

These Frequently Asked Questions have been developed the State DPA, the CCCS and RRCC to help address the impact COVID-19 may have on the College's workforce. They are designed to help leadership, management, Human Resources, and all College employees navigate topics related to human resources, including staffing, leave, benefits, and workers' compensation. MARCH 11, 2020

These are generally understood answers to what if employment related questions around the effects of the COVID -19. It is not a contract and there is no absolute guarantee of any rights or benefits but they represent the best applications of existing leave and medical benefits and pay provisions.

General

1. Q: Where can we find the latest updates on COVID-19 in general?

A: Please visit the [Colorado Department of Public Health & Environment \(CDPHE\) website](#) or the [Center for Disease Control website](#) for general updates on the virus. This is where the most recent and accurate information on the virus can be found. The College has a webpage with updated information. <https://www.rrcc.edu/cdphe-coronavirus>

2. Q: How should I direct employees who need to get tested?

A: First, employees should call a healthcare provider, clinic, or hospital. The provider will give you instructions on whether they need to be tested and on where to go to for care and testing. If instructed to seek care, they should follow the precautionary advice of the medical provider before going into any health facility.

3. Q: What is the College's approach to use of leave for quarantined employees or confirmed COVID-19 cases?

A: For asymptomatic employees, work from home should be the first consideration. If work from home is not possible, for the next 30 days, with the approval of executive leadership, paid administrative leave should be granted to employees who have been diagnosed with COVID-19 or who have been quarantined by a health official. For employees who are otherwise ill, sick leave should be used.

4. Q: What actions can agencies take if there is a suspected case or employee exhibiting symptoms and the employee isn't pursuing evaluation/testing?

A: If an employee is exhibiting signs of illness based on [CDC guidance](#), supervisors may send employees home, in order to limit the spread of communicable illnesses. Supervisors are not to give a medical diagnosis but rather exercise their current authority to send employees home when they appear to be ill and when it impacts an employee's ability to perform their work or the health of others.

If the employee appears healthy, but has been determined by a health official or their executive leadership ([based on CDC guidance for businesses](#)) to pose significant health risk to other employees, the first option should be work from home. If this is not possible, the employee may be granted paid administrative leave with the approval of their executive leadership. Follow [the CDC guidelines](#) to determine the risk an asymptomatic employee may have for the workplace. If an employee is diagnosed with COVID-19, they should be granted paid administrative leave.

5. Q: What is the guidance around informing college employees if there has been a positive case in the workplace?

A: First and foremost, as with any medical condition, confidentiality around an employee's health should be maintained to comply with federal regulations (FMLA, ADA, HIPAA). You may not disclose the identity of the infected employee. You may, however, provide general information (e.g. affected building, campus, or dates of exposure) that an employee has been infected to allow employees to monitor themselves for signs of symptoms. Employees should then be informed of any mitigating strategies that will be employed to ensure the safety of the work area, as well as modifications to their schedule or workplace. Public health should be consulted to investigate any risk of transmission in the workplace.

Work from Home

6. Q: Should employees who are able to work remotely, start doing so now?

A: At the present time, employees who are not symptomatic or who have not traveled to an at-risk area are encouraged to maintain their normal work routine. We encourage employees to work with their supervisors and teams to review departmental/unit continuity of operations plans and practice your procedures and tools so that you are prepared to work remotely if it becomes necessary. In the meantime, please utilize CDPHE's [guidance](#) on how to keep the workforce safe.

7. Q: What is the guidance for on utilizing telework and working from home? Is that developed on a college basis?

A: As a temporary measure and as appropriate based on the current circumstances, the college should use work from home whenever practical to maintain business operations and continuity of service. This may require modifications to standard duties or exceptions to typical telework practices. Additionally, the College will modify (at least temporarily) our telework policies to allow employees to work remotely at the same time they are caring for a child or other dependent during state-recognized emergency situations (i.e. closures due to weather or other safety concerns).

8. Q: What should departments be considering from a technology perspective to allow employees to work from home?

A: Departments should begin considering if employees will need remote access to important college or CCCS systems, and if equipment will be needed for employees to work from home (e.g., laptops, internet connection, printing capabilities). Department heads will work with their **respective VP** to coordinate any arrangements and equipment or access needs.

Leave for College Employees

9. Q: What is the guidance on granting paid administrative leave?

A: If the employee appears healthy, but has been determined by a health official or their executive leadership ([based on CDC guidance for businesses](#)) to pose significant risk to other employees, the first option should be work from home. If this is not possible, the employee should be granted paid administrative leave with the approval of their executive leadership. Follow [the CDC guidelines](#) to determine the risk an asymptomatic employee may have for the workplace. If an employee is diagnosed with COVID-19, they should continue on administrative leave.

10. Q: How is leave addressed for employees who are quarantined? Is it the same for employees who are ordered by health departments versus employees who are “self-quarantined”?

A: If the employee appears healthy, but has been determined by a health official or their executive leadership ([based on CDC guidance for businesses](#)) to pose significant risk to other employees, the first option should be work from home. If this is not possible, the employee should be granted paid administrative leave. Together with public health, follow [the CDC guidelines](#) to determine the risk an asymptomatic employee may have for the workplace. Once an employee is diagnosed with COVID-19, they should continue on paid administrative leave.

Employees not ill but asking to work from home because they are immuno-compromised or have other high-risk factors should be offered that opportunity. If this is not possible, they should work with their supervisor to minimize the impact their absence would have on the workplace and use their accrued sick leave.

11. Q: If we can prevent employees from returning to work, are they required to use their own sick/annual leave, take unpaid leave, or do we grant them paid administrative leave?

A: If an employee is asymptomatic, but not allowed to return to work because they are deemed high risk based on the judgment of public health or a clinician ([based on CDC guidance for businesses](#)), they should first be offered the ability to work from home. If this is not possible, they should be granted paid administrative leave with the approval of the executive leadership.

If the employee has been diagnosed with COVID-19 they will remain on paid administrative leave until they are no longer symptomatic as provided in the [CDC guidance](#). If the employee is otherwise ill, they should use sick leave. If the employee’s condition requires them to be out for more than 30 days, they may be eligible for short term disability.

12. Q: If schools or childcare facilities close for an extended period of time, are employees allowed to work from home in order to take care of their children or do they have to take leave?

A: The College will consider modifying (at least temporarily) its telework policies to allow employees to work from home at the same time they are caring for a child under the age of 13 or other dependent during college-recognized emergency situations.

13. Q: Are we going to require employees to submit a medical certification for absences longer than three days, or a fitness to return if they are absent from work due to illness (required by personnel statute)? Can we waive that requirement?

A: Employees absent from work due to illness may return to the office when they have not had symptoms for more than 24 hours without the use of medication. Use the [CDC Guidelines for employees](#) to determine if it is safe for an employee to return to work. This is a time to be flexible regarding required doctor’s notes. Doctor’s offices, clinics and hospitals will likely be extremely

busy. Securing a note from a doctor might be a difficult, if not impossible, situation for an employee. And while receiving a faxed note is acceptable, some health care professionals may not have time immediately to provide this. Plan to follow up when appropriate.

- Exception would be an employee who has been diagnosed with Covid19, or other communicable disease – we will require a Return to Work or other fitness for duty statement. These requests will be handled on a case-by-case basis by the appropriate human resources personnel.

Q: What is the guidance around the use of leave sharing programs?

A: Employees who are critically ill and have exhausted their leave time will be able to solicit leave donation under the leave sharing programs. Employees who have leave available to donate may continue to utilize the College’s leave sharing program to support their colleagues during this period. We will review our current program to determine if we would want to make any changes due to COVID-19.

15. Q: What is the guidance around the use of overtime and/or comp time for employees called in to cover work for an infected employee?

A: The College will evaluate our current policies to ensure we are able to allow payout of overtime if budgets allow. Overtime/Compensatory time should still be granted only to non-exempt employees who are working more than 40 hours in their FLSA workweek. Exempt employees who are covering for absences may be granted incentive pay or paid administrative leave as recognition of their efforts.

16. Q: Should Departments address leave and social distancing differently for temps, interns, and volunteers?

A: SP 3-60 limits providing sick or administrative leave to employees employed at a minimum of 75% time. For the safety of all state employees, the Governor may issue an executive order allowing the use of paid administrative leave for state temporary workers, interns and volunteers as it relates to COVID-19 situations. It may be if that were to happen President Haney might decide to do something similar.

Employee Health Benefits

17. Q: As we anticipate an increase in medical visits, what is being done to increase telehealth and nurse advice line options for state employees? Are Kaiser Permanente and Anthem increasing staff or access in these areas?

- A: All medical carriers provide various telemedicine platforms.
 - Anthem – Customer Service, 800.542.9402
 - 24/7 NurseLine, 800.337.4770
 - Video Visit, www.livehealthonline.com
 - Email, www.anthem.com, log into your account to email your doctor
 - Kaiser – Customer Service, 303.338.3800
 - Phone visit, 303.338.4545 to schedule
 - Video Visit, 303.338.4545 to schedule
 - 24/7 nurse line, www.kp.org, Appointment Center to schedule
 - Email, www.kp.org, log into your account to email your doctor

- UHC – Customer Service, 877.283.5424
 - 24/7 nurse line, 866.402.0006
 - Virtual Visits, 877.283.5424 to schedule
 - Email, myuhc.com, log into your account to email your doctor

Please see [Kaiser's informational sheet](#) and [frequently asked questions](#) with the latest information and advice to help you feel prepared. Visit their [website](#) for additional information. You can also read [further information](#) about how Kaiser Permanente is responding to COVID-19.

18. Q: Who will pay for COVID-19 tests for people covered by the CCCS benefit plans?

- A. Kaiser, UnitedHealthcare, and Anthem will cover the costs for COVID-19 tests, which must be ordered by a doctor. This means testing will be given without deductibles, co-pays or co-insurance requirements.

Workers' Compensation

19. Q: If COVID-19 is detected at a College building, how will workers' compensation handle this?

A: Based on guidance from our vendor, Broadspire, it would depend on whether a causal relationship can be established. The exposure has to be determined to be something that is unique to employment; The investigation would have to determine that the virus was transmitted via contact while at work or performing essential functions of the job. For certain class of workers, the answer is clearer. If the employee is a worker in the medical field or a first responder who was exposed at work, then yes, it would be compensable through worker's compensation. If the employee was on business travel to areas with widespread community transmission, this would likely be compensable as well. All claims of contracting the virus at work would need to be proven through an investigation.

Q: Are our workers' compensation partners accepting employees for COVID-19 testing?

A: Our workers' compensation partners are following the CDC guidelines that state if an employee feels they are showing signs and symptoms and meet the criteria for testing, to contact their primary care physician for the closest facility to test them for the virus. Employees are encouraged to stay home if they feel they are showing any signs or symptoms before they are cleared by a medical provider.

Employee Travel

21. Q: Can employees travel for work out-of-state?

A: CCCS Sponsored Travel

Until further notice, CCCS has suspended sponsored international travel to countries that have been assessed at Level 2 or Level 3 by the CDC. This includes any required layovers in Level 2 or Level 3 areas, even if this is not the employee's final destination. CCCS also prohibits sponsored travel to areas of the U.S. that have declared a "State of Emergency". Additionally, conferences and other events outside of

these areas are cancelling on their own. Should an employee have any RRCC sponsored travel, supervisors should monitor the status closely.

1. Domestic Travel - Generally, college sponsored/college related travel is suspended to states and cities that have declared a "state of emergency." Based on case-specific circumstances, President Haney has the authority to make necessary decisions. This requires the System and Colleges to research the current state or city of the planned travel to assess whether a "state of emergency has been declared" and to determine whether to cancel the scheduled trip.

Notes: The list of states/cities that have declared a "state of emergency" is ever growing. The following website appears to be one of the best for tracking these actions: University of Illinois at Chicago

<https://uofi.app.box.com/s/9bqvgsxcxk9jl46adzykg2tfte74qr4w/file/630882189593>

Q: Can agencies require employees to report if they have traveled to areas where there is widespread community transmission?

A: Yes, however, consult the [CDC travel website](#) to determine the level of risk the employee may pose to the workplace based on the travel location. Based on the level of risk public health may require employees to stay home from work for up to 14 days. If it is possible for the employee to work from home, then consider using this option to protect the health of other employees.

23. Q: Can the College prevent employees from returning to work if they have traveled to areas where there is widespread community transmission?

A: If the CDC or CDPHE requires quarantine, RRCC will not allow the employee back at work during the quarantine period. Quarantines after the scheduled leave will be addressed as follows:

- Where possible, the employee will be allowed to work remotely during the necessary quarantine period beyond the end of their scheduled leave.
- For any time during the quarantine period the employee cannot work remotely, the employee can use sick leave.
- If an employee does not have sick leave available, the employee, may use annual leave.
- If the employee does not have available sick or annual leave, and cannot work remotely, please contact Human Resources.

If an employee chooses to travel to a Level 2 or 3 knowing the risk, the employee will not be allowed to return to work until the 14 days of CDC recommended self-quarantine has expired.

- Paid administrative leave will not be allowed under a situation like this one where an employee received the notification, understood the quarantine requirements and traveled to the Level 2 or 3 country.

College Closure-Remote Instruction

24. Q: Does the College have the ability to close?

A: Should an infectious disease reach a pandemic stage; the College's emergency response team shall regularly monitor the situation by communicating with local and state health officials and by reviewing media sources. Should an infectious disease reach a pandemic level within the service area of an

institution, after consulting with local health officials, President Haney may close the institution temporarily if it is in the best interest of the institution and community.

25: Q: What impact would a closure have on the employees?

When a need for closure has been identified the College will adhere to our established emergency plans for maintaining business continuity. Employees required to work during closures shall be determined in advance and notified of such obligations. Those employees required to work will be paid their regular rate of pay plus any applicable overtime according to regular payroll practices. The College may provide additional incentives for employees who work during closures depending on the length of closure or other factors involved.

Attempts should be made to accommodate alternative work arrangements for Regular Administrative, Professional-Technical and permanent Classified employees. This may include special projects that can be done from home, even on a part-time basis. Schedules and expectations should be clarified with nonexempt employees such that overtime will only be granted when needed to ensure business continuity. Faculty, regular Administrative, Professional-Technical and permanent Classified staff who are unable to work remotely because of their job function will receive full or partial administrative leave for their regularly scheduled work hours in accordance with formulas established by CCCS. Those employees who can fulfill special projects that may not equate to work totaling their regular scheduled hours will receive administrative leave for the difference. Variable hour, temporary and student hourly employees will not receive pay during closures. Work study students will continue to receive their student Federal work-study wages during closures according to federal guidelines

26: Q: What will happen to instruction and classes during a closure or change to remote instruction?

A: Where possible classes will be transitioned to an online format so disruption to students will be minimal. When this occurs, Faculty and Instructors who make this transition will be paid according to their established contracts and assignments. Faculty who are unable make this transition, due to the nature of the course, will receive administrative leave during the closure. Instructors who are unable to transition to an online format due to the nature of the course, will be paid for the remainder of their current assignment(s). Instructors who choose not to make the transition to an online format will not be paid for the remainder of their assignment(s).

There may be situations where due to the timing of closures, the College could choose to consider the current work done in the course as final. In these cases, Instructors will receive their final payments for their current assignment(s). Faculty will be paid according to the terms of their contracts. Alternative arrangements for non-instructional assignments to be done remotely will be communicated to Faculty.

Please contact the Human Resources Department with questions regarding any of these questions.