

## COVID-19 General FAQ

### ***Are there any known COVID-19 cases on our campuses?***

No. We're just taking precautionary measures to limit exposure.

### ***Is the university still open during the extended spring break and virtual instruction period?***

Yes. The university will remain open, and faculty and staff will continue to work during this period. For some, constraints on their time will increase, particularly as we work to shift classes to virtual instruction.

### ***I am not in that group, but a member of my household is. Can I telework?***

Speak with your supervisor regarding your request to telework. Your supervisor will consider whether your position is telework-eligible and may approve the request for a limited or specified period of time.

### ***What are the symptoms of COVID-19? What should I do if one of my co-workers is exhibiting symptoms?***

Symptoms include fever, cough, or shortness of breath. If you believe one of your co-workers or other individuals at work are showing symptoms, contact your supervisor.

### ***If I am not feeling well, and need to use leave, what type of leave should I use?***

If you're not feeling well, we strongly recommend you stay home and use sick leave. Employees under the Virginia Sickness & Disability Program (VSDP) should utilize leave in accordance to Department of Human Resource Management (DHRM) policy:

<https://hr.gmu.edu/benefits/index.php?t=5&f=leave/vsdp.php>

Employees under the traditional sick leave program should utilize sick leave and annual leave:

<https://hr.gmu.edu/benefits/index.php?t=5&f=leave/sick.php>

<https://hr.gmu.edu/benefits/index.php?t=5&f=leave/faculty-sick.php>

### ***A member of my household is in self-isolation. Should I self-isolate as well?***

Yes. Individuals who may have been exposed to COVID-19 are asked to self-isolate. If someone in your household may have been exposed to COVID-19, you may have been as well. The best course of action is to consult your physician at the first indication of symptoms.

## COVID-19 FAQ for Supervisors

### ***Can I allow a direct report to telework temporarily?***

Yes. In this unique circumstance, we are asking for supervisors to be as flexible and creative as possible in allowing telework. There is a place on the Flexible Work Agreement form (<https://flexwork.gmu.edu/>) that provides for a temporary allowance of telework during emergency situations. We recommend you allow telework for a period of at least 60 days and reevaluate as necessary.

### ***One of my direct reports asked to telework based on the university's guidance. What do I do?***

Be flexible and creative. Make every effort to approve requests for telework or other work alternatives, even for positions that do not typically lend themselves to telework. This is a great time to update your team's standard operating procedures, create new guidance documents, or dust off that "nice-to-have" project. The flexible work form can be found at <https://flexwork.gmu.edu/>. Please reach out to Employee Relations at [emprel@gmu.edu](mailto:emprel@gmu.edu) if you need further guidance.

### ***A member of my employee's household is in the "high-risk" group. Is telework an option for my employee?***

The employee should work with you on alternative work options. Consider whether the position is telework-eligible and consider approving the request for a limited or specified period of time. Be flexible and creative. If you and the employee are unable to come to an agreement regarding an alternative work arrangement, please contact Employee Relations at [emprel@gmu.edu](mailto:emprel@gmu.edu) for guidance.

### ***One of my staff members seems to be exhibiting symptoms of COVID-19. What should I do?***

Anyone exhibiting symptoms of a communicable disease should remain out of class, away from work, and avoid others for the duration of the illness and for 24 hours after symptoms abate. Faculty and staff who become ill should consult with their primary care physician, seek medical attention as necessary, and notify their supervisor. Refer to <https://ready.gmu.edu/coronavirus-outbreak/> for more information.

### ***Can I require proof that a direct report is a member of a "high-risk" group?***

No. Do not ask for, or accept, any documentation regarding medical information from anyone in your reporting structure. If such information is emailed to you, please forward that information to [benefits@gmu.edu](mailto:benefits@gmu.edu) and let the employee know you have done so and that you have deleted the information from your inbox.

### ***Can we cancel in-person campus interviews due to COVID-19 exposure concerns?***

It is recommended that the hiring authority and search committee be flexible in their approach to final interviews due to COVID-19 concerns. Consider alternative options to in-person interviews. Options may include delaying the in-person interview if the start date is flexible and candidates are receptive, or conducting follow-up interviews via videoconferencing such as WebEx interviews.

## **COVID-19 FAQ for High-Risk Workers**

### ***Who is considered “high-risk” for the virus?***

People with weakened immune systems or current respiratory illnesses might have a higher chance of contracting COVID-19 and additional trouble recovering from the infection. This includes older adults and people with chronic medical conditions such as heart disease, diabetes and lung disease.

### ***I am not in that group, but a member of my household is. Can I telework?***

Speak with your supervisor regarding your request to telework. Your supervisor will consider whether your position is telework-eligible and may approve the request for a limited or specified period of time.

### ***I am in that group, but my condition is well-managed. What should I do?***

We recommend you speak with your doctor and follow their guidance as it relates to your particular level of risk. If you are in doubt, please speak with your supervisor about alternative work arrangements and/or workplace social distancing.

### ***I am in that group. What proof do I need to show my supervisor?***

None. Do not disclose details of your medical condition(s) to your supervisor or anyone in your chain of command. It will suffice to let your supervisor know that based on the university's guidance, you are requesting telework or another workplace alternative.

### ***I am in that group and I would like an alternative work arrangement. What do I need to do?***

Speak with your supervisor to see what alternative arrangements might be available to you given your particular job: <https://flexwork.gmu.edu/>. If you and your supervisor are unable to come to an agreement regarding an alternative work arrangement, please contact Employee Relations at [emprel@gmu.edu](mailto:emprel@gmu.edu) for guidance.

### ***I am in that group and my job is not telework-eligible. What do I do?***

Speak with your supervisor. Supervisors are encouraged to be flexible and creative with telework and other workplace alternatives during this unique circumstance. If you and your

supervisor are unable to come to an agreement regarding an alternative work arrangement, please contact Employee Relations at [emprel@gmu.edu](mailto:emprel@gmu.edu) for guidance.

***I am in that group and I work remotely. However, on occasion, I am required to attend in-person meetings on campus. Am I excused from those meetings?***

Everyone is strongly encouraged to use remote teleconferencing options. If you are a remote employee in a “high-risk” group, speak to your supervisor about remote teleconferencing options.