March 16, 2020

Dear Members of the University Staff:

Thank you for your patience as we develop guidance to address staff questions and logistical concerns related to potential work disruption due to COVID-19. Following are responses to several major concerns:

1. **What should I do if I am not feeling well? What if a family member is ill?**

   If you are not feeling well, please stay home and follow the advice in the University’s COVID-19 Employee Health & Safety Guide. In accordance with the University’s sick time policy, time may also be taken to care for an ill family member. As previously announced, staff with confirmed cases of COVID-19 will not be required to use their own sick time. This exception will also be extended for situations in which a staff member must take time to care for an immediate family member who has a confirmed case of COVID-19. Please notify your direct supervisor as soon as possible. Further guidance will be provided about how to record your time away from work.

   Some staff are concerned about how time would be recorded if they miss work due to illness if a healthcare provider does not conduct a COVID-19 diagnostic test. Please contact Human Resources to address specific situations or additional questions.

2. **I am not currently ill, but I am concerned about being at work at this time, because I or an immediate family member have underlying health condition. May I use my sick time?**

   Generally, employees are not entitled to use sick time or take FMLA leave to stay at home to avoid getting sick. However, the University is committed to being as flexible as possible to support employees during this difficult time. Please speak with your supervisor as soon as possible about concerns you have. Your supervisor will consider whether you can accomplish your work responsibilities remotely. This determination would be made by the supervisor and divisional leadership on a case by case basis based on the staff member’s job responsibilities, availability of technology and department/University needs. If remote work is not possible, staff may use sick time.

3. **What will happen if a staff member is unable to report to work due to quarantine related to COVID-19?**

   Staff should notify their supervisor as soon as possible. If illness is not a factor, some staff may be asked to telecommute during this time. Determination would be made by the supervisor and divisional leadership on a case by case basis based on the staff member’s job responsibilities, availability of technology and department/University needs. In the event that remote work is not feasible, staff would not be required to use their own sick time and the University will continue pay for up to two weeks (10 days, prorated for part-time staff). Further guidance will be provided about how to record your time away from work.
4. **What will happen if a staff member is unable to report to work due to a closure of their child(ren)’s school/care provider?**

We intend to support staff who are experiencing this situation. Please notify your supervisor as soon as possible. Your supervisor will first consider whether you can accomplish your work responsibilities remotely or through a flexible work schedule. Please speak with your supervisor regarding specific schedule adjustment requests. Determination would be made by the supervisor and divisional leadership on a case by case basis based on the staff member’s job responsibilities, availability of technology and department/University needs. Should these options not be possible, staff are eligible to receive up to two weeks (10 days, prorated for part-time staff) of Paid Emergency Leave. Further guidance will be provided about how to record your time away from work.

5. **In what circumstances would telecommuting be available, or required?**

Divisional leaders are working with supervisors to identify staff to support essential campus-based functions and assess possible opportunities for telecommuting for other staff positions. All telecommuting arrangements must be approved by your supervisor and divisional vice president. Telecommuting arrangements will not be possible for all staff positions. The determination for telecommuting will be made based on the staff member’s job responsibilities, feasibility to accomplish the work remotely, any technology needs and department/University needs. Approval to telecommute is subject to change based on department/University needs.

6. **What will happen if at some point campus offices must close due to COVID-19?**

We know that staff are concerned about continued pay in the case of a campus closure. As stated previously, we are working to determine essential staffing needs and telecommuting opportunities should this situation occur. At this time, it is difficult to forecast the extent to which operations will be impacted. While some staff will be able to work remotely, others may not. To avoid any immediate loss of pay as a result of any such changes, the University will continue to pay regularly scheduled hourly and salaried staff their full regular wages through April 14, 2020. We will continue to monitor conditions and will provide further information about campus operations as we move forward.

The information above is intended to provide broad guidance. We continue to work on underlying details and expect that additional, more specific, questions will arise. I encourage you to reach out to your supervisor, divisional leadership and/or Human Resources at hr@scranton.edu with questions and concerns.

The health and safety of our community is a priority for us. Let us continue to support each other and all members of our campus community as we navigate this developing situation.

Sincerely,

Patricia L. Tetreault, SHRM-SCP, SPHR
**Vice President for Human Resources**