

The Office of Human Resources

Return to Campus

FAQs for Managers, Department Chairs and Employees

The College has developed this frequently asked questions in an attempt to answer the most common questions we have received to date. Please see the full Workplace Safety Policy for COVID-19 available on the myCurry Portal for the complete details.

How many employees will be allowed to return to campus?

The College will limit on – site staffing to a maximum of 25% occupancy in each building. Additional communication will be distributed as plans for re-opening are finalized.

Are employees expected to practice the recommended social distancing guidelines from the CDC?

Yes. Employees should stay 6 feet away from others while they are inside or outside buildings.

Are employees expected to wear masks?

Yes, employees are required to wear masks at all times, including outdoors, in accordance with CDC recommendations and State of Massachusetts guidelines. The College will provide each employee three (3) cloth masks, but employees are encouraged/allowed to wear their own. In the cases where employees have their own office with a door, they can take their mask off while in their office by themselves.

Is the College providing PPE and masks to employees?

The College will be issuing face masks and PPE to identified departments when feasible, but employees can use cloth face coverings in the event of shortages. Student employees will also need to follow these protocols.

What if my employee claims they cannot wear a mask due to a medical condition?

The manager should instruct the employee to contact the Office of Human Resources regarding an ADA Accommodation. If the employee is approved for any accommodations, Human Resources will notify the manager and provide the details regarding what accommodations have been granted.

What happens if my employee refuses to wear a mask while at work?

If the employee refuses to wear a mask and you have not received notification from HR that they have an accommodation, the employee should be sent home and instructed that they cannot return to campus until they comply with College policy. Employees who refuse to comply with College policy will not be allowed to work from home and those absences will be unpaid. Continued refusal may result in disciplinary action.

Is the College providing cleaning supplies to office/departments?

Yes. The College will ensure access to handwashing facilities on site, including soap and running water and encourages frequent hand washing.

Employees should avoid using any shared office supplies or supplies belonging to others.

Employees will sanitize high touch areas, such as workstations, equipment, screens, doorknobs, etc. throughout the day.

McGarr will also be conducting additional cleaning during the day and at night.

Will offices be modified to accommodate safety measures?

Senior Staff members had indicated to the Office of Human Resources and the Buildings & Grounds Office which desks/areas will need modification. The Buildings & Grounds Office is looking into adding plexi-glass to those open office areas identified. If you are concerned about your area, we recommend you touch base with your Senior Staff member to inquire about the status of your department.

What if an employee develops symptoms while at work, what should I do?

The employee should be asked to leave work immediately and be instructed that they will be on a quarantine period of at least 24 hours. Once the employee has been symptom free for a period of 24 hours, they may return to campus. If the employee is unable to work as a result of symptoms from COVID – 19 for more than 3 days, FMLA may apply. The College reserves the right to ask for a doctor's note before the employee returns to work.

If an employee calls out sick, the manager should ask the following questions:

- **Are you showing any signs of one or more of the following symptoms? Temperature >100.4°F (38°C) or higher?**
- **Have you experienced any cold or flu-like symptoms in the last 14 days (including fever, cough, sore throat, shortness of breath, respiratory illness, difficulty breathing, tiredness, gastrointestinal discomfort or disease)?**
- **Have you or an immediate family member living in your home returned from an international location within the last 14 days?**
- **Have you or an immediate family member living in your home returned from a domestic (US) COVID-19 epicenter in the last 14 days?**
- **Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days?**

If an employee answers "Yes" to any of these questions, they should be asked to stay home. Managers can utilize the ["Decision Tree"](#) to facilitate these questions.

If my employee calls out sick for COVID - 19 related symptoms, are they required to provide a doctor's note before returning to work?

For any potential COVID - 19 related absences, the employee will be asked to remain home for at least 24 hours and cannot return to campus until the employee is symptom free for at least 24 hours. It is required that you inform the Office of Human Resources once absences have exceeded three days as FMLA may apply. The College reserves the right to ask for a doctor's note before the employee returns to work.

Will my employee be able to work remotely if they are in self-quarantine?

Depending upon the essential functions to be performed, employees will need to speak to their supervisor and the ability to work remotely for the time period in self-quarantine would require the approval of the Executive Team member.

If my employee is sick and unable to work remotely, will they be required to use any available paid benefit time?

Yes. Our FMLA policy is to require that paid leave be substituted for unpaid leave. If the employee is sick and unable to work remotely, Sick, Personal, and Vacation benefit time will be charged, in that order, until exhausted. Any leave beyond that will be unpaid while on FMLA.

What if an employee does not have any leave time available and is not eligible for FMLA?

- The College can advance five vacation days to an employee per the Employee Handbook. If an employee is unable to return to work after leave time is exhausted, employee should contact their supervisor and the Office of Human Resources.

Will my employee(s) be allowed to continue to work remotely?

Given the current status of COVID-19, remote work is only available for employees seeking ADA reasonable accommodations. Please see Reasonable Accommodations Policy for COVID-19.

Will managers be required to take employees temperatures?

No. Employees will be expected to self-monitor each day before arriving to campus. They are also expected to stay at home and call their manager if they are experiencing any COVID - 19 related symptoms. Managers and Department Chairs will need to report any COVID - 19 related absences of employees in their department to the Office of Human Resources.

Will employees be allowed to work staggered schedules and shifts?

Initially, we will limit on-site staffing to a maximum of 25% occupancy in each building. In consultation with their divisional VP, Supervisors will work with employees to create a schedule for the department, if necessary, which includes alternating on-site working days for all employees within each area, in order to limit building occupancy to 25%.

My employees are starting to complain about the hybrid workforce that was implemented, how should I handle this situation?

Expansion of staffing groups in areas will be controlled and coordinated to mitigate potential risks and ensure the safety of faculty and staff. Employees are alternating on-site work schedules along with additional cleaning and disinfecting measures in place.

Will there be a universal precaution training related to COVID – 19 available to employees?

These are additional resources that employees can review:

Wear a Mask in Public: <https://www.youtube.com/watch?v=HtUJPizOVP>

Stop the Spread of Germs: <https://www.youtube.com/watch?v=atoYskglFXs>

Social Distancing: <https://www.youtube.com/watch?v=TkWnNwcOUg>

Self-Quarantine: <https://www.youtube.com/watch?v=0IRd6FgBWUA&feature=youtu.be>

Coping with Stress and Anxiety: <https://www.youtube.com/watch?v=iSGIsOkrP-U>

My department frequently has visitors, can we still have visitors come onto campus?

External visitors should be limited and avoided when possible. If an external guest is on campus, they will be expected to adhere to all social distancing guidelines at all times. Below is the process for any visitors on campus according to the Workplace Safety Policy:

Public Safety will call the office to inform them the visitor(s) has/have been cleared by the Public Safety officer at the front gate and issue them a Visitor pass. The visitor(s) will then proceed to the designated parking lot, visitor(s) will call the office representative and will wait in their car until the office representative indicates clearance to proceed. Visitors should wear face masks as they walk on the campus and enter the office building. We recommend that if the visitor does not know where your office is located, you meet them where they parked.

If visitors experience symptoms within 14 days of being on campus, they must notify the College Representative they met with.

Will there be signage indicating social distancing protocols and traffic direction?

Yes, Buildings & Grounds has, and is continuing to work on placing the appropriate signage throughout campus regarding this information.

Will my employees be allowed to travel for work?

Employees who travel need to follow the State and school/location they are visiting's guidelines. Out of state travel for conferences / business matters will be suspended for the Fall 2020 Semester. Additional information will be sent out as the situation develops.

Are my employees still allowed to travel to conferences?

If in – person conferences are still being offered, employees can attend. We encourage to attend conferences virtually. Out of state travel for conferences / business matters will be suspended for the Fall 2020 Semester. Additional information will be sent out as the situation develops.

Can I still have student employees work in my department?

Yes. Student employees must follow the Workplace Safety Policy for COVID-19 protocols and wear masks.

Can student employees work remotely?

Given the current status of COVID-19, remote work is only available for employees seeking ADA reasonable accommodations. Please see Reasonable Accommodations Policy for COVID-19.

Are student employees expected to follow the protocols in the Workplace Safety Policy for COVID-19?

Yes.

Is there any risk with shared HVAC vents?

At the present time there is no awareness of COVID-19 being spread through the HVAC vents.

How is mail/inter-office mail being sanitized?

We recommend that all employees continue to follow the posted handwashing / sanitization guidelines, outlined in the Colleges Workplace Safety Policy, throughout the day, and particularly after handling any interoffice or outside mail / packages.