

FAQs for Faculty and Staff Regarding the H1N1 Virus

What should I do if I develop influenza symptoms?

In order to limit exposure to others on campus, employees who develop symptoms of influenza, such as a fever of 100 degrees Fahrenheit or greater and a cough, **should not** come to work.

Take the following actions:

- Notify your supervisor that you have developed influenza symptoms and you are not able to work.
- Be sure to isolate yourself to keep from potentially exposing other people.
- Contact your primary care physician for medical advice.
- Upon returning to work, you will need to provide a doctor's "return to work" release or a completed **Self Certification Declaration form** (page 9) to your supervisor with a copy to Human Resources.

When can I return to work if I have had Influenza A (H1N1)?

You will be expected to return to work once all of your symptoms have disappeared. In order to return to work, you must have a doctor's work release or a completed **Self Certification Declaration form** (page 9) to your supervisor with a copy to Human Resources.

Are flu screenings available on campus for Faculty and Staff?

Any employee who is experiencing flu-like symptoms is advised to contact their primary care physician for evaluation.

I have an employee who wants to wear a facemask when meeting with others on campus. Can I tell the employee this may cause more alarm than necessary?

At this time, wearing a facemask is not medically necessary. The Center for Disease Control (CDC) advises that when close contact (within 6 feet) with others cannot be avoided, and in areas where transmission of the Influenza A (H1N1) virus has been confirmed, facemasks may reduce the risk of getting influenza, but they should be used along with other preventive measures.

I meet with students and others frequently as part of my job responsibilities. What should I do if I believe someone has the flu?

As with other forms of the flu or contagious illnesses such as colds, maintaining a reasonable distance from the person is a starting point. Do not shake hands or make other physical contact. Use an anti-bacterial wipe after the person has left to sanitize your workstation. It would be better to reschedule the meeting to a later date when the person is feeling better; perhaps business can be conducted by phone or e-mail.

I have an employee who is ill and has come into work. Can I send this employee home?

Yes. If the employee has a fever of 100 degrees Fahrenheit or greater and a cough, send the employee home. Other symptoms (coughing, sneezing) may also be of concern; the decision to send an employee home who is exhibiting these symptoms is to be made on a case-by-case basis.

Supervisors need to advise employees of basic preventive measures such as frequent hand washing, covering your nose and mouth with your sleeve if you cough or sneeze, and avoiding touching your eyes, nose or mouth.

My child's school (day care) is closed due to an incident of Influenza A (H1N1), and my child is not sick. I have no other childcare arrangements. Can I bring him to work with me?

In order to limit exposure to others, you should not bring your child to work.

Time Off and Pay When the Campus Remains Open -- Staff and Hourly Employees

If an employee is sent home from work due to illness, how will he/she be paid?

The following options are available, although not all options will be available in all situations. This will depend on the nature of the job responsibilities and the extent of the illness:

- Use accrued benefit hours.
- If job function permits, work from home with supervisory approval.
- Request an absence without pay.

Student employees and on-call/temporary employees are not eligible to receive benefit time or time off with pay.

Do I have to use my own paid time off if my supervisor sends me home even though I think I'm well enough to work?

Yes, you must use your own paid time off or request an absence without pay. Depending on the nature of your illness and your job responsibilities, you may be able to make up the work in the same workweek, work a different schedule or work from home with supervisory approval.

I don't have enough paid-time-off to cover my absence from work due to the Influenza A outbreak. How can I afford to stay home until I am completely well before returning to work?

To minimize the potential exposure to others, it is very important that you do not return to work until 7 days after symptoms start or 24 hours after experiencing no fever *without* having taken a fever reducer, whichever is longer. In order to return to work, you must have a release completed by your primary care physician indicating you have been medically cleared to return to work or a completed **Self Certification Declaration form** (page 9) to your supervisor with a copy to Human Resources.

May I choose to go home if I don't want to be exposed to a sick coworker who isn't sent home?

Yes, with supervisory approval you may leave work; however, you must use your own benefit time or request an absence without pay. With your supervisor's approval, making up the work in the same workweek, working a different schedule, or working from home may be options available to you.

I'm not sick, but I don't want to come to work for fear of becoming ill. Is my supervisor required to approve my request for time off?

No. You may request to take vacation; however, your supervisor is not required to approve your time off request if your department is short on staff. It is important to educate yourself about the H1N1 virus and its transmission.

During the Influenza A (H1N1) outbreak can my supervisor cancel my vacation time off request that has already been approved?

Yes, your supervisor has the authority to cancel any pre-approved vacation request, especially in circumstances where there are serious staff shortages as a result of illness. Your vacation also could be cancelled if you have been designated as critical staff due to the nature of your job responsibilities.

My child's school (day care) is closed due to an incident of Influenza A (H1N1), and my child is not sick. I have no other childcare arrangements and must stay home with him. How will I be paid?

Promptly notify your supervisor of the reason for your absence and your anticipated return to work date. In this situation the following options are available, although not all options will be available in all situations, depending on the nature of your job responsibilities:

- Use accrued benefit hours
- Make up the work on an hour-for-hour basis during the same workweek with supervisory approval
- Administrative staff may work a different schedule with supervisory approval or if absent for a full work day, may use accrued benefit time
- If job function permits, work from home with supervisory approval
- Request an absence without pay

Student employees and on-call/temporary employees are not eligible to receive benefit time or time off with pay.

Does FMLA apply if I contract Influenza A (H1N1)? Does FMLA apply if my spouse or child contracts Influenza A (H1N1), and I must stay home to care for him/her?

If all the following criteria are met and you meet the eligibility criteria for FMLA (you have worked 12 months for the college and have worked 1,250 hours in the preceding 12 months), FMLA will apply:

- A period of incapacity of more than three consecutive, full calendar days **and**
- Two in-person visits to a health care provider; the first visit within 7 days of the first day of incapacity and the second visit within 30 days of the first day of incapacity **or**
- One in-person visit to a health care provider within 7 days of the first day of incapacity and subsequent treatment that includes prescription medication

FMLA information is available in the Employee Handbook at:

<http://www.etown.edu/HumanResources.aspx?topic=Human+Resources+-+Employee+Handbooks>

If I must stay home because I have contracted Influenza A (H1N1) (or my child has contracted Influenza A and I must stay home to care for him/her), how will I be paid?

If the above criteria for FMLA **are not** met, the following options are available, although not all options will be available in all situations, depending on the nature of the job responsibilities and the extent of the illness or care provided:

- Use accrued benefit hours
- If job function permits, work from home with supervisory approval
- Request an absence without pay.

Student employees and on-call/temporary employees are not eligible to receive benefit time or time off with pay.

If the above criteria for FMLA **are** met, the following options are available, although not all options will be available in all situations, depending on the nature of the job responsibilities and the extent of the illness or care provided:

- Use accrued paid-time-off hours in the following order:
 - 1st – accrued sick time
 - 2nd – vacation/personal time
 - 3rd – request an absence without pay
- Make up the work on an hour-for-hour basis during the same workweek with supervisory approval
- Administrative Staff may work a different schedule with supervisory approval
- If job function permits, work from home with supervisory approval

Student employees and on-call/temporary employees are not eligible to receive benefit time or time off with pay.

Time Off And Pay When Parts of the Campus are Closed or Some or All Classes are Cancelled -- Staff and Hourly Employees

If the building I work in is closed, can I work if I don't have the flu virus?

If you are affected by a building or unit closure or cancellation of classes, you will be assigned an alternative work assignment or location if possible. If no alternative work assignment or location is available, the affected staff employees who were scheduled to work and were not at work solely because of the adverse working conditions, will incur no loss of pay and will not be required to cover any absences due to the closing for up to five working days. If an alternative work assignment or location is available and you choose not to accept it, you will have to cover the time away from work with accrued benefit hours or be absent-without-pay if your benefit hours are exhausted.

If classes are cancelled but the campus is not closed, what options are available for me if I do not want to work?

If your unit is open and you chose not to work, you may request to take vacation; however, your supervisor is not required to approve your time off request if your department is short on staff. If your vacation hours are exhausted, your absence will be without pay. It is important to educate yourself about the H1N1 virus and its transmission. Visit the College's emergency preparedness website and the health services website.

Time Off and Pay when the campus is closed -- Staff and Hourly Employees

If the entire campus is closed due to an influenza outbreak, how will I be paid?

If the entire campus is closed, staff who are scheduled to work—but not *required* to work—during the hours the campus is closed, are paid up to five days. They do not have to charge the absence to paid-time-off hours or make up the time. Staff who were not scheduled to work or were not at work because of such reasons as vacation, holiday, sick time, funeral, or leave of any type whether paid or unpaid, will continue in that status and their absence will be coded according to the particular reason for the absence.

How will I be paid if the campus is closed for more than five days and I would have been at work if the campus was open?

Following this initial five days, college administration will evaluate the situation and make a determination whether staff will continue to be paid without using their own paid-time-off hours. If this pay provision is not continued and staff must use their own time, the following options are available:

- Use accrued benefit hours
- Make up the work on an hour-for-hour basis during the same workweek with supervisory approval
- Administrative Staff may work a different schedule with supervisory approval or if absent for a full work day, may use accrued benefit time
- If job function permits, work from home with supervisory approval
- Request an absence without pay

Student employees and on-call/temporary employees are not eligible to receive benefit time or time off with pay.

I have been identified as a critical employee and I am required to work when the campus is closed during an influenza outbreak, how will I be paid?

Support and service staff employees who are *required* to work when the campus is closed due to an influenza outbreak receive pay for the hours worked **plus** additional compensation at 1 ½ times the hourly rate. Professional staff are paid their regular rate of pay.

I have been identified as a critical employee, and I am required to work when the campus is closed during an influenza outbreak. If I work from home, how will I be paid?

Regardless of the work location, support and service staff employees who are *required* to work when the campus is closed due to an influenza outbreak, receive pay for the hours worked **plus**

additional compensation at 1 ½ times the hourly rate. Professional staff are paid their regular rate of pay.

How do I know if I've been identified as a critical employee?

Department heads have been instructed to determine their critical staff, required to work in this type of emergency situation and to have an internal notification system in place. Ask your supervisor if you have been identified as a critical employee.

If I haven't been identified previously as a critical employee, but my supervisor asks me to work, how will I be paid?

Support and service staff employees who are *required* to work when the campus is closed due to an influenza outbreak receive pay for the hours worked **plus** additional compensation at 1 ½ times the hourly rate. Professional staff are paid their regular rate of pay.

I have an employee who has not been previously identified as a critical employee and was not required to work. He was not aware the campus was closed, and he came into work. What should I do?

The campus is closed to all those who are not required to work and the employee is to be sent home. Staff employees will be paid for the day without charging the absence to benefit hours.

I have an employee who was identified as a critical employee, but she did not report to work when needed. What can I do?

If the employee was aware he/she had been designated as a critical staff person and the expectations involved with this designation, talk with him/her to find out why the employee didn't come to work as required. If the employee has a reasonable explanation, remind him/her of his/her responsibilities as a critical staff person. If the employee's explanation is not reasonable given the situation, corrective action may be an option. Contact Human Resources.

Can I come into work even though the campus is closed?

Closing the campus is an exceptionally rare event that occurs only in extreme circumstances. It is a decision that is made to protect the health and safety of faculty, staff, and students. Do not come into work unless you have been identified as a critical employee who is required to work during this type of emergency event. If you are not a critical employee and do come into work, you will be sent home.

Work Schedules/Alternative Worksites

Does my supervisor have to approve my request to telecommute if there is an influenza outbreak?

Yes. You will need your supervisor's approval to work from home. Remember, not all requests to telecommute can be approved. Due to specific job functions or operations of the department, not every position is suitable for telecommuting.

Can my supervisor schedule me to work hours or shifts that I normally do not work?

Yes. Your supervisor may have you work more hours or different hours than normal, especially if you have been designated as a critical employee or operations are short-staffed as a result of the influenza outbreak. If your work hours are extended, supervisors should make efforts to permit employees to take rest periods and additional breaks.

Employee Services

What assistance is available to me to help me cope with the emotional impact of an influenza outbreak?

Elizabethtown College provides resources to help full time academic, administrative, and staff employees and eligible dependents cope with these types of life events through its Employee Assistance Program (EAP). Call 1-800-386-7055 (24 hours a day, 365 days a year). The EAP provides confidential, short-term counseling at no cost to the employee.

Health Insurance

Will my EC-sponsored healthcare plan cover medical expenses associated with treatment for influenza?

Yes, you will have the same coverage that is currently available for any emergency or non-emergency illness. For additional coverage details visit www.capbluecross.com or contact Customer Service at 1-800-962-2242.

Influenza Self Certification Declaration Form

Due to the burden on healthcare professionals during the 2009-2010 flu season, it may not be feasible for your doctor to issue a medical certificate to cover your absence. In these extenuating circumstances the College, on an exceptional basis, will accept that employees may "self certify" for the duration indicated by your doctor by completing the following form.

Employees out due to flu symptoms must complete the section below:

Employee Name: _____	
Date Diagnosed by Doctor: _____	
Name & Address of Doctor: _____ _____	
Duration of Absence as recommended by Doctor:	From: _____
	To: _____
Expected Return to Work Date: _____	
Signed: _____	Date: _____
I am returning to work effective _____	
At this time I am NOT exhibiting any of the following flu-like symptoms:	
___ Fever over 100 ° ___ Sore throat ___ Cough ___ Muscle & joint pain	
_____	_____
Employee Name	Employee Signature

Date	

This form should be returned to your supervisor and Human Resources upon returning to work.