

## **Coronavirus Supervisor Guidance for Staff and Student Employees**

Updated June 11, 2020; this guidance will be updated as needed

Thank you for caring for each other and for rising to meet the many challenges that are presented during this time. This guidance is provided to help us all navigate this very fluid situation in a way that is measured and that prioritizes care for individuals and community.

- It is important that employees communicate regularly with their supervisors concerning work attendance. It is expected that supervisors are working together across divisions to meet needs across the university. Employees may be assigned duties that are different than those for which they were hired. If supervisors have a personnel need or surplus personnel resources, please email Human Resources at [humr@plu.edu](mailto:humr@plu.edu) with details.
- Supervisors and employees are encouraged to work remotely when possible. If a temporary remote-work option is deemed feasible, specific job performance and communication expectations should be established for this time. Working remotely may not be possible in all situations.
- Supervisors are to encourage employees to stay home if they are feeling unwell, particularly with respiratory symptoms and/or fever. If an employee appears to have or develops sudden onset of acute respiratory illness symptoms (i.e. severe cough, difficulty breathing, shortness of breath) while in the workplace, supervisors should isolate the employee in an unused space if possible and call 7911. Additionally, the supervisor should attempt to identify the people who have been in close contact with the sick employee for the purpose of contact tracing and self-quarantine recommendations.
- Employees, including those who fall into the [higher risk categories](#) identified by the Centers for Disease Control and the Washington State Department of Health, should communicate with their supervisors about specific situations that may influence their ability to be present on campus.
- For staff in high risk categories, taking care of someone in a high risk category, or impacted by other emerging situations due to the Coronavirus, vacation and/or sick leave can be used for absences that occur when PLU is open but individual employees do not work.
- An employee can use accrued sick or vacation leave if their child's school or place of care has been closed for a health-related reason.
- Employees who have exhausted their vacation and sick leave, and are not working remotely, will be considered to be on leave without pay.

- Staff and student employees who are ill or caring for others will not be asked to provide a healthcare provider's note to validate their illness or to return to work, as healthcare provider offices and medical facilities may be busy and not able to provide timely documentation.
- Staff employees with a serious health condition, or taking care of a family member with a serious health condition may be eligible for a Family Medical Leave of Absence (FMLA) and/or Washington Paid Family and Medical Leave (PFML). Refer to leave policies in the [benefits section](#) of the Personnel Manual. If you have questions, please contact Human Resources at (253) 535-7185 or [humr@plu.edu](mailto:humr@plu.edu).
- Student employees have been directed to reach out to their supervisors. Students may work on campus as PLU policies and guidelines allow. Supervisors may also discuss remote work assignments when feasible.
- Student employees can work remotely as long as they continue to be able to perform their necessary job functions remotely and that they have as much remote supervision as possible. This means having a reasonable and regular level of direct communication with their supervisor around daily tasks, production expectations, dealing with questions or problems that may have come up while they are working remotely, etc.
- While school is in session, a student can work up to 20 hours a week in an on-campus position (the week starts on Saturday and ends on Friday). During holidays and school breaks (as long as the student is NOT enrolled in any classes) students are allowed to work up to 40 hours a week.
- If student employees have accrued sick leave they can use leave for certain absences. Refer to the [sick leave for student workers policy](#) for guidance. If student employees do not have any sick leave and are not working, it will be leave without pay.
- Students working in off campus state work study positions should communicate with their supervisor about the policies at their employer. If the student or supervisor has any questions please email the Student Employment Office at [stuemp@plu.edu](mailto:stuemp@plu.edu).

Again, thank you for all you do. Your continued flexibility is appreciated as the situation continues to evolve. Please email Human Resources at [humr@plu.edu](mailto:humr@plu.edu) if you have questions not addressed. This document will be updated as needed.