

COVID-19 WORKFORCE GUIDELINES

Revised Phase 2

ULM places the highest priority on the health, safety and wellbeing of its faculty, staff, and students. We will continue follow guidelines provided from Centers for Disease Control (CDC), Louisiana Department of Health (LDH), Governor Edwards' Proclamations, and the University of Louisiana System Office.

Workplace Expectations & Guidelines

Under the Revised Phase 2 guidelines, the campus will remain open to the public. Employees who are deemed high risk by CDC are encouraged to work from home where possible. Each supervisor should work with their respective areas to minimize risk as much as possible. Departments should consider alternating work schedules, staggering reporting/departing times within buildings to reduce traffic, or teleworking if needed. All employees are expected to comply with the protocols and guidelines outlined in this document. Failure to do so may result in corrective action.

Safety Protocols on Campus

ULM has placed hand sanitizers in multiple locations to encourage hand hygiene. Posters have been placed at the entrance of buildings and in other work areas where they are likely to be seen that encourage [hand hygiene](#) to [help stop the spread](#). If you need additional posters in your area, contact the Environmental Health & Safety (EHS) Office at 342-7929.

- Practice [proper social distancing](#). Physical distancing between you and others is one of the best tools to reduce the spread of COVID-19.
- Classrooms have been marked with six feet social distancing that must be maintained.
- Employees must wear face coverings in the building per the [Governor's mask order](#). Face coverings do not have to be worn in a private office but must be worn while in public areas of the office and when physical distancing cannot be maintained. Appropriate use of face masks or coverings is critical in minimizing risks to others near you. Disposable and cloth face masks may be available, if needed. Please contact the EHS Office at 342-7929 for more information. Refer to CDC guidelines on [proper use of cloth masks](#).
- Increase physical space between employees at the worksite to allow the minimum of 6-foot distance.
- Break rooms shall be limited to 1 person or the maximum number of persons that will allow for a 6-foot distance to be maintained unrelated small groups.
- Meetings should continue to be conducted remotely through Zoom, WebEx, or other platform when possible. If conference rooms must be used, they shall be limited to a maximum of 10 persons, or to the maximum number of persons that will allow for a 6-foot distance to be maintained between unrelated small groups.
- Interior waiting areas should not be used.
- Avoid gatherings in the building while entering, exiting, or moving about.
- Employees should refrain from using each other's equipment such as telephones and keyboards. Tools or equipment that are shared must be sanitized between each use to ensure it is clean for the next user.
- Employees are encouraged to practice [appropriate hand hygiene practices](#), which includes washing hands frequently for at least 20 seconds each time.
- Employees should practice appropriate [cough/sneezing etiquette](#) and refrain from shaking hands.

- Routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
- Employees should stay home if they are sick.
- For building capacity guidelines, refer to <https://opensafely.la.gov/>.

Symptom Monitoring

Employees are encouraged to self-monitor for any COVID-19 symptoms. At this time, symptoms may include one or more of the following:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Refer to CDC guidelines for more information regarding [symptoms of COVID-19](#). You should seek medical guidance if you have any of the CDC COVID-19 listed symptoms.

Individuals with certain conditions may be deemed [higher risk by the CDC](#) for COVID-19. Employees whose health condition falls within one of the CDC high risk categories may request special accommodations through their supervisor and Human Resources.

COVID-19 Test Availability

Currently the ULM Affinity Health Clinic is offering COVID-19 tests for faculty, staff, and students who are experiencing symptoms or have been identified as a close contact. There is no charge to the individual for testing. You may contact the Affinity Health Clinic at 318-342-1651 to make an appointment between 8AM – 5PM Monday through Friday.

GUIDELINES REGARDING COVID-19 AND LEAVE

Please review the protocols and required forms needed when an employee tests positive or has been identified as a close contact on the [EHS website](#). Also review the guidelines for the Families First Coronavirus Response Act ([FFCRA](#)) emergency leave on the [HR website](#). Employees must request FFCRA emergency and expanded FMLA leave by using the designated form on the webpage. FFCRA leave expires **December 31, 2020**.

- **If an employee is confirmed positive with COVID-19**

You may return to work after these three things have happened:

- after you have no fever for at least 24 hours (that is a full day of no fever without the use of medicine that reduces fevers) AND

- other symptoms have improved (for example, when cough or shortness of breath have improved) AND
- at least 10 days have passed since the date of the positive COVID-19 test results.

Available leave options:

- [FFCRA](#) emergency paid sick leave may apply.
- Normal sick leave rules apply (comp and annual leave may be authorized upon exhaustion of sick leave).
- FMLA leave may be applicable for eligible employees, and the FMLA regulations will govern.

- **If an employee has been identified as a direct contact with someone who has COVID-19:**

Anyone who has close contact with someone with COVID-19 can end quarantine after ten (10) days without testing AND if no symptoms have been reported during daily monitoring; OR, after seven (7) days with a negative test result AND no symptoms were reported during daily monitoring. Close contact is [defined by the CDC](#) as an individual who has been within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from two days before illness onset until the time the patient is isolated.

- It is highly recommended that all close contacts be tested for COVID-19.
- Employees who are required to stay home as a precaution should continually update the agency on their status.

Available leave options:

- Allow the employee to work from home through the designated incubation period, or if the employee cannot work from home then;
- Grant special leave without loss of pay, annual leave or sick leave to an employee who is directed by the appointing authority to be self-quarantine due to an exposure. Special leave shall not extend beyond 14 calendar days as recommended by the CDC.
- Sick leave status will become appropriate if the employee tests positive with COVID-19 or any other illness ([FFCRA](#) emergency paid sick leave may apply; comp and annual leave may be authorized upon exhaustion of sick leave).

- **If an employee is experiencing symptoms of COVID-19 and seeking medical diagnosis or has been advised by a health care provider to self-quarantine related to COVID-19:**

- [FFCRA](#) emergency paid sick leave may apply.
- Normal sick leave rules apply.

- **If an employee is caring for his or her child whose school or place of care is closed due to COVID-19 related reasons:**

- Employees should still follow our [Children In The Workplace](#) policy
- If the employee's work may be accomplished remotely, then the employee should be permitted to work from home.
- If an employee is not able to work remotely and cannot report to work, [FFCRA](#) Emergency paid sick leave and emergency family medical leave may apply.
- Sick leave may apply (comp and annual leave may be authorized upon exhaustion of sick leave).

- **If an employee is deemed [high risk by the CDC](#) or has a compromised immune system:**
 - If the employee's work may be accomplished remotely, then the employee should be permitted to work from home.
 - If an employee is not able to work remotely and cannot report to work, [FFCRA](#) Emergency paid sick leave may apply.
 - The employee may use comp and/or annual leave.
 - Once comp and annual leave have been exhausted, supervisors may authorize the use of sick leave.
 - FMLA leave may be applicable for eligible employees, and the FMLA regulations will govern.

- **If an employee is caring for an individual who has been advised by a health care provider to self-quarantine related to COVID-19:**
 - [FFCRA](#) emergency paid sick leave may apply.
 - Sick leave may be approved by the appointing authority (comp and annual leave may be authorized upon exhaustion of sick leave).