

COVID-19 PERSONNEL OPERATING PROTOCOL EAST

TENNESSEE STATE UNIVERSITY

This protocol outlines a framework to guide aspects of institutional operations during the Covid-19 pandemic. During this period of extraordinary circumstances, ETSU is taking active steps to ensure that we model our institutional values and protect our employees.

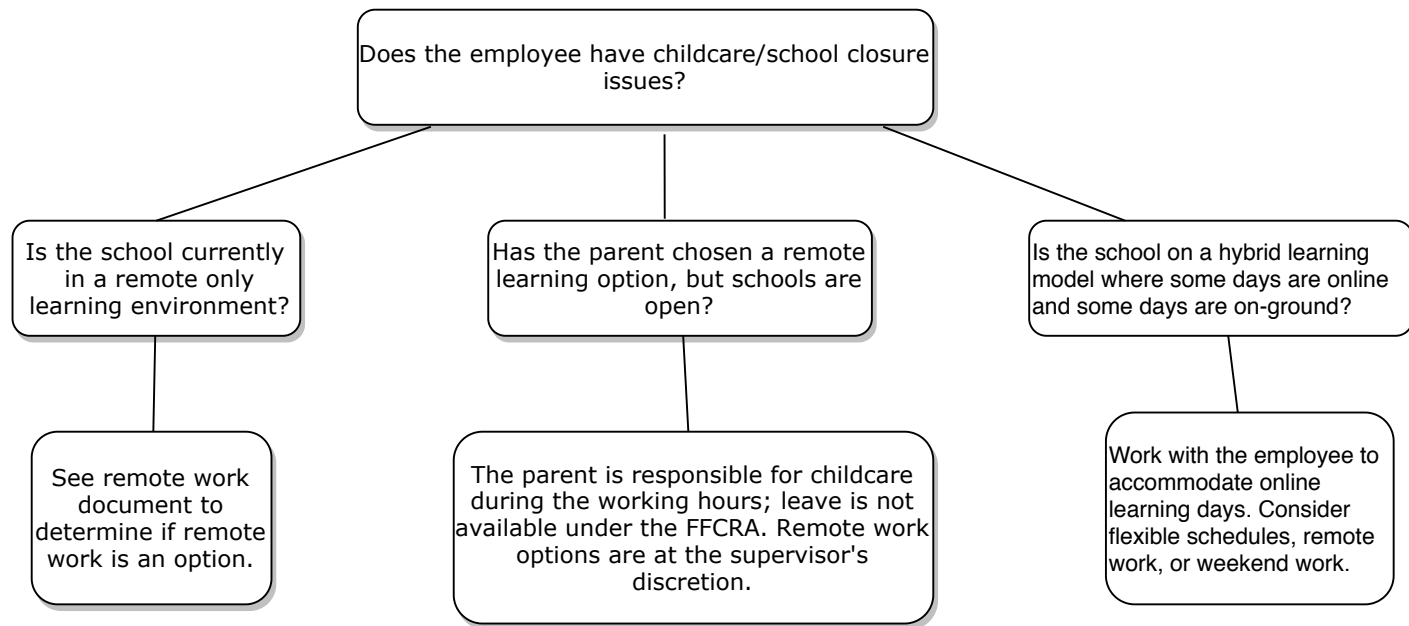
- The campus is open for business, and all offices should have a physical presence on campus Monday – Friday from 8:00AM – 4:30PM.
- Offices should try to reduce density within the workspace by allowing some employees to work remotely or have flexible schedules.
- Supervisors are expected to continue workflows and processes, and to explore creative ways for employees to work remotely, practice social distancing, utilize shift protocols, and/or other operating frameworks that allow the institution to meet its teaching, research, and service missions.
- The following institutional policies will be suspended or amended for the duration of these extraordinary circumstances:
 - Telecommuting – policy is suspended for positions that must work remotely based upon the current COVID-19 situation; the policy remains in effect for positions requesting telecommuting for any situation not related to COVID-19.
 - Policy on Access of Guests to ETSU Campus – the university recognizes that during this time, parents will need flexibility while navigating daycare closures and remote schooling. Please see the guidance for Guests on Campus (Childcare Concerns Tree).
- Employees should work with their supervisor(s) to determine performance expectations, evaluative procedures, and the determination of what work should be completed while working remotely. Employees who do not have access to technology at home, may be provided with appropriate technologies and/or appropriate work alternatives by their department as they become available. If the technology is not available to the employee, other options for completing work should be explored and developed to ensure that all employees are engaged with the university and fulfilling job responsibilities.
 - Departments should plan regular check-in meetings with all staff via Zoom/Skype/telephone or other electronic media.
 - While working remotely, non-exempt employees shall not work more than 37.5 hours during any week. Overtime hours and wages are not authorized.
- Employees may be required to perform work outside of their normal job duties during this period of extraordinary circumstances. Supervisors should be respectful of each employee's abilities by adjusting work accordingly. Employees should continually monitor emails, stay in contact with their supervisor, and respond in a timely manner while working remotely in order to remain in a paid status. Supervisors should set deadlines for projects so that employees may plan their days accordingly.
- Supervisors may allow employees to work on campus for necessary, critical, and urgent delivery of services in shifts, rotations,

Initiated 3.17.2020 and is in effect until further notice.

or other structures that limit group interaction with approval of their supervisors, up to and including the Vice President or unit head for the area.

- Employees who are unable to work (either on campus or remotely) due to personal needs or general illness must request annual and/or sick leave. General university policies pertaining to sick and annual leave remain in place. Supervisor approval should be obtained, and the employee should keep records of the leave. Supervisors are encouraged to allow employees to use both sick and annual leave when the employees has concerns about exposure to COVID-19 or childcare issues. Employees who are experiencing symptoms related to COVID-19 and are testing for COVID-19 may be eligible for Emergency Paid Sick Leave; please contact the Office of Human Resources (ETSU Health employees are exempt from the EPSL).
- Employees are expected to be available during normal business hours for meetings, emails, and phone calls when working remotely, unless an alternative schedule has been agreed upon. Employees should make every effort to be flexible, creative, and supportive of their peers as we strive to meet our teaching, research, and service missions during these extraordinary times.

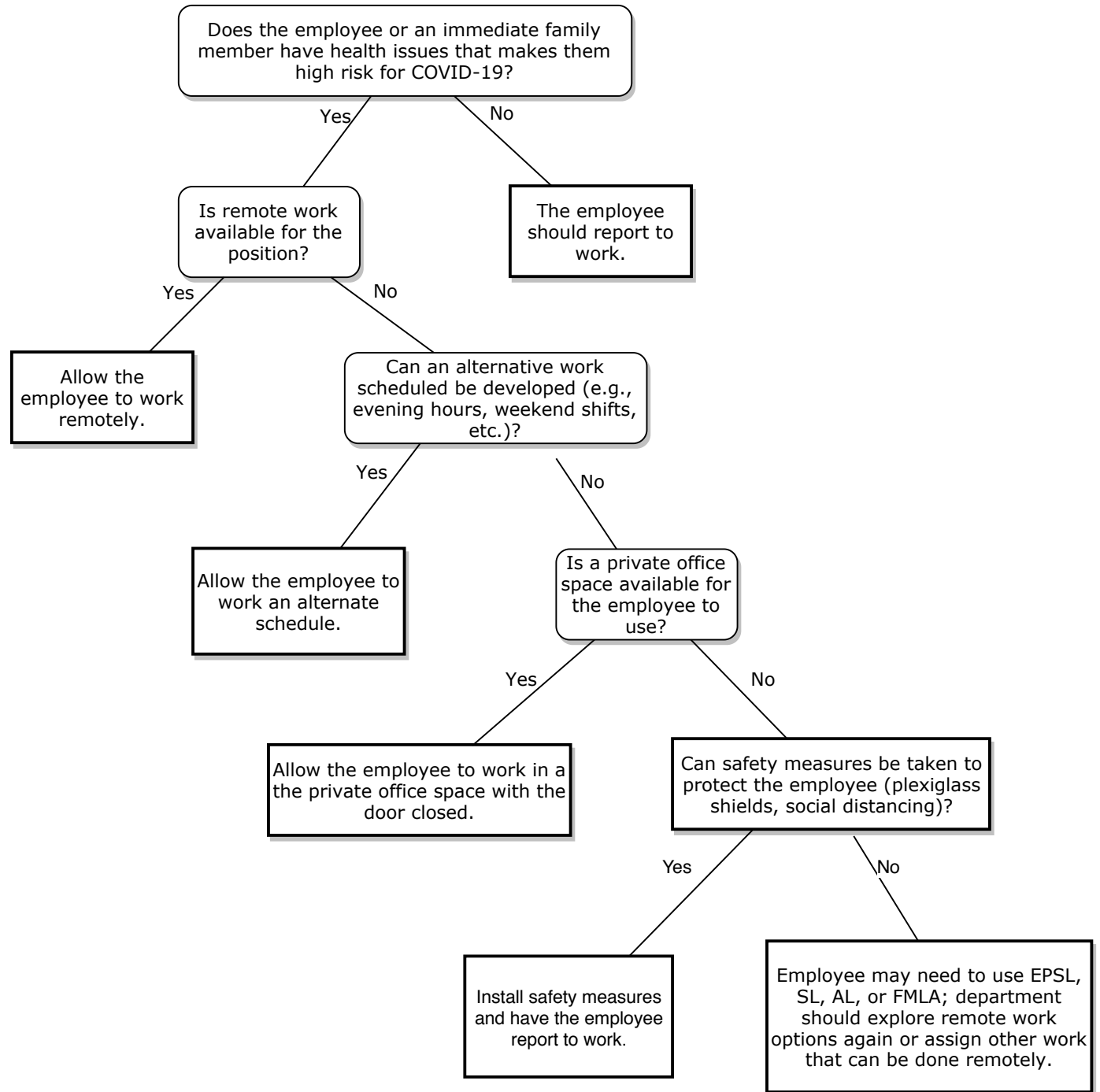
These measures are being implemented for the health and wellbeing of the campus community. Employees are expected to remain in the local area, minimize travel, practice best practices with respect to social distancing and other recognized public health initiatives, and be prepared to assist with the operations of the university given these extraordinary circumstances. This situation is fluid and all federal, state, and local laws take precedent to this operating protocol.

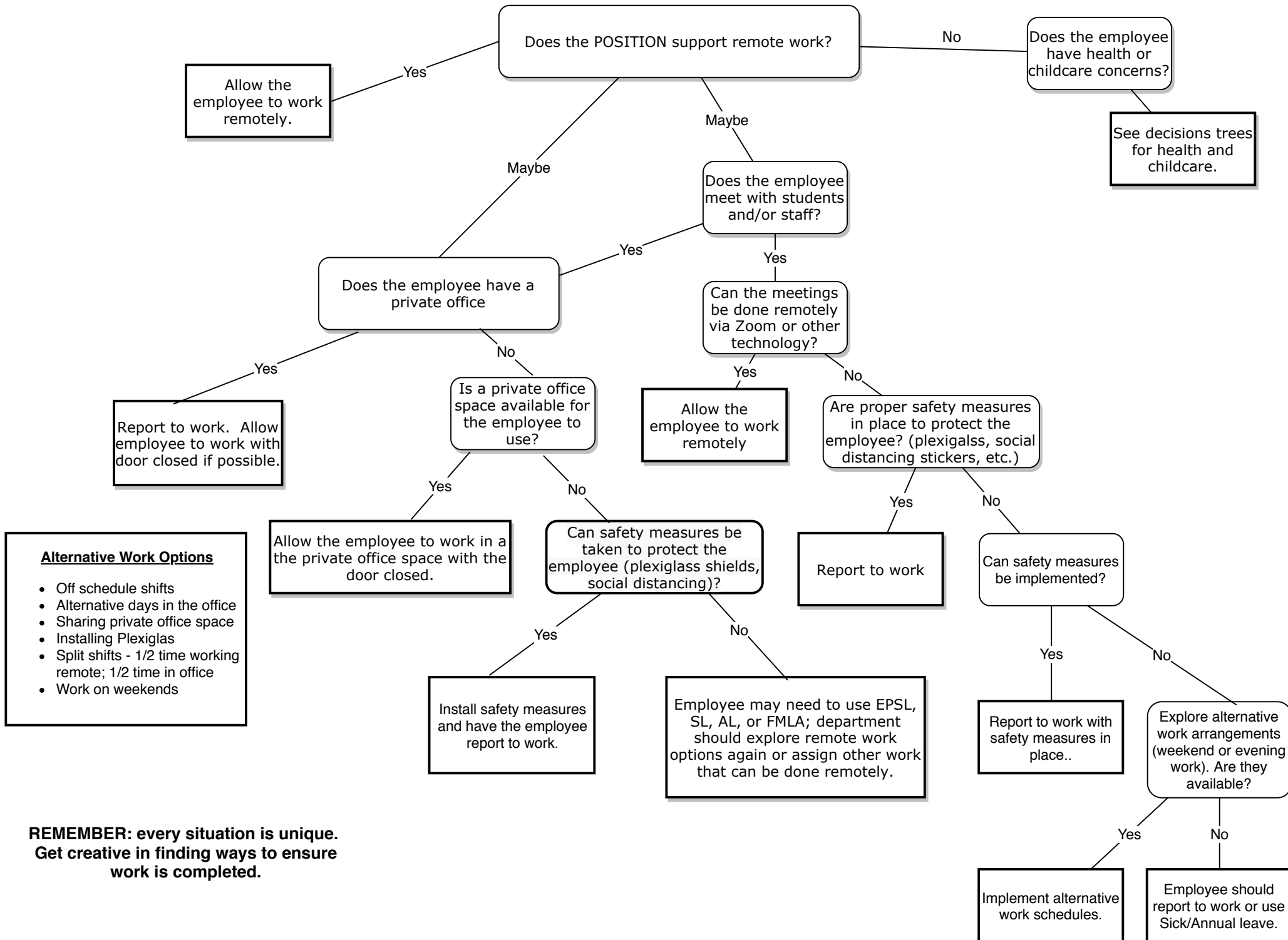


Guidelines for allowing children in the workplace

- Children should only come to work with their parents in emergency situations. Examples:
 - My child's daycare must close immediately and I have no other childcare options.
 - My child's school is transitioning to remote only learning, and I do not have childcare the first day.
- Parents should work to ensure they obtain childcare as quickly as possible.
- Parents who have chosen a remote learning option, when on-ground learning is available, may not bring their children to work.
- Children should remain under the parent's supervision at all times, and may not disrupt the work environment. If a parent cannot maintain appropriate control of their child, the supervisor may ask the employee to use annual leave or work remotely until other childcare arrangements can be made.
- Children cannot be left in public buildings, such as the Sherrod Library or Culp Center, while a parent works.

REMEMBER: every situation is unique. Be creative in finding ways to ensure work is completed.





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- Alternative Work Options**
- Off schedule shifts
 - Alternative days in the office
 - Sharing private office space
 - Installing Plexiglas
 - Split shifts - 1/2 time working remote; 1/2 time in office
 - Work on weekends