

Supervisor FAQ

Health Q&A

What if my employee tests positive for COVID-19?

The employee should not report to work. Notify the Office of Human Resources for coordinated efforts. If they've tested positive within the past 4 weeks, they must have a medical release from their healthcare provider before returning to campus. Submit the release to Human Resources.

The employee should follow the self-care and isolation instructions received from their healthcare provider. Ending isolation is determined by healthcare providers on an individual basis and in accordance with public health guidelines. As of July 16, 2020, CDC guidelines state that an individual who has tested positive and had symptoms can be with others after 3 days with no fever and respiratory symptoms have improved and 10 days have passed since they tested positive *if they never developed any symptoms*.

Refer to CDC guidelines for information regarding isolation after a positive test result <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html>

Does FMLA apply if an employee contracts COVID-19? Does FMLA apply if the spouse, child or parent contracts COVID-19, and the employee must stay home to care for them?

If the employee has met the eligibility criteria for FMLA (they have worked 12 months for the university and have worked 1,250 hours in the preceding 12 months) and have an FMLA-qualifying medical condition (which contracting COVID-19 may be qualify) or event, FMLA will apply.

What do I do if my employee is having symptoms of COVID-19?

If symptoms develop at home, do not have them report to work and notify the office of Human Resources. Tell them to contact their healthcare provider and follow their instructions. Any instructions from a healthcare provider to isolate or quarantine must be communicated to Human Resources. <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

If symptoms develop at work, immediately separate the employee from others. Have them contact their healthcare provider and follow their instructions. Any instructions from a healthcare provider to isolate or quarantine must be communicated to Human Resources.

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

What if my employee has a household member with COVID-19 or has been in close contact with someone who has COVID-19?

The employee should not report to work and Human Resources needs to be notified. Employee needs to quarantine for 14 days since the last contact with the individual, per CDC guidelines.

Monitoring of symptoms should occur and they need to consult with their healthcare provider. A negative COVID-19 test is not a constitute for the full 14 day quarantine period.

What if my employee is unable to report to work because he/she has an underlying health condition, is a member of a high-risk group or has a household member who is at high risk as defined by the [CDC Guidelines for Individuals with Underlying Medical Conditions](#) or [CDC Guidelines for Older Adults](#)?

The employee may request a temporary work accommodation through the Office of Human Resources. Medical documentation must accompany any requests for review.

What happens if my employee gets hurt at home while remote working?

At-home work area is considered to be an extension of an employee's office work space. Injuries occurring in the work place during work hours are covered under Workers Compensation just as an injury would be if it occurred at the central work location. The remote worker should be instructed to notify you immediately. You should report a work injury to HR immediately.

Operations Q&A

As a manager or supervisor, can I make a temporary change to employees' job assignments so that my department/unit can continue our primary (essential) functions during a communicable disease outbreak?

Yes, a manager and supervisor have the right to temporarily reassign employees to work outside their usual classifications/responsibilities to the extent they are qualified and can safely perform the work. This includes employees with the necessary skills that are needed to work outside their colleges/divisions. Depending on the circumstances, the University will notify these employees that they are designated as performing essential functions and when and where they must report to work.

Can I make a temporary change to an employees' assigned shift and/or assigned work schedule during a communicable disease outbreak?

Yes. Upon appropriate business needs and circumstances, a supervisor may temporarily adjust employees' work schedules to meet operational demands. This adjustment may be made on a case-by-case basis depending upon operational considerations. A supervisor should work closely with the employee to discuss any change to assigned shifts and/or work schedules.

Can a supervisor require an employee to report to work or remain at work during a public health emergency?

A supervisor retains the right to schedule work and assign duties to employees. If an employee is unable to report to work as scheduled due to illness or injury, the supervisor should follow the standard departmental procedure regarding medical documentation (STD/PTO, FMLA). Please consult with Human Resources should you require further clarification.

A healthy employee may ask to leave work early or stay home. The supervisor can determine if this request can be accommodated based on unit needs. If a staff member is directed to report to or remain at work, is otherwise safely able to do so, and refuses the directive of a supervisor, normal corrective action procedures should be followed as appropriate. These procedures may be implemented either immediately, or once the emergent situation has stabilized, and upon consultation with Human Resources.

An employee informed me that his/her child's school/day care is closed due to an incident of COVID-19, and their child is not sick. The employee has no other child care arrangements. Can the employee bring their child to work?

Bringing a child to work under these circumstances is not recommended or advisable—and in many work areas it may be prohibited. Paid or unpaid time off may be available if the employee must stay home. You should work with your employee to determine if work can be performed from home.

Travel and PTO Q&A

Can I cancel an approved vacation time off request?

Yes, the supervisor may want to reconsider the approved vacation time off request based on operational needs.

Are there any restrictions for my employee who wants to travel during approved time off?

Employees that travel need to be aware of the [current CDC guidance for travelers](#) and follow the appropriate actions when they return. In addition, employee should check the Illinois Department of Public Health for any specific state restrictions.

<https://www.dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/coronavirus/travel-guidance>

As a supervisor, can I modify the university's leave policies?

No, the university's policies regarding leaves are still in force and may only be modified by the President's Leadership Team as the situation warrants.