

University of South Alabama

Jaguars

Getting Back to Work Safely

Reentry Expectations & Safety Guidelines

Guidelines for Employees Returning to the Workplace

A Handbook for Campus Employees

Revised August 10, 2020

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Introduction and Guidelines for Returning to the Workplace

In response to the COVID-19 pandemic, and in order to maintain the safest possible work environment for our employees and students, in March 2020, the University of South Alabama moved to remote work for the majority of its main campus employees and to online learning for students. As the University prepares to return its employees to the workplace in order to be ready for the return of students for the Fall 2020 semester, a detailed plan has been developed to allow for the transition back to campus to be a safe and efficient process. The primary objectives of this process are to protect the health of our employees, students, and extended campus community by providing a safe environment, while developing a mechanism to allow the campus to be ready for the return of students for the Fall 2020 semester.

The University Committee for Reopening Campus (the “Committee”), in consultation with USA Health infectious disease experts and the Executive Committee of the Pandemic Response Committee (the “Executive Committee”), continues to monitor the impact of the pandemic on our region. Following federal, state, and local guidelines, it is the responsibility of the Committee to determine the appropriate date to begin returning employees to their campus work locations who are currently working remotely for all or part of their assignments. Knowledge and understanding of the COVID-19 virus and the pandemic continues to evolve, and our policies and plans will be required to evolve as well. As such, this guide will continue to be updated.



Reentry Expectations & Safety Guidelines

All employees are expected to fully comply with the policies, protocols and guidelines outlined in this document as part of the University of South Alabama's Reentry Expectations and Safety Guidelines. Failure to do so may result in disciplinary action, as these guidelines are in place to protect employees and others they may come in contact with in the workplace.

Symptom Self-Monitoring Requirement

Prior to returning to campus, and on an ongoing basis once offices have reopened, employees will be required to self-monitor throughout the crisis and report any symptoms or concerns to their supervisor. Employees must be free of ANY symptom potentially related to COVID-19 for a period of 48 hours, or have an evaluation and clearance by the USA Health Pandemic Testing Center or their primary care physician, prior to returning to work.

At this time, these symptoms 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



This list does not include all possible symptoms. The Centers for Disease Control and Prevention (CDC) will continue to update symptoms as more is learned about COVID-19. CDC Symptoms of Coronavirus are updated at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Reasonable Accommodations

According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 infection. Those conditions may include:

- Older adults (aged 65 years and older)
- People with HIV
- Asthma (moderate-to-severe)
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Liver Disease
- Severe obesity
- Being immunocompromised

The list above does not include all possible conditions. The Centers for Disease Control and Prevention (CDC) will continue to update conditions as more is learned about COVID-19. CDC high-risk conditions for Coronavirus are updated at

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html>

Employees whose health condition falls within one of the CDC High Risk Categories or who are pregnant may seek a reasonable accommodation by contacting Human Resources at 251-460-6133, or email employeebenefits@southalabama.edu.

Phased Staffing

The University of South Alabama will phase in a return of employees over time in a coordinated process to ensure appropriate social distancing, availability of PPE (personal protective equipment) and testing capabilities for COVID-19.

The University of South Alabama will assess expanded staffing based on mission-critical operations, ability to control and manage specific work environments, and necessity to access on-site resources. These decisions, once approved, will be communicated through your respective supervisor, department head, dean, vice president or division head.

The need to reduce the number of people on campus (density) to meet social distancing requirements will continue for some time. With management approval, some employees may continue to effectively work remotely for some or all work days until restrictions are eased for larger gatherings.

As staffing on-site increases and operations expand, University officials will closely monitor and assess the potential spread of the virus, as well as existing policies and procedures to mitigate it. Testing will be a critical part of assessing the impact of increased staffing. If localized outbreaks emerge, tighter restrictions and reduced staffing may need to be implemented again.

Staffing Options

Once employees have been instructed to return to work on-site, there are several options department managers and supervisors should consider to maintain required social distancing measures and reduce population density within buildings and work spaces.

Remote Work: Employees may be designated to work remotely at times, if their work assignments permit, in order to reduce population density and the potential spread of the COVID-19 virus. These arrangements, which must be approved in advance by the immediate supervisor, can be done on a full or partial day/week schedule as appropriate.



Alternating Days: In order to limit the number of individuals and interactions among those on campus, some departments may, with management approval, schedule partial staffing on alternating days. Such schedules will help enable social distancing, especially in areas with large common workspaces.

Staggered Arrival/Departure: The beginning and end of the workday typically brings many people together at common entry/exit points of buildings. Staggering arrival and departure times by at least 30 minutes will reduce traffic in common areas to meet social distancing requirements. (See Entry Control on page 11 for additional details).

Personal Safety Practices

Face Masks/Cloth Face Coverings: Face masks or cloth face coverings must be worn at all times by all employees working on campus (except when the employee is in a private office or working alone in a lab), when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g., common work spaces, meeting rooms, classrooms, etc.). Appropriate use of face masks or coverings is critical in minimizing risks to others.

- Face masks are required to be worn in all indoor spaces, such as classrooms, labs (when others are present) and all inside public areas of campus buildings and facilities, including the Student Center, dining facilities, and common areas of residence halls such as study rooms and laundry rooms.
- Face masks are required in any situation, including outdoors, where social distancing practices (6 feet of separation) cannot be maintained.
- Face masks are required when riding JagTran buses.
- Face masks are not required in residence hall rooms unless non-resident guests are present.
- Face masks are not required outside of University buildings (i.e. sitting outside, exercising outside, walking to and from classes) provided that social distancing of 6 feet is maintained.
- Employees who are alone in private offices (individual offices with a door) or in laboratories are not required to wear face masks.

An approved face mask is any mask distributed by the University, any cloth mask or face gaiter that covers the nose and mouth, or any commercially available medical grade face mask.

Two face masks will be supplied by the University of South Alabama on a one-time basis, free of charge, and as long as supplies last. Employees may elect to wear their own masks as long as they are consistent with established criteria. Specific guidance with respect to masking requirements can be found at www.southalabama.edu/reopening. Disposable face masks may only be worn for one day and then must be placed in the trash.

You may also wear a cloth face covering, and the fabric design or pattern for cloth face coverings should be appropriate for the workplace. Cloth face coverings must only be worn for one day at a time, and must be properly laundered before use again. Having a week supply of cloth face coverings can help reduce the need for daily laundering.

To protect the health and safety of our entire campus community, the masking guidelines outlined on this website are required of all members of the University community, and others that may be on campus. Employees not following these requirements will be subject to disciplinary action. Employees requesting reasonable accommodation for an exception from the masking requirements should contact Human Resources.

Use and Care of Face Coverings

For details regarding cloth face coverings, including how to create, wear and care for homemade face coverings, visit the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Putting on the face covering/disposable mask:

- Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
- Ensure the face-covering/disposable mask fits over the nose and under the chin.
- Situate the face-covering/disposable mask properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears, as applicable.
- Throughout the process: Avoid touching the front of the face covering/disposable mask.

Removing the face covering/disposable mask:

- Do not touch your eyes, nose, or mouth when removing the face covering/disposable mask.
- When removing the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands immediately after removing.

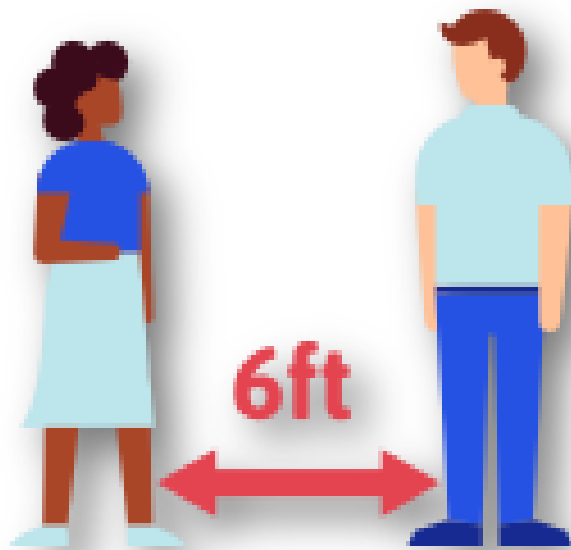
Care, storage and laundering:

- Keep face coverings/disposable masks stored in a paper bag when not in use.
- Cloth face coverings may not be used more than one day at a time and must be washed after each use. Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each shift. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
- Disposable masks must not be used for more than one day and should be placed in the trash receptacle after your shift; or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.



Social Distancing: Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Staff at work on-site must follow these social distancing practices:

- Stay at least 6 feet (about 2 arms' length) from other people at all times
- Do not gather in groups of 10 or more
- Stay out of crowded places and avoid mass gatherings



Handwashing: Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.



Gloves: Healthcare workers and others in high-risk areas should use gloves as part of PPE (Personal Protective Equipment), but according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often with soap and water for at least 20 seconds is considered the best practice for common everyday tasks.

Goggles/Face Shields: Staff do not need to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient for non-healthcare environments.

Cleaning/Disinfection: Custodial Services will enhance cleaning efforts focusing on high touchpoint areas such as door knobs, handles, railings, elevator buttons and restrooms, using an EPA approved disinfectant to ensure office and work spaces are cleaned following CDC guidelines. In addition, hand-sanitizing stations will be available in all buildings.

Building occupants should also wipe down commonly used surfaces before and after use with products that meet the EPA's criteria for use against COVID-19 and are appropriate for the surface. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, doorknobs, etc.).

Coughing/Sneezing Hygiene: If you are in a private setting and do not have on your face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with alcohol-based hand sanitizers.



Mandatory Safety Training

All employees will be required to complete a mandatory safety training course, *Reentry Expectations & Safety Guidelines*, preferably before their return to work, but no later than their first day at the workplace. Employees will be emailed information on the course in advance of their return. If you do not have a current University issued employee email established, please go to <https://www.southalabama.edu/services/jagnet/request.html> to request an employee email account.

Guidance for Specific Workplace Scenarios

Public Transportation/University of South Alabama JagTran: If you must take public transportation or use the University of South Alabama JagTran, wear a mask before entering the bus and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as the preferred form of hand hygiene as soon as possible and before removing your mask.

Working in Office Environments: If you work in an open environment, be sure to maintain at least 6 feet distance from co-workers. If possible, have at least one workspace separating you from another co-worker. You should wear a face mask or cloth face covering at all times while in a shared work space/room. Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers, and customers, such as:

- Place visual cues such as floor decals, colored tape, or signs to indicate to customers where they should stand while waiting in line.
- Place one-way directional signage for large open work spaces with multiple through-ways to increase distance between employees moving through the space.
- Consider designating specific stairways for up or down traffic if building space allows.

If you work in an office, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, masks or cloth face coverings should be worn at all times. A mask or cloth face covering is not required if you are working alone in a confined office space (does not include partitioned work areas in a large open environment).

Masks or cloth face coverings should be worn by staff in any reception/receiving area. Masks or cloth face coverings should be used when inside any University of South Alabama facility where others are present, to include walking in narrow hallways where others travel, and in break rooms, conference rooms and other meeting locations.

Restrooms: Maximum occupancy of restrooms should be limited based on the number of sinks to ensure appropriate social distancing. Wash your hands thoroughly afterwards to reduce the potential transmission of the virus.

Elevators: Use of elevators should be limited where possible to avoid close proximity with others in a confined space. Those using elevators are required to wear a disposable face mask or cloth face covering regardless of traveling alone or with others. You should also avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol upon departing the elevator.

Meetings: Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, telephone, etc.).



In person meetings are limited to the restrictions of local, state and federal orders, and should not exceed 50 percent of a room's capacity, assuming individuals can still maintain 6 feet of separation for social distancing requirements. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees. All attendees should wear a face mask or cloth face covering while sharing space in a common room.

During your time on-site, you are encouraged to communicate with your colleagues and supervisors as needed by email, text message, instant message, telephone or other available technology rather than face-to-face. You can also use a range of available collaboration tools to include the University provided Zoom meetings tool (<https://www.southalabama.edu/departments/ilc/zoom.html>), and Google Hangouts and Google Chat, which are included in your University Google @southalabama account.

Meals: Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus.

If dining on campus, you should wear your face mask or cloth face covering until you are ready to eat and then replace it afterward. Eating establishments must meet requirements to allow at least 6 feet of distance between each customer, including lines and seating arrangements. Individuals should not sit facing one another. Staff are encouraged to take food back to their office area or eat outside, if this is reasonable for your situation.

If you are eating in your work environment (break room, office, etc.), maintain 6 feet distance between you and others. Individuals should not sit facing one another. Only remove your face mask or cloth face covering in order to eat, and then put it back on. Departments should remove or rearrange chairs and tables, or add visual cue marks in employee break rooms to support social distancing practices between employees. Wipe all surfaces, including table, refrigerator handle, coffee machine, microwave, etc. after using in common areas.

Laboratory Work: Employees working in a laboratory environment should follow your laboratory safety plan and established protocols.

Minors in Campus Facilities During COVID-19 Pandemic

This policy is intended to supplement, but not replace, existing policies governing on-campus functions/events with non-enrolled minors. To help reduce the spread of COVID-19 and to enhance the safety of all on the University campus, effective immediately, non-enrolled minors under the age of 19 are prohibited from participating in on-campus events/functions. Exceptions to this policy must be reviewed and approved by the appropriate vice president who will then submit the proposed plan to the Reopening Campus Committee for final approval.

During the COVID-19 pandemic, **minor children of employees, minor children of students, and minor children of approved guests, or any persons regardless of age, who are not a part of an approved university-sanctioned event/function are not allowed into campus facilities at this time.** Employees with extenuating circumstances should work with their **supervisor and USA Human Resources** to assist in mitigating any issues or problems. **Special provisions and protections** are provided by the federal and state government to assist parents/guardians during the COVID-19 pandemic.

Students and employees who violate this policy may be subject to disciplinary action, which may include removal from the University community and/or termination of employment.

Children of Employees and Students in Campus Facilities

1. The University of South Alabama (USA) values its employees and students and recognizes the importance that families fulfill in the lives of employees and students. These guidelines address and outline the circumstances under which it is appropriate to bring non-student, minor children to the workplace or classroom. The guidelines are intended to foster respect for the needs of all parties impacted by the presence of non-student, minor children on the campus, in the workplace, or in the classroom. As used in these guidelines, the term “non-student, minor child” means a minor child who is not enrolled in classes at USA. In addition, the term “parent” means any employee or student who has responsibility for a non-student, minor child while in the workplace or classroom regardless of the employee’s or student’s relationship to the child.
2. In general, the workplace and the classroom are not appropriate places for non-student, minor children to be present on a frequent or continuing basis.
3. Exceptions to this general rule include:
 - a. Minors who are enrolled as students at USA.
 - b. Officially sponsored institutional programmatic activities for non-students and minor children with appropriate adult supervision.
 - c. Brief visits (e.g., an employee brings his/her child, grandchild, or other minor relative in to introduce that child to co-workers), provided the employee supervises the child(ren) at all times during the visit.

- d. Special occasions that are employer-sanctioned and at which attendance by children is encouraged. Special occasions should be coordinated with and approved by the employee's supervisor after considering and satisfactorily addressing the factors set forth in section 4 below. The employee's schedule for the special occasion should take the child's presence into consideration.
- e. Visits coordinated with and approved by the employee's supervisor after considering and satisfactorily addressing the factors set forth in section 3 below. Children may be brought to the workplace by parent employees for brief visits or other exceptional times when common sense would dictate that it is more efficient for the employee to bring the child into a workplace (e.g., following or before a physician's appointment). The parent employee must supervise the child(ren) on such visits and ensure that the child(ren) is not disruptive to the parent employee or other employees in the workplace. It is not appropriate for non-student, minor children of any age to be in the workplace on a regular basis, including after school each school day or on regularly scheduled school holidays.
- f. Visits coordinated with and approved by the student's instructor after considering and satisfactorily addressing the factors set forth in section 3 below. Children may be brought into a classroom by a parent student for brief visits or other exceptional times when common sense would dictate that it is more efficient for the student to bring the child into the classroom (e.g., following or before a physician's appointment). The parent student must supervise the child(ren) on such visits and must ensure that the child(ren) is not disruptive to the parent student, the instructor, or to other students in the class. It is not appropriate for non-student, minor children of any age to be in the classroom on a regular basis, including after school each school day or on regularly scheduled school holidays.
- g. In the event of an emergency, and only if there are no other reasonable alternatives, parent employees may have children present in the workplace for brief periods of time. Ideally, the immediate supervisor's approval should be obtained beforehand if time allows. Similarly, in the event of an emergency, and only if there are no other reasonable alternatives, parent students may have children present in the classroom for brief periods of time, with the instructor's approval. Such arrangements are only to be temporary in nature and may be granted, in the supervisor's and instructor's discretion, only in circumstances where the employee and supervisor or the student and professor have considered and satisfactorily addressed the factors set forth in section 4 below. When authorized, the parent employee/student must supervise the child(ren) at all times and should not leave the child(ren) in the custody of another University employee or student, even for brief periods of time.
- h. **Any child with an illness that prevents the child from going to a childcare facility or from attending school should not be brought to the workplace or into the classroom. No child with an infectious disease should be brought to the workplace or into the classroom under any circumstances. If employees or students must attend to their children and short-term care cannot be arranged, employees should take sick or annual leave as appropriate to accommodate their children during working hours and students should converse with their instructor to discuss alternatives to class attendance.**

4. The exceptional circumstances under which children may be brought into a particular workplace or classroom setting should be established in a discussion between the employee and supervisor or the student and instructor, respectively, considering the following factors:
 - a. Whether the parent is willing to accept full responsibility for the child's safety and for any damage to property or injury to persons that is caused by the child's presence.
 - b. The extent to which the child's presence in the workplace or the classroom creates a potential danger to the child (or USA students or employees) or exposes the University to liability must be considered. Safety is a primary concern for parents, supervisors, and the University.
 - c. The extent to which the child's presence in the workplace or the classroom poses a risk of breach of confidentiality with respect to information in the workplace.
 - d. The extent to which the child's presence in the workplace or in the classroom disrupts or has the potential to disrupt the work or classroom environment and/or creates an atmosphere that is not conducive to achievement of the specific goals and objectives of the workplace or classroom.
 - e. Such other factors as the supervisor or instructor deems appropriate.
5. Non-student, minor children are not permitted as visitors in work or classroom areas where safety and/or confidentiality factors exist unless prior permission has been received from the appropriate University authority. The exceptions set forth in section 3 are not applicable to such work or classroom areas. Please refer to the Minors in Laboratories, Shops, and Hazardous Areas policy found at: www.southalabama.edu/departments/environmental/resources/minors.pdf
6. Students and employees who violate this policy may be subject to disciplinary action, which may include removal from the University community and/or termination of employment.

Mental and Emotional Well-Being

Employee Assistance Program (EAP) Counseling Services: EAP counseling services are available to offer emotional support during this stressful period. Telephone or video counseling sessions are available, and also walking sessions. You can contact the EAP Counselor, Ms. Julie Barker, by calling 251-461-1346 or email jbarker@southalabama.edu. You may also visit the EAP webpage at <https://www.southalabama.edu/departments/financialaffairs/hr/eap/>.

Building Entry/Exit Controls

Entry to buildings may be regulated. Your University of South Alabama Employee ID Badge is required at all times while on the campus or job site. You may not hold or prop open exterior doors for any other person.

Once you have been instructed to return to the workplace, you should report to work or depart work through the designated building access and at the designated time to limit the number of people entering and exiting buildings at any one time.

Violation of these guidelines may result in disciplinary action.

Signage and Posters

Building occupants are expected to follow signage on traffic flow through building entrances, exits, elevator usage and similar common use areas.

Signage, floor stickers and other COVID-19 resources, may be ordered through Publication Services. Publication Services PDF and order forms are available at <https://www.southalabama.edu/departments/eforms/publications/covidcatalog.pdf>

Submit orders to publink@southalabama.edu

Timekeeping and Leave Reporting

Since COVID-19 related absences require special coding for timekeeping, and may qualify as a Families First Coronavirus Response Act (FFCRA) related event, it is critical that employees code these absences appropriately.

If you have any questions regarding these codes, please refer to the Employee FAQs at <https://www.southalabama.edu/departments/financialaffairs/hr/reentryfaqemployees.html>

Employee Procedures for Calling in “Sick” Due to Illness or Possible Exposure

Employees should follow normal procedures in regards to notifying their supervisor that they will be unable to work due to illness or possible exposure, no matter what reason they are sick. However, due to COVID-19, additional information will need to be provided by the employee following the guidelines below.

Supervisor Guidelines for Employees Calling in Sick

ADA-covered employers may ask employees if they are experiencing symptoms of the pandemic virus. For COVID-19, these include symptoms such as fever, chills, cough, shortness of breath, or sore throat. Employers must maintain all information about an employee illness as a confidential medical record in compliance with the ADA.

If your employee calls in sick, please follow these steps:

1. Ask if he/she is experiencing any of the following symptoms: 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 and /or diarrhea. Do not ask the employee if they think they have COVID-19. You should review the symptoms with the employee. The employee does not have to specify what symptom(s) they are experiencing, but instead just answer yes or no.
2. If the answer is yes, then you will ask if he or she has sought medical treatment. The employee does not have to tell you from which physician they are seeking treatment. They just need to answer yes or no. If the employee states they have not sought medical treatment, let the employee know that you will provide his/her contact information (name, J# and telephone number) to Human Resources. Human Resources will then refer the employee to the USA Triage/Testing Center and a medical provider will contact the employee.
3. Remind the employee to stay home and await a phone call from a medical provider. The USA Triage/Testing center will assist the employee in identifying if his/her symptoms may be related to COVID-19 or not, and provide medical recommendations either way.

To transmit employee contact information to Human Resources for the USA Triage/Testing Center, please email pandamichrcampus@southalabama.edu. Provide Human Resources with the employee’s full name, J# and telephone number. Be sure to indicate that the employee is experiencing COVID-19 related symptoms (do not list any specific symptoms) and indicate if the employee has sought medical care or not.

You must email information to Human Resources at the above email address for all employees that have stated they are experiencing COVID-19 related symptoms, even if they have sought their own medical care.

All employees that report being sick and having a COVID-19 related symptom must provide you with a medical note releasing them to return to work before they return to work on-site.

Employee absences due to illness or injury related to COVID-19 should be treated as sick leave. Use of Emergency Paid Sick Leave under FFCRA may also be a possibility. If the employee's leave is COVID-19 related and he/she will remain out of work for more than **3 days** the employee must complete this form: <https://www.southalabama.edu/departments/eforms/hr/leaveofabsence.pdf>. If the employee is unable to complete the form, you should complete it on their behalf. The form must be signed by the supervisor. You will then forward the completed and signed form, along with supporting documentation to the email address indicated on the form for review and approval.

If you have any questions regarding this process, please contact Human Resources at 251-460-6133, or employeebenefits@southalabama.edu.

You may also review Supervisor FAQs at <https://www.southalabama.edu/departments/financialaffairs/hr/reentryfaqsupervisors.html>

Jagfit@South Health and Wellness Initiative

The University of South Alabama is committed to supporting your overall health and well-being. One of the eight dimensions of wellness is emotional wellness. Visit <https://www.southalabama.edu/programs/jagfit@south/8dimensions.html> to learn more about USA's eight dimensions of wellness.