

TELECOMMUTING GUIDANCE



GOALS: Protect community health.

Maximize social distancing by reducing the number of people on campus.

Maintain campus operations.

Can the employee's core work be performed only on campus, from the university's perspective?

IF YES

Is the employee in a COVID-19 high-risk category according to the CDC guidelines, and do they prefer to work at home?

IF YES

Employee will be assigned alternative work by their supervisor to be completed away from campus and/or will conduct transformational work.

IF NO

Employee will continue to report to work based on a schedule set by their supervisor with measures for extreme social distancing.*

IF NO

Can the employee perform job duties through telecommuting?

IF YES

Employee will work through telecommuting.

IF NO

Employee will be permitted to work on campus with arrangements for extreme social distancing.* If they do not have a sufficient amount of work to telecommute full-time, or if they fall into a high-risk category they can conduct transformational work at home.

All employees will take sick leave or annual leave as normal for absences and periods when they are not working.

*Arrangements for extreme social distancing may include continuing to come to campus but working with considerable distance from anyone else. It may be appropriate for someone to work in a private office or unit with few people at considerable distance from one another, with measures to wipe down desks, computers, phones, etc. Supervisors should consider alternative scheduling or staggered shifts to maximize social distancing.