Coronavirus (COVID-19) Employee Update

(Part 2 – Telecommuting)

Heidelberg University's primary focus continues to be the safety and well-being of all members of the campus community, including students, faculty, staff and visitors. Please take care of yourself and those around you as you are able.

Employee Symptoms & Taking Temperatures at Work:

Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.

Governor Mike DeWine has asked all businesses to have employees take their temperature each day prior to reporting for work. If a person has a temperature of 100.4 F or higher, they should stay home. In order for the University to comply with this request, **we ask all employees to take their temperature each day prior to arriving on campus.** If an employee has a temperature of 100.4 F or higher, they should remain home. Additionally, they should notify their supervisor.

Temporary Telecommuting Policy:

To reduce the risk of community spread, we are encouraging supervisors to permit staff employees to telecommute temporarily if their jobs allow them to do so. This decision follows the Governor's recommendation that Ohioans should work remotely if possible.

All staff and supervisors who are interested in working from home (WFH) must review the Temporary Telecommuting Policy located HERE.

Employees are expected to use a telecommuting opportunity to continue doing meaningful work. Staff can use a combination of remote hours and leave hours. Staff can be called back to campus to work on-site as needed. Additionally, for as long as permitted, staff may be asked to rotate on-campus work and

remote work to meet University needs.

The Office of Human Resources defines meaningful work as the following:

- Work that supports the learning and success of our students
- Work that is necessary to maintain a University function
- Work or projects to improve a University function
- Work or projects to assess a University function
- Work or projects to benefit the University currently or in the future
- Work or projects to improve the employee's skills for the benefit of the University

To begin telecommuting, employees and supervisors should work together to complete the Telecommuting Request Form. This form will be reviewed and approved by the immediate supervisor, appropriate SLT member, and will be monitored by the Office of Human Resources.

Weekly requirements for working remotely include:

- Daily check-ins between supervisor/staff
- Established hours and use of leave time. Be sure to identify specific projects/objectives to be completed for the week
- Attend scheduled virtual meetings as needed
- During scheduled working hours, be accessible for phone calls and respond as needed to email
- Employees remain responsible for electronically reporting their work/leave time via OASIS and must report any sick, vacation, or other time utilized as if they were not working remotely.

Employees looking for guidance on how to productively work from home should review these tips.

Supervisors looks for guidance on how to support your staff who will be telecommuting should review these tips.

For specific questions not covered in this FAQ, faculty and staff are encouraged to contact their dean, supervisor, or the Office of Human Resources. Questions may also be submitted HERE.

Please check your email and the Campus Update frequently to see the most recent information and keep yourself informed and up to date.

Please do not hesitate to reach out to the Office of Human Resources with any additional questions or concerns via hr@heidelberg.edu

Important Announcement from CNIT:

CNIT is processing a very high number of requests for assistance with personal computer updates, VPN access, software installation, Zoom and Canvas support, etc. this month.

Please send your help requests in either of these two ways:

  1) email to helpdesk@heidelberg.edu with the pertinent details

  2) complete the form at https://www.heidelberg.edu/helpdesk

Either way, your request will go into our ticket system and someone will process your request.

Important Links and Information for Your Use:

Dealing with Market Volatility (provided by Financial Design)

Do the Five - World Health Organization

Self-Care: 12 Ways to Take Better Care of Yourself

Seneca County General Health District

Ohio Department of Health

University Policies Handbook

University Benefits Handbook

Summit Employee Assistance Program (EAP)

Office of Human Resources: 419-448-2111 or mrudolph@heidelberg.edu