MESSAGE FROM
MANDY MARCH
Associate Vice President and Chief Human Resources Officer

WESTMINSTER COLLEGE
1851
THE POWER IN PURPOSE™

Dear Staff,

The last two months of remote work have been challenging, and you should be commended for your flexibility and diligence in keeping Westminster College operations running smoothly. As you know, decisions about returning to campus on Monday, May 18, 2020, are being determined by each individual supervisor on campus. If you have not been contacted yet about a plan for your area, please reach out to your supervisor.

In the meantime, Human Resources would like you to know that certain changes on campus have been implemented for your health and safety. Those adjustments are as follows:

- Hand sanitizing stations are now located throughout campus.
- Work-area modifications have been implemented, as needed, so that staff members remain six feet apart. Where necessary, screens have been put in place to protect employees.
- Alternating schedules are being employed so that no more than 10 staff members congregate in one area at a time.
- Meetings with 10 or more people will take place virtually or in a large enough space to promote social distancing.
- Masks are encouraged when in contact with others. If you have a mask, please bring it from home. If not, please contact the Wellness Center.
- For personal comfort, employees are encouraged to bring their own cleaning supplies, as needed, including hand sanitizer or masks.
- Buildings will remain in lock mode and inaccessible to the public. All visitors will need to contact Security so they are aware of who is on campus at all times.

In addition to the above workplace modifications, Human Resources will continue already existing protocols established by the Missouri Department of Health and Senior Services, the Centers for Disease Control and Prevention (CDC), and the Callaway County Health Department. While we need to maintain business operations, our number one goal at this time is to prevent transmission of disease and to protect people who are at a higher risk for adverse health complications.

We understand that some employees may not be able to work as a result of certain complications related to the COVID-19 pandemic. If any employee, exempt or non-

exempt, cannot work as a result of the following criteria, please contact your supervisor and Human Resources:

- The employee is subject to a federal, state, or local quarantine or an isolation order related to COVID-19.
- The employee has been advised by a health-care provider to self-quarantine as a result of concerns related to COVID-19.
- The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- The employee is caring for an individual who is subject to either of the first two bulleted points above.
- The employee is caring for his or her child(ren), and the school or place of care is closed, or if childcare is unavailable as a result of COVID-19-related issues.
- The employee is experiencing any other substantially similar COVID-19 condition as outlined by the Missouri Department of Health and Senior Services or CDC.

For those experiencing any circumstance as outlined above, please note that the Families First Coronavirus Response Act (FFCRA) provides emergency paid sick leave and paid childcare FMLA leave. This emergency leave does not reduce an employee's sick or vacation accruals. Leave can be taken intermittently, in full one-hour increments, when working from home.

If you believe you qualify for paid leave under the FFCRA, please contact Human Resources for confirmation and completion of a Leave Request form. Any time taken under Emergency Paid Sick Leave or FMLA Childcare Leave must be communicated with Jessie Jones (jessie.jones@westminster-mo.edu), as it will need to be recorded and tracked differently in the payroll system.

As always, those with a fever or who are experiencing coughing or shortness of breath should not report to work. Instead, the employee should contact his or her immediate supervisor for further direction. Symptoms related to COVID-19 — fever, chills, muscle pain, sore throat, and loss of taste or smell — should be carefully monitored. Please call a doctor or use telemedicine if you develop COVID-19 symptoms.

Employees experiencing symptoms of COVID-19 can return to work when:

1. They are fever-free for at least three days without fever-reducing medication during that time; **AND**
2. Respiratory symptoms have improved; **AND**
3. At least ten days have passed since the symptoms began.

If you are sick with a non-COVID-19 related illness, sick time should be used to record your absence. Time off requests can be entered in the 'Time Off' tab in eSelfserve via APS: https://www.eselfserve.com/login.

Our Nurse Practitioner, Kim Lorentz, is available over the summer to provide support and/or health services to staff, faculty, and students and to provide medical expertise regarding COVID-19 health and safety recommendations.

- If you are returning to work after being out sick for either COVID-19 or non-COVID-19 reasons, please notify HR for completion of the Employee Self-Certification to Return to Work form.
- Supervisors should discuss with HR any plans for an employee to continue working remotely or for flexible schedule accommodations to ensure full understanding of compliance issues and proper payroll expectations.
- With the exception of FFCRA-approved leave, vacation and sick time should be taken for any time not worked during the regularly scheduled work week.
- At this time, all nonessential international travel should be avoided. Employees are asked to notify HR of any international travel plans and of their return from international travel. CDC guidelines specify that individuals are to self-quarantine at home for 14 days upon return from international travel, checking temperature twice each day, monitoring for onset of symptoms of COVID-19, and maintaining contact with the local health department.

Please feel free to reach out to Human Resources at mandy.march@westminster-mo.edu if you have questions or concerns about anything outlined in this correspondence.

Sincerely,

Mandy March
Associate VP and Chief HR Officer