

Guidelines for providing flexible work arrangements for all Marietta College employees in response to Covid-19 Fall 2020

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Family Care Task Force: Christy Burke, Brian Brewer, Raven Cromwell, Alicia Doerflinger, Matt Menzel, Suzanne Parsons, Heather Sowards, and Merewyn Weinkauf

The guidelines proposed below were created by the Family Care Task Force Members and revised in consultation with the Marietta College Cabinet. They will be shared with Faculty Council and MSAC as well. They are based on our current understanding of COVID-19, as well as CDC and Ohio Department of Health recommendations and the Ohio Public Health Advisory System. Flexibility is paramount, and these guidelines may need to be revised as public recommendations and regulations change. Employees should refer to the Marietta College Guide for Returning to Work and COVID-19 FAQs for additional information.

1. All employees may request alternative work arrangements for performing all work in a remote manner by way of reasonable accommodations. These procedures are outlined below. It is the goal of the administration to provide flexibility while maintaining accountability for all employees.

Parents of school-age children should meet with their department chair or supervisor to discuss flexible work arrangements once their school district has announced plans for holding fall classes. If the employee wishes, they may choose to meet with members of the Family Care Task Force in an advisory capacity before meeting with their supervisor. Supervisors are encouraged to provide flexibility that allows for non-traditional hours, part-time remote work, and hours outside of normal business operations when applicable. It may be necessary to revisit arrangements as circumstances change.

2. Whenever possible, committee and department meetings should be held remotely. For meetings that are held face-to-face, there should be an option for committee members to attend virtually. Meeting hosts should reserve rooms with sufficient technological needs (teleconferencing, internet etc.) to accommodate those not physically present but attending virtually.
3. Faculty/staff may hold some or all office hours virtually. Any Marietta College employee can meet with current or prospective students virtually, and work plans should be developed with their supervisor.
4. Faculty should work with their chairs and the Office of the Provost to identify their preferred mode of instruction, as well as their preferred level of personal safety measures for each course section for the Fall of 2020. After the end of the Spring 2020 semester, all faculty/instructors and department chairs were encouraged to redesign their fall semester in-person courses so they are flexible. Several campus offices are available to facilitate the process of helping faculty effectively adapt course offerings for both an in-person and a remote student classroom.

5. If an employee has symptoms of COVID-19, they are to seek medical attention and should not report to campus.
 - a) For faculty employees, they should notify their Chair/Program Director as soon as possible and may work remotely if able to do so. If unable to actively teach classes, faculty should notify their Chair and enact a plan to cover classes during the illness.
 - b) For non-faculty employees, they should notify their supervisor/chair, VP, and HR as soon as possible. If they are well enough to work remotely, they may do so after communicating with, and getting permission from, the appropriate administrative leadership. All staff who will be conducting any work remotely should have a fully executed Telecommuting Agreement on file.

When staff employees are unable to work (either on-campus or remotely) due to their own COVID-19 illness, they should indicate the time as pandemic code “PD” on their time entry if applicable.

When employees are able to work remotely but must remain home either due to their own COVID-19 illness or in quarantine, they must work with their supervisor to determine the percentage of time devoted to those tasks and may need to use code “PD” to complete their normal work-hour commitment.

For all employees, if the employee is not referred for COVID-19 testing, they may return to campus after receiving clearance from a health care provider stating COVID-19 has been ruled out as a diagnosis and documentation of such medical clearance may be required. If an employee is tested for COVID-19, and they receive negative results prior to the 14-day quarantine they most likely DO NOT currently have an active COVID-19 infection. They should be expected to return to work immediately upon the negative result notification as long as they are symptom-free. If they have symptoms, they should keep monitoring symptoms and seek medical advice about staying home and if you need to get tested again. Documentation of medical clearance may be required for return to work following a negative COVID-19 test result. If an employee tests positive for COVID-19, then most likely they DO currently have an active COVID-19 infection and can give the virus to others. You should seek medical attention, stay home, quarantine for 14 days, and follow CDC guidance on steps to take if you are sick.

6. If an employee has a person in their household who tests positive for COVID-19, the employee should quarantine for 14 days, as per CDC recommendations. If the employee is able to work remotely, they can do so with the permission of the appropriate supervisor/Chair, VP, and/or HR, as indicated above. If the employee is unable to telecommute and is required to complete time-entry, they will indicate the time as “PD”.
7. On infrequent occasions, it may be necessary to bring children to campus for short periods of time for less than 1 hour. In these instances, it should be necessity driven (i.e. to pick up something from your office). Children must be accompanied by their parent(s) at all times, wear masks if over the age of 10 years, and should not be permitted to visit other locations on campus.