

# Reynolds Community College

## FAQ's for Faculty and Staff

All faculty and staff should review the information provided on the [college's intranet COVID-19 page](#) with regard to how you can protect yourself, information on self-isolation, personal travel, and more. Following is additional information on employee-specific questions.

### **Employee COVID-19 Questions**

#### **Q #1: I am concerned about workplace exposure to the coronavirus. What should I do?**

The health of our Reynolds community is our highest priority, and we must all do our part in preventing the spread of the COVID-19 (Coronavirus). Additionally, Reynolds is closely monitoring the situation and is in constant communication with the Department of Human Resource Management (DHRM), the Virginia Community College System (VCCS), and the Virginia Department of Health (VDH) to provide updated guidance specific to our college community. Preventable measures and updated information from DHRM, VCCS and state health officials is located on our college's [COVID-19 \(Coronavirus\) page](#).

#### **Q #2: What should a supervisor do if their employee indicates that he/she is not feeling well or is sick with the flu?**

The Symptoms of COVID-19 are similar to those of many other viruses/communicable diseases such as fever, cough, and shortness of breath. The supervisor is not in a position to diagnose the virus. Whenever an employee is displaying symptoms of communicable diseases:

- The supervisor may send the employee home and require him/her to use personal leave (annual, traditional sick, VSDP sick, VSDP family/personal, faculty personal leave, compensatory leave, overtime leave, or recognition leave) if eligible. If no leave is available, the employee will not be compensated for the missed time.
- If the employee is diagnosed with the COVID-19, the employee should notify his/her supervisor, who will then follow the appropriate reporting protocol below, Q #3.

#### **Q #3: What should the supervisor do if their employee indicates that he/she may have been exposed to the COVID-19?**

Fully vaccinated employees: Fully vaccinated means two (2) weeks or more have passed since receipt of the second dose in a 2-dose series, or 2 weeks or more have passed since receipt of one (1) does of a single-does vaccine.

If the employee has a potential COVID-19 exposure, there is no requirement to quarantine unless the employee begins to experience symptoms of COVID-19.

If the employee experiences symptoms of COVID-19, they are not to report to work. Employees are to notify their supervisor immediately and are to follow the [CDC quarantine guidelines](#). Also, review the [Virginia Department of Health quarantine guidelines](#).

**Not fully vaccinated employees:** Employees who are not fully vaccinated and who have been in close contact (within 6ft for more than 15 minutes or more over a 24-hour period) with someone who has tested positive for COVID-19 at work or outside of work are not to report to work. Employees are to notify their supervisor immediately and are to follow the [CDC quarantine guidelines](#). Also, review the [Virginia Department of Health quarantine guidelines](#).

The supervisor should also follow the reporting protocol provided below:

- Advise the employee to immediately contact his/her medical provider who will make an assessment and report potential exposure to the local health department.
- If the employee is later determined to have a positive COVID-19 test result, employee must immediately report findings to supervisor. The supervisor must follow the reporting protocol below in Q #5, allowing the college to send out a communication and take other required action.
- If the employee is asymptomatic (not showing any symptoms), the supervisor can identify options for the employee to telecommute, while awaiting medical guidance.
- If the employee is unable to work, including unable to telework, because the employee:
  1. Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
  2. has been advised by a health care provider to self-quarantine related to COVID-19;
  3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
  4. is caring for an individual subject to an order described in (#1 above) or self-quarantine as described in (#2 above);
  5. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

Full-time employees who are ineligible for telework and who must quarantine due to a known exposure to COVID-19 should use their available personal, annual, or compensatory leave to cover the absence.

Full-time employees who test positive for COVID-19 and become symptomatic should use their sick leave or other available leave. A short-term disability (VSDP) claim may be filed, if necessary.

**Q #4: The employee has potentially been exposed by a colleague or a student while working on campus, is the college obligated to inform the employee of the possible exposure?**

Yes. The supervisor must follow the reporting protocol below which will allow the college to communicate with faculty and staff and to take other required actions.

**Q #5: If I have been potentially exposed to COVID-19 outside of the campus work environment, am I obligated to report that information to my supervisor as well?**

Yes. The supervisor must follow the reporting protocol below allowing the college to send out a communication and to take other required actions.

***Reporting Protocol:***

Student Exposure:

If the student indicates that he/she has or was exposed to COVID-19, the Instructor is to contact [COVID@reynolds.edu](mailto:COVID@reynolds.edu). Alternatively, the student may directly contact [COVID@reynolds.edu](mailto:COVID@reynolds.edu) to report that he/she has or was exposed to COVID-19. If a student has symptoms of COVID-19 or has had close contact with someone with COVID-19, the College will notify the appropriate local health district. The health department will contact the student directly for any contact tracing information.

Employee Exposure:

Call or email the Human Resources Manager, Mary Waite at [mwaite@reynolds.edu](mailto:mwaite@reynolds.edu), or at 804-523-5871. Please copy the individuals below:

- Emily Duncan at [eduncan@reynolds.edu](mailto:eduncan@reynolds.edu)
- Joe Schilling at [jschilling@reynolds.edu](mailto:jschilling@reynolds.edu)

[NEW Guidance as of December 7, 2020 – When Is It Safe to Be Around Others; Ending Isolation in Non-Healthcare Settings via the Virginia Department of Health.](#)

**Q #6. Public Health Emergency Leave (PHEL) is only available to employees who will take time away from work to receive a COVID-19 vaccine and/or any time away from work due to vaccine side effects.**

**How do I complete my timesheet or submit the absence management request in HRMS to use the Public Health Emergency Leave (PHEL)?**

**Full-time Non-Exempt Classified Employees HRMS Guidance:** Complete the Absence Request in HRMS for missed time from work, using the leave code of “Other”, and note in the comment section the use of the Public Health Emergency Leave (PHEL). Caution: HRMS will show a “zero” balance, the supervisor is to review the request for accuracy, and approve the absence request per the HRMS payroll schedule. HR will finalize the use of this leave to complete the HRMS process.

**Wage/Hourly Employees HRMS Guidance:** Missed time from work is to be recorded on the HRMS timesheet as “actual hours worked”, the comment section must be completed to indicate use of the Public Health Emergency Leave (PHEL). Once the supervisor approves the actual hours worked as payable time in accordance to the HRMS payroll schedule, the wage/hourly employee receives pay.

**Q #7: What if I am concerned about being in the workplace due to the coronavirus, and am not actually sick, just uncomfortable with being in the workplace at this time? What options do I have?**

College supervisors and managers have been given guidance on coordinating, in a collaborative manner, various options for college employees that would ensure services to students and also comply with guidance from the Governor and health professionals. The various options are provided below.

Full-time Employees: If you **do not** have a qualifying medical reason, and wish to take time off from work you may request a telework arrangement through your supervisor, or request time off from your supervisor using your personal leave balances. Qualifying leave includes: Annual Leave, VSDP Family/Personal Leave, Faculty Personal Leave, Overtime Leave, Compensatory Leave, and Recognition Leave. Employees should check their personal leave balances in HRMS; without appropriate leave balances employee absences may result in Leave Without Pay (unable to receive pay). For telework guidance, please refer to Questions #12 and #13.

Wage/Hourly Employees: If you **do not** have a qualifying medical reason, and wish to take time off from work you may request to your supervisor to be away from the workplace through a telework arrangement; through schedule adjusting or reduced work hours; or by taking time off without pay. For telework guidance, please refer to Question #14.

Adjunct Faculty: If you **do not** have a qualifying medical reason, and do not wish to fulfill the terms of your part-time teaching contract, please contact your academic school dean or associate dean; adjustments to your contract and/or remaining pay will be managed by the academic dean.

**All college staff are expected to work via telework arrangement or on campus, unless they have a qualifying reason to use paid leave via the [DHRM Policy 4.52 - Public Health Emergency Leave \(PHEL\)](#).**

NOTE: College staff may also have other options to use a combination of reduced work hours and approved leave; or use approved leave for a whole work day(s). Supervisory approval of these various options are required and employees are to seek approval from their respective supervisor in advance of these work arrangements.

## **Current State of Operations @ Reynolds**

**Q #8: What is the current state of operations at Reynolds?**

The college continues to closely monitor reports about the outbreak of COVID-19, and we have actively joined the statewide effort to help prevent the spread of the virus. Supplied with that information, the onset of the 2020 Fall Session began under the operational guidance of the

[Reynolds 2020-2021 Reopening Plan](#). Like fall sessions, most spring classes had remote instruction, with limited offerings on campus for classes that require laboratory and hands-on instruction.

*For up-to-date information regarding Reynolds hours of operations, please refer to the [college's intranet COVID-19 page](#).*

**Q #9: What guidance is provided to teaching faculty for this current state of operations at Reynolds?**

Dr. Lori Dwyer, Interim Vice President of Academic Affairs and Chief Academic Officer, will continue to reach out to teaching faculty with additional information.

**Faculty/Adjuncts/Instructors:** Faculty are expected to be back on campus when their contract starts on August 16, 2021. Please follow up with your school Dean for additional information.

**Q #10: What process will Reynolds follow if college operations are changed?**

Reynolds will follow the Governor's Executive Order regarding any shutdowns or change in Phases. If there is a widespread outbreak of COVID-19 in a building, the College will immediately shut down the building and notify the local health department. Affected areas are closed until cleaning and disinfecting can take place. With each subsequent case, the same steps are taken: review the case, consult with the department of health, and decide what actions are needed.

**Q #11: What can faculty and staff do now to ensure the continuous and efficient functions of college operations?**

- Document critical processes and procedures.
- Cross-train other employees in order to continue the business needs of the work unit.
- Update contact information of everyone in the work unit and share that information with the team (i.e., establish a group-text).
- Take a poll, if a telework arrangement will be needed to continue critical college operations ask --- does the employee have an at-home computer for use, will a college laptop need to be assigned, identify what computer accesses and resources will be needed to work from the alternate work location --- secure these resources now!
- If you have been issued a college laptop bring the laptop and its charger home with you every night. Do not leave the laptop in your vehicle!
- Social Distancing and Documents: Refrain from printing documents and sharing them person-to-person to eliminate passing germs. Use email, the "W" drive, encrypted email, or SharePoint to share documents, however take caution to not share confidential or sensitive information.

## **Telework Guidance**

### **Q #12: How do I know if I need to return to campus versus telecommuting/working remotely?**

[Policy 3-12 Telework](#) provides guidance on the eligibility and process. Your supervisor will work with you on whether or not you will continue working remotely, work partially remote or will be expected to be on-campus full time, part time or as needed. Please reach out to your supervisor to confirm your schedule.

### **Q #13: As a Full-time employee, can I participate in Telework at Reynolds?**

Some full-time college positions are not eligible for telework. For example, some employees in the Department of Police, Facilities Management, and other employees deemed necessary to provide essential college services may not be eligible to participate in full weeks or partial weeks of teleworking.

[Policy 3-12 Telework](#) provides guidance on the eligibility and process. Your supervisor will work with you on whether or not you will continue working remotely, work partially remote or will be expected to be on-campus full time, part time or as needed. Please reach out to your supervisor to confirm your schedule.

### **Q #14: Can Wage/Hourly employees Telework at Reynolds?**

[Policy 3-12 Telework](#) provides guidance on the eligibility and process. Your supervisor will work with you on whether or not you will continue working remotely, work partially remote or will be expected to be on-campus full time, part time or as needed. Please reach out to your supervisor to confirm your schedule.

### **Q #15: What if a staff member is extremely anxious about returning to campus and prefers to work remotely, will that be taken into consideration?**

[Policy 3-12 Telework](#) provides guidance on working remotely. While all employees are expected to be able to return, some positions are eligible for telework based on the college's needs. However, please take school schedules and childcare arrangements into consideration when planning to return to campus beginning July 6, 2021.

## **We Care About Your Well Being**

### **Q #16: The uncertainty of the COVID-19 (Coronavirus) can create stress in our everyday lives. What resources are available to help me deal with these feelings?**

Counseling services can be helpful to those affected by this situation, as well as to those who remain in the workplace and who may miss the opportunity to see and work with their colleagues or co-workers. Also, the concept of "social distancing" may be difficult for many to comprehend and could create other concerns such as "emotional and mental distancing". Please see helpful information below:

- **Eight Tips** to manage “emotional and mental” distancing:
  1. Take a break from social media
  2. Create free and safe zones away from COVID-19 information
  3. Create a friendly boundary
  4. Be grateful
  5. Support others
  6. Exercise
  7. Get outside
  8. Focus on the future – seek optimism.
- **For those with state healthcare benefits**, the Employee Assistance Program (EAP) is available to you by phone 24/7. The phone number is listed on the back of your state healthcare card. EAP services are also available virtually via LIVEHealth Online or live chat through Anthem and via televideo through Aetna (call to schedule a session); to access these EAP services see the below information:

COVA Care (Anthem)	COVA HealthAware (Aetna)
<b>Member Services: 1-855-223-9277</b> <a href="http://www.anthemeap.com">www.anthemeap.com</a>  <b>Virtual Medical and EAP Services:</b> <a href="#">LiveHealth Online</a>	(EAP) Services: 1-888-238-6232 <a href="http://www.mylifevalues.com">www.mylifevalues.com</a>  Username: COVA Password: COVA  Virtual Medical Services: <a href="#">Teladoc</a>

- **For those without insurance**, you may wish to talk to a member of your clergy, a trusted friend/mentor, or obtain free counseling services from the YWCA or other Richmond area providers. Or, contact Reynolds Human Resources for other available options that may be temporarily available during the pandemic.
- **For additional services**, please see the [Extra Help](#) resources on the Reynolds website.

## **Childcare Questions**

**Q #17: What will the Commonwealth do for state employees if K-12 schools are closed and the employee does not have child care?**

If the employee cannot telework during this time due to a K-12 school closure or other responsibilities, the employee must work with their supervisor and may need to take appropriate leave.

**Q #18: If an employee is able to telework but will have a child/dependent person at home due to K-12 closure or dependent care facility, is that acceptable under these circumstances?**

No. Employees will not provide dependent care during telework hours. The employee must work with their supervisor and may need to take appropriate leave.

**Q #19: Public schools are currently in the planning stages and offering various ways of offering classes to students. If it is decided that a child will do remote or hybrid learning, will the parent (Reynolds staff member) be able to mirror the child's plan?**

[Policy 3-12 Telework](#) provides guidance on working remotely. While all employees are expected to be able to return, some positions are eligible for telework based on the college's needs. However, please take school schedules and childcare arrangements into consideration when planning to return to campus beginning July 6, 2021.

## **General Questions**

**Q #20: If I still have workplace concerns and questions regarding COVID-19 (Coronavirus), where do I call?**

Please contact the Office of Human Resources at (804) 523-5249 or feel free to email any member of the HR Team: [WHO TO CALL](#).

Office of Human Resources, 7/28/2021