. They will understandably have concern when they hear about a colleague who is ill. The concern will be for the colleague as well as concern over a potential exposure risk to themselves or others.

You may acknowledge that there is an individual in the unit who is self-isolating, without identifying the individual.

If you are in a health care setting, additional requirements to assess risk may apply and the Occupational Health reporting procedures should be followed.

No one who is ill, for any reason, should be working. We encourage as many people as possible be allowed to work remotely. With COVID-19 in the community, all employees should monitor themselves for fever, cough or difficulty breathing. As long as other employees do not have symptoms, they may continue to work.

If symptoms develop, employees should self-isolate, limit contact with others, and seek advice by telephone from a healthcare provider to determine whether medical evaluation is needed.

Supervisors also may want to consider requesting additional cleaning in the work place. Contact the Facilities Service Center at this email address: EHS-Covid-19-Reporting@umich.edu (mailto:EHS-Covid-19-Reporting@umich.edu) .

The chart below can help you assess your risk of COVID-19 and recommended next steps.

** If you develop fever, cough, or difficulty breathing, contact your healthcare provider and self-isolate.

Q: When are previously ill people able to return to work or leave their home isolation, whether tested for COVID-19 or only exhibiting symptoms?
A: According to the CDC (https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/care-for-someone.html#when) , employees with COVID-19 who have stayed home (are home isolated) can stop home isolation under the following conditions:

- They have been without fever for at least 72 hours (without the use of medicine to reduce the fever) AND

- Other symptoms have improved AND

- At least 7 days have passed since their symptoms first appeared

Employees should follow normal department protocol for absence from work (e.g. notifying your supervisor). Michigan Medicine employees should review these additional FAQs for guidance (https://mmheadlines.org/2020/03/faqs-covid-19-novel-coronavirus/) .

Q: What steps should be taken if an employee becomes ill with fever, cough, or other concerning symptoms?
A: CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).

Q: How much information may an employer request from an employee who calls in sick, in order to protect the rest of its workforce during the COVID-19 pandemic?
A: During a pandemic, ADA-covered employers may ask such employees if they are experiencing symptoms of the pandemic virus. For COVID-19, these include symptoms such as fever, chills, cough, shortness of breath, or sore throat. Employers must maintain all information about employee illness as a confidential medical record in compliance with the ADA.

Working During Michigan's "Stay Home, Stay Safe" Order

Q: Does the Washtenaw County Public Health Department's order (effective March 26 – April 13) require me to answer screening questions before reporting to my U-M job as a critical health care or infrastructure employee?
A: The university is **not** subject to this order. However, regardless of whether your work location has established screening protocols prior to entry, any U-M employees who are ill for any reason must not come to work. Taking your temperature before leaving for work is recommended, and may be expected for some work locations. Everyone should self-monitor for symptoms including fever, cough, body aches or shortness of breath. Any employee who has these symptoms, or is ill for any reason, should not report to work.

Q: What resources are available to support telecommuting/remote work?

A: There are number of resources available online, including the Flexible Work Options Guide (https://hr.umich.edu/benefits-wellness/work-life/flexible-work-options) and the Remote Employment sections of the University Human Resources website (https://hr.umich.edu/working-u-m/management-administration/additional-resources-supervisors-managers/remote-employment) ; the Remote Resource Guide (https://its.umich.edu/remote-resource-guide) from ITS contains a list of recommended technology resources to support employees who are able to work remotely.

While formal telecommuting agreements are not necessarily required at this time for remote work arrangements in response to COVID-19, employees and managers should agree on work expectations and communication protocols.

Q: Can work-study students continue working?

Yes, at this time, students (with or without Work Study) may continue working. Remote work is allowable and encouraged.

Q: If I am designated by my director as someone who must report in-person to work during the State of Michigan's "Stay Home, Stay Safe" Executive Order (EO 2020-21), am I required to provide written proof?

A: University employees are exempt from having to provide written verification if they are to report to work during the duration of the executive order. Some departments may provide a letter to employees but it is not necessary. Contact your unit's human resources office with questions.

Q: Can departments continue to hire new employees during the COVID-19 public health emergency?

A: Hiring managers are asked to reconsider the timing of recruiting and hiring efforts for non-critical roles. Hiring units should consider whether the role is critical under current circumstances, the complexity of onboarding during a period where many colleagues are likely to be working remotely, and the health concerns individuals may have entering the workplace at this time.

If you have open positions and have questions about your unit's process for position review, contact your unit HR representative.

Support for Employees

Q: If an employee has a documented health condition (e.g., low immunity or higher risk for complications, etc.) may they request to stay home from work?

A: Employees with a documented health condition may reasonably be accommodated through remote work. If remote work is not possible, employees and managers should engage further in the interactive process to find a reasonable accommodation which may include the new temporary emergency paid time off, followed by paid sick time, paid time off (PTO) or unpaid leave. Additional questions should be directed to the appropriate human resources office.

Q: How do we support employees who are anxious about being in the workplace during the COVID-19 outbreak?

A: <u>Departments are encouraged to support remote work when possible</u> (https://president.umich.edu/news-communications/statements/important-updates-on-finals-commencements-flexible-work-arrangements-and-additional-covid-19-announcements/) . Employees who are unable to work remotely, and are anxious about remaining in the workplace, may take vacation, paid time off (PTO) or excused time without pay for up to 14 consecutive calendar days. In the event of an absence lasting longer than 14 consecutive calendar days, the employee may be placed on an appropriate unpaid leave.

Employees may also contact the <u>Faculty and Staff Counseling and Consultation Office (FASCCO)</u> (/benefits-wellness/health-well-being/mental-emotional-health/mental-health-counseling-consultation-services/faculty-staff-counseling-consultation-office-fascco) or the <u>Michigan Medicine Office of Counseling and Workplace Resilience</u> (/benefits-wellness/health-well-being/mental-emotional-health/mental-health-counseling-consultation-services/michigan-medicine-office-counseling-workplace-resilience) . To schedule an appointment or inquire about FASCCO services, employees may call (734) 936-8660 (tel:(734) 936-8660) or email <u>fascco@umich.edu</u> (mailto:fascco@umich.edu) . To schedule an appointment or inquire about Office of Counseling and Workplace Resilience services, employees may call (734) 763-5409 (tel:(734) 763-5409) .

Benefits Updates

Telemedicine Appointments

To help ensure the U-M community receives needed health care during the global COVID-19 (coronavirus) pandemic, all members covered under U-M's <u>health plans</u> (https://hr.umich.edu/benefits-wellness/health-well-being/health-plans) now <u>have coverage for virtual medical and behavioral health visits</u> (https://hr.umich.edu/about-uhr/uhr-news/schedule-virtual-medical-visit-refill-prescriptions-early) . Cost sharing (copays, deductible, coinsurance) will be waived for all virtual medical visits through April 30, 2020.

Advance Prescription Refills

To ensure that you have your prescription maintenance medication available, the <u>Benefits Office implemented a refill override that is effective immediately</u> (https://hr.umich.edu/about-uhr/uhr-news/schedule-virtual-medical-visit-refill-prescriptions-early) . You may get up to a 90-day supply of maintenance medication in advance of the usual refill schedule. Typically you would need to wait until you have used 75 percent of your current fill before you could request a refill.

Health Care FSA

The Coronavirus Aid, Relief, and Economic Security (CARES) Act, signed into law on March 27, 2020, contains provisions that may help faculty and staff who are enrolled in a <u>Health Care Flexible Spending Account</u> (https://hr.umich.edu/benefits-wellness/financial/flexible-spending-accounts/health-care-flexible-spending-accounts) (FSA), administered by PayFlex.

These provisions are included in the CARES Act:

- The law allows faculty and staff to use Health Care FSA funds to purchase OTC drugs and medicines without a prescription from a physician.

- The law also adds feminine hygiene products, including tampons, pads, liners, cups, sponges, or similar products, to the list of over-the-counter items eligible for reimbursement from a Health Care FSA.

These OTC changes are effective for expenses incurred after December 31, 2019. (https://hr.umich.edu/about-uhr/uhr-news/new-law-extends-health-care-fsa-purchase-eligibility)