WHAT SUPERVISORS NEED TO KNOW ABOUT RETURN TO WORK
AGENDA

1.) Managing Employee Health and Safety
   a) Return to Work Requirements
   b) Daily Health Screening
   c) Mandatory Face Coverings
   d) Reporting Positive COVID-19 Tests

2.) Managing Return to Work Options
   a) Temporary Remote Work Agreement
   b) Emergency Paid Sick Leave (EPSL)
   c) Emergency Family and Medical Leave (EFMLA)
   d) Flexible Workplace

3.) Questions
WHAT SUPERVISORS NEED TO KNOW ABOUT RETURN TO WORK

• The “New Normal” requires a different approach to management

• Continue to speak openly with your employees to understand their concerns, while respectfully conveying the business needs of your office

• Assume that all employee’s concerns are valid and sincere

• Health and safety of employees must always remain a primary focus
MANAGING EMPLOYEE HEALTH AND SAFETY
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1) Return to Work Letters

2) Required training prior to return to campus:
   • Hand Washing
   • Stop the Spread of Germs
   • Face Coverings

3) COVID-19 testing highly encouraged before returning to campus

4) Encourage employees to take the pledge: #IPledgeColumbia
MANAGING EMPLOYEE HEALTH AND SAFETY

Daily COVID-19 Health Screening is still required

• Only needed on days employee reports to campus
• Submit forms to HR Contact
  o Forms maintained for 14 days and then shredded
• Employees failing to complete form should be sent home if they are unwilling to complete

*Note: One-time attestation currently under development and will replace requirement for daily screen form
MANAGING EMPLOYEE HEALTH AND SAFETY

Face coverings required in all buildings:
• Includes hallways, bathrooms, breakrooms
• May remove in private offices if social distancing maintained

Non-compliance:
• Supervisors must enforce requirement and proper wear
• Document employees unable to wear coverings due to health conditions
• Employees can respectfully remind individuals seen without face covering
• Report to supervisor any employees not willing to wear face covering
  • Supervisors speak with other supervisors as appropriate
  • Utilize chain of command as needed
• Continued non-compliance may result in corrective action available under HR Policy 1.39 (Disciplinary Action and Termination for Cause)
What if a member of my team is exposed or diagnosed with COVID-19?

Employee Responsibility:

• The employee must call the University’s COVID-19 hotline at 803-576-8511 to notify the university that they have tested positive for COVID-19. Hotline personnel will walk the employee through the isolation protocol and initiate contact tracing.

• The employee must call Environmental, Health and Safety (EHS) at 803-528-8191 to provide information why they believe their illness could be a potential workplace illness. EHS will investigate and determine if the potential illness meets OSHA reporting requirements.
What if a member of my team is exposed or diagnosed with COVID-19?

Supervisor Responsibility:

- Protect the privacy of the employee
- Don’t assume that your whole team needs to quarantine
- Call the COVID-19 hotline at 803-576-8511 to ensure employee reported their diagnosis and receive additional guidance
- Consult with your building/facility operations team about enhanced cleaning
- Assist the employee and your HR contact as needed
- Reach out to EHS if there is any question of workplace exposure (OSHA)
MANAGING EMPLOYEE HEALTH AND SAFETY

What if a member of my team is exposed or diagnosed with COVID-19?

• Contact tracers will work with the employee to evaluate who they may have been in close contact with, starting 48 hours before symptoms or test date

• **Retesting is not required**, and supervisors should not set their own criteria for return

• However, supervisors can require documentation of clearance to return to work.
  • Employees who are positive will be declared recovered by medical professionals when they meet the DHEC criteria for recovery. The most common length of isolation is 10 days from the start of illness.
  • Employees who have been exposed will be quarantined for 14 days from their last contact with the individual who is infected. Testing is not recommended unless they are symptomatic.
MANAGING RETURN TO WORK OPTIONS
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Telecommuting/Remote Work:

• Allowed with management’s approval
• Staffing needs of the office must be met
• Employee must complete Temporary Remote Work Authorization
  o Currently only valid through December 2020
• Employee must maintain agreed work hours and regular contact
  o Hours may be flexible and vary from day to day
• Success of telework based upon judgment of supervisor
  o Agreement may be rescinded with adequate notice
FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)

Emergency Paid Sick Leave (EPSL)

Up to **80 hours paid sick leave** for employees who are unable to work from home and meet one of six qualifying reasons:

1. Federal, State or local quarantine or isolation order
2. Has been advised by health care provider to self-quarantine
3. Experiencing symptoms and is seeking a medical diagnosis
4. Caring for an individual subject to an order described in #1 or #2
5. Caring for a child whose school or place of care is closed
6. Experiencing any other substantially similar condition

- Reasons #1-#3: Paid regular rate up to $511/day ($5,100 aggregate)
- Reasons #4-#6: Paid 2/3 regular rate up to $200/day ($2,000 aggregate)
FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)

Emergency Family and Medical Leave (EFMLA)

• Expands federal FMLA temporarily to provide leave for employees who are unable to work, including work-from-home, as a result of having to care for a minor child due to a COVID-19 related closure of a school or childcare center or if a childcare provider is unavailable due to COVID-19

• First 10 days under EFMLA are unpaid, but other types of leave may be used during this time

• Remainder of paid leave is 2/3 regular rate of pay, based upon number of hours normally scheduled to work. Capped at $200/day and $10,000 in aggregate

• May use other paid leave to supplement EFMLA and bring to full pay
MANAGING RETURN TO WORK OPTIONS

Encourage workplace flexibility

• Open conversations with employees
• Telecommuting when practical
• Hybrid approach to meet individual needs
• Use of annual leave and sick leave to cover non-working periods
• Use of temp workers when appropriate
• Allow LWOP for high-risk employees who exhaust all accumulated leave
ADDITIONAL RESOURCES

sc.edu/hr
- “Return to the Workplace” link is prominently displayed
  - Includes:
    - COVID information for employees
    - COVID information for supervisors

scdhec.gov
- What you need to know about COVID-19; downloads and links

cdc.gov/coronavirus/2019-nCoV/
- Facts about Coronavirus

dol.gov/coronavirus
- DOL resources for workers and employers
QUESTIONS?
THANKS!