



Protect the FAMULY

Employee/Manager: COVID-19 Return-to-Work Guide

(The guidance below is provided as of December 5, 2020 and will be updated as needed)

Managers/Supervisors

Welcome back to campus! As an employee and manager at the University, you will have shared accountabilities and responsibilities for contributing to the maintenance of a safe work environment for yourself, your employees and your workplace colleagues. To assist in this effort, the following guidelines have been developed for your review and use as you prepare to return to work and expected behaviors while at work:

A. Expected Workplace Behaviors

Preparation for Return-to-Work

- **Testing.** You are strongly encouraged to get tested for the COVID-19 virus at least 14 days prior to your return to work. Please avail yourself of the free testing at Bragg Stadium, which opens at 9:00am Monday – Saturday. [“Should I Come to Work and COVID-19 Testing Guidelines”](#)

If you have employees that show symptoms at work, please follow the guidelines in the link below.

[“Should I Come to Work and COVID-19 Testing Guidelines”](#)

- **Daily Self-Screen and monitor for symptoms** related to COVID-19. If you are showing any symptoms, DO NOT come to work. Contact your healthcare provider and follow your department’s call-in procedures, including contacting your immediate supervisor. [“COVID-19 Daily Self-Checklist”](#)
- **Return of FAMU Property.** Please ensure all FAMU equipment and property are return to the office, unless authorized to keep at home for performing duties and responsibilities while working remotely.
- **Preparation of Workplace for Employees Return.** Please complete the Risk Assessments as required by Environmental Health and Safety.

- Designate a Departmental Representative to pick-up employee packets. Packets may be picked up at the Lawson Center. The
- **Consider your area's workspace, workflow, and priorities.** Which employees need to return first and which can continue to work remotely?
- **Contact employees to determine availability to return** to campus and any concerns.
- **Contact HR to discuss questions, concerns,** and for further guidance on employee requests for alternative work arrangements and workforce planning to meet business needs.
- **Develop a plan and schedule** for who returns and when.
- **Communicate plan** and expectations to employees.
- **Reinforce expectations** through communications and department signage.
- **Set the example** and encourage to follow good social distancing and sanitation practices.
- **Conduct meetings via Teams or Zoom** as needed for social distancing and to include employees working from home.

While on campus

- **Face Coverings.** All employees are required to wear face coverings while at work on campus, in building public spaces, within their department and individual offices when interacting with fellow team members and outdoors when you are unable to maintain six feet social distancing space. As the manager, you are expected to set the example for your team members to follow. If you have concerns or are unable to wear a mask, please consult with Student Health Services regarding other appropriate options.
- **Contact:** Ms. Tanya Tatum, Director for Student Health at tanya.tatum@famu.edu or 850.599.3777.
- **Social Distancing.** All employees should practice social distancing. Please stay at least 6 feet away from other individuals. Social distancing should also be practiced in all meetings by keeping attendance to 10 individuals or less.
- **Hygiene.** All employees should rigorously practice hand hygiene (washing hands frequently and use of hand sanitizers), cough etiquette, and sanitation of immediate work space. Supplies will be available within the department to assist with these activities (e.g., wiping doorknobs, desktops, chairs and other items touched frequently while in the office).

- **Compliance.** Managers/Supervisors should contact HR (Employee Relations) if any employee is in non-compliance of expected behaviors. Employees should not be negatively impacted through adverse work place practices, if he/she has tested positive for COVID-19.

Contact: Tia Lloyd, Assistant Director – Human Resources at tia.lloyd@famu.edu or 850.599.3363.

B. Training

- All employees are required to complete the COVID-19 Workplace Training prior to return to work.
- Online COVID-19 Workplace training is available through J.J. Keller and Associates.
- Please ensure the names of all employees scheduled to return to work on campus are provided to the Office of Training and Development prior to scheduled date of return.
- Individual licenses to complete the training will be provided to each employee by the Office of Organizational Development and Training (ODT). An email will be sent to your FAMU email address with instructions on how to complete the training.
- All training must be completed at least two business days prior to the employee's scheduled return date or within 24 hours of receipt of license if the employee is considered an essential employee and has been working on campus since March.
- Please keep a copy of the certificate of completion in your files.

C. Testing

- To help prevent the spread of COVID-19, all employees are strongly encouraged to take advantage of FREE COVID-19 testing at Bragg Memorial Stadium. Employees may also be tested by their personal physician or other location providing COVID-19 testing. Please encourage your employees to get tested at least 14 calendar days prior to their return to work.
- Employees are expected to follow the “Should I Come to Work and COVID-19 Testing Guidelines”

[“Should I Come to Work and COVID-19 Testing Guidelines”](#)

D. Use of Leave

The following types of leave may be available to employees as they work through COVID-19 related matters:

- First Families Coronavirus Response Act (FFCRA). A temporary expansion of the Family Medical Leave Act and specific provisions for Paid Sick Leave. **FFCRA will expire on 12/31/2020.**
 - Emergency Paid Sick Leave
 - Expanded Family Medical Leave Act
 - Regular Family Medical Leave Act (FMLA)
- Accrued Annual or Sick leave
- Administrative Leave

Current leave policy must be followed when granting or approval use of leave.

Questions regarding the availability and appropriate use of leave should be directed to Lakeisha Brooks, Associate Director for Human Resources at lakeisha.brooks@famu.edu or 850.599.3416.

Telecommuting Policy. The policy will remain in effect until further notice and is available as a tool for recommending approval to the Vice President for employees to work remotely. Decision to recommend should be driven by operational needs, and the work to be performed can be performed remotely.

Alternate/Modified Work Schedules. Alternate/Modified Work Schedules have been developed for use in managing work of the employees on/off campus.

Contact: Lakeisha Brooks, Associate Director – Human Resources at lakeisha.brooks@famu.edu or 850.599.3416.

Additional Information and HR Resources:

[FAMU Coronavirus Resources](#)

[HR COVID-19 Advisory Page](#)

- Executive Orders
- Expansion of Family Medical Leave and Paid-Sick Leave (**FFCRA will expire on 12/31/2020**).
- Telecommuting Policy and Forms
- Frequently Asked Questions

[Reasonable Accommodations – Office of Equal Opportunity Program](#)

Resources for Living (Employee Assistance Program)

- Coping with COVID-19
- COVID-19: Return to Work Video (less than 8 minutes)

Organizational Development and Training

Learning Content Management System (LCMS) for a list of COVID-19 related or other training.

Contact HR

- Organizational Development & Training – ODT@famuedu
- Alternate/Flexible Work Schedule – lakeisha.brooks@famuedu
- Resources for Living (Employee Assistance program) – Tia Lloyd – tia.lloyd@famuedu
- FMLA Options – Brandi Koonce – HR-FMLA@famuedu