

Q: What to do if you are concerned about the safety of the workplace?

A: Western is taking all steps that are being recommended and required by the CDC, OHA and the Governor's directives. As we have learned more, Western has made the necessary adjustment and will continue to do so. Specific questions may be addressed by our Coronavirus website found at <https://wou.edu/coronavirus/>.

Q: How is the university applying distancing strategies on campus?

Social distancing in this time is critical to the health and welfare of our employees and students. Consistent with Governor Brown's Executive Order 2012, WOU has closed its buildings to the public, although there are buildings that are open with reduced hours for critical functions. That information is posted on the building entrances. Under the Executive Order, if a building needs to remain open to discharge critical functions, social distancing requirements must be implemented and enforced.

For individuals who are working on campus or have business on campus, managers and supervisors have implemented strategies for social distancing in areas critical to the continued operation of the University. The University draws its guidance on effective social distancing from the Governor's Executive Orders; the Center for Disease Control (CDC) and the Oregon Health Authority (OHA). The University has also changed its academic course delivery to remote and/or online participation throughout the Spring term in service to students. Information and resources regarding distancing in the workplace are available on the <https://wou.edu/coronavirus/>

Q: What resources are available to help me and my family navigate concerns regarding COVID-19?

In addition to the important resources and information available on the University's coronavirus website (<https://wou.edu/coronavirus/>), WOU contracts with Cascade Centers, Inc. to provide a comprehensive Employee Assistance Program (EAP) for benefit-eligible employees and their dependents to receive confidential and licensed counseling. The services are provided at no cost to eligible employees. Cascade Centers, Inc. recently issued a [special announcement](#) regarding COVID-19. For more information about this program visit the [Cascades Center, Inc. website](#).

Q: Can WOU send an employee home who appears to have symptoms of the coronavirus?

Yes. WOU may direct an employee who is displaying symptoms—coughing, fever, shortness of breath—to leave the workplace. WOU must have a reasonable and articulable concern related to the specific employee in order to take this action. Further, the University cannot selectively send an employee home, who is *asymptomatic*, because it may have reason to believe, based on age or medical condition, the employee is simply at a higher risk of catching COVID-19.

Q: Am I allowed to take time off if I am sick, someone in my family is sick or my children's school or daycare is closed?

Yes. Employees at WOU have access to a number of accrued leaves, including leave newly provided by a recent enactment of the federal government (H.R. 6201) that expands the protections of FMLA. A grid is

provided below for your information. Please note that for classified employees and unclassified faculty, terms and conditions of a collective bargaining agreement may apply.

Employee Type	Leave Type	Accrual/Application	Details
All	Emergency Family & Medical Leave Expansion Act (EFMLEA) - H.R. 6201	COVID-19 related only	Leave for employees unable to work on campus (or telecommute) due to a need to care for a son or daughter whose school or place of care has been closed or is unavailable due to the COVID-19 pandemic. The standards for eligibility for this leave are included on the following application/form .
All	Emergency Paid Sick Leave Act (EPSLA) – H.R. 6201	COVID-19 related only	Two weeks of paid sick time if the employee is unable to work on campus (or telework) The standards for eligibility for this leave are included on the following application/form .
Classified	Vacation	Accrued for use at times approved by supervision	Employees may choose to use this leave at any time agreed upon by supervisor. See also SEIU CBA
Classified	Sick	Accrued – taken either with or without FMLA/OFLA application	Employees may choose to use this time after using the paid time offered by new federal law H.R. 6201. See also SEIU CBA
Classified	Compensatory	Accrued – taken as employee requests	Employees may use this time at their choice according to SEIU CBA
Classified	Exchange	Accrued in fiscal year	Employees may use this time at their choice according to SEIU CBA
Classified	Personal Leave	24 hours per year	Must use in year given according to SEIU CBA
Classified	Hardship Leave	Conditions apply – donations from other classified employees	Available through conditions identified in SEIU CBA
Classified	Closure	Paid Leave During Closure	48-hours of paid leave during a closure of the University declared by the President of the University As per SEIU CBA

Unclassified-faculty	Sick	Accrued – taken either with or without FMLA/OFLA application	Employees may choose to use this time after using the paid time offered by new federal law H.R. 6201
Unclassified – faculty	Donated Leave Bank	Conditions apply – donations from other faculty	Available through conditions identified in CBA
Unclassified – Administrative Professional – 9-month	Sick	Accrued – taken either with or without FMLA/OFLA application	Employees may choose to use this time after using the paid time offered by new federal law H.R. 6201
Unclassified – Administrative Professional – 9-month	Unearned Sick	After sick leave exhausted, employee may be able to access	Contact Judy Vanderburg at vanderj@wou.edu for eligibility and application
Unclassified – Administrative Professional – 12-month	Vacation	Accrued for use at times approved by supervision	Employees may choose to use this leave at any time agreed upon by supervision
Unclassified Administrative Professional – 12-month	Sick	Accrued – taken either with or without FMLA/OFLA application	Employees may choose to use this time after using the paid time offered by new federal law H.R. 6201
Unclassified Administrative Professional – 12-month	Unearned Sick	After sick leave exhausted, employee may be able to access	Contact Judy Vanderburg at vanderj@wou.edu for eligibility and application

Q: How does H.R. 6201 actually work with my current leave accruals and other statutory sick and FMLA leave protections?

The Emergency Paid Sick Leave Act (EPSLA) provides for 80 hours of paid leave time for reasons related to COVID-19. The University decided to cover the gap of paid coverage in the federal law and ensure that this leave was paid at the employee/s current rate of pay. The EPSLA provides time and other accrued leave, sick and/or vacation time may be used to supplement the initial unpaid ten-day period under the Emergency Family and Medical Leave Expansion Act (EFMLEA). WOU may not require an employee to use any other leave accruals or entitlements prior to use of the 80 hours provided by the EPSLA. Following the initial 10-day period under the EFLMEA, employees may use all remaining leave accruals/entitlements and/or vacation time available to them. The application form for the Emergency

Family and Medical Leave Expansion Request form, including the Emergency Paid Sick Leave Act is available [here](#).

Q: Will WOU tell me if someone at work comes down with coronavirus?

WOU cannot, pursuant to privacy laws, share any specific medical information concerning another employee without that employee's expressed consent. WOU does, however, maintain a duty to provide, through reasonable precautions, a place of employment, free from recognized hazards that cause or are likely to cause the death or serious physical harm to employees.

Q: I am confused, all classes will be delivered remotely, but the campus is open. I hear that I may be able to telecommute, but that office should remain open at least on a limited basis. What does that mean?

To provide for social distancing, supervisors should work with the employees in their area regarding the opportunity to work from home (telecommute) to the maximum extent possible. However, telecommuting is available only to the extent that it does not impact the University's ability to provide critical functions. Working remotely is not available for all employees.

For those who cannot work remotely or whose jobs require them to be on-campus to support critical functions, supervisors need to review and assess work and workspaces (offices, labs, etc.) for appropriate social distancing and hygiene measures according to state and federal guidelines.

Different work schedule schemes that may permit employees to telecommute on a rotating basis should also be considered. For example, where possible, supervisors should consider a daily mix of office and telecommuting hours, or a mix of telecommuting and sick leave/vacation use for individual employees as long as it is consistent with the University's determination of what constitutes a "critical functions". The University's approach to telework must comply with the Governor's executive orders, including but not limited to EO 20-09 and EO 20-12. The University's current approach to telework-identifying critical functions and maximizing telework where possible-complies with both.

Q: How are student employees impacted by the campus decisions around COVID-19?

Students who remain on campus may continue to report to work as scheduled unless specifically notified about changes to their individual schedule. Department time off and scheduling processes and procedures remain in effect. Student employees should coordinate with their supervisor regarding schedule and time-off requests.

Q: Can I bring my child(ren) to work with me, since schools are closed?

No. Employees are not allowed to bring children to work. If the provisions related to school/daycare closures provided by H.R. 6201 and OFLA are insufficient, supervision may explore flexible work schedules. Talk with your supervisor about options that may be available to you.