



COVID-19 Information for Employees and Supervisors Updated August, 2020

WORKPLACE

1. What do I do if I become ill, am exposed, or am required to quarantine?

Please follow guidelines issued to you by your healthcare provider and [Flathead City-County Health department](#). Contact your supervisor regarding your absence from work, and contact Human Resources for assistance with COVID leave. Use this [COVID-19 reporting form](#) to provide the College needed information to support you and protect others.

2. Am I required to wear a face-covering while at work?

Face masks or face-coverings are required for all employees working on campus in all indoor spaces and enclosed or partially enclosed outdoor areas, as directed by the state of Montana. This will remain in effect while the state directive is in place. Face-coverings will be required in all outdoor areas where social distancing is not possible or difficult to maintain reliably. In outdoor settings where social distancing is possible, face coverings continue to be strongly recommended.

Appropriate use of face masks or coverings is critical in minimizing risks to others near you. A face mask will be provided by FVCC, if needed. [Read about appropriate use and wearing of masks.](#)

Notes about wearing face masks/face coverings:

- If more than one person is in a room, masks/face coverings should be worn.
- A mask or face covering is not required if you are working alone in a confined office space (does not include partitioned work areas in a large, open environment).
- Employees in a public facing area should wear masks/face coverings at all times.
- Masks/face coverings should be used when inside any FVCC facility where others are present, including walking in narrow hallways where others travel and in restrooms, conference rooms and other meeting locations.

3. Where do I obtain a face covering?

One mask is provided to each FVCC employee. These masks are available at the Business Office, Student Services, and Human Resources. There is a limited supply of face shields available primarily for faculty, instructors, and public facing employees because this may help in communicating with others. These are located at Human Resources.

4. Are there exceptions to the mask requirement?

Individuals whose unique circumstances require an exception to the face-covering requirement, as indicated by a medical professional, may request one in accordance with the campus ADA policies. Employees should contact Human Resources at HR@fvcc.edu. Students should be referred to Disability Services at tsullivan@fvcc.edu. It is strongly recommended that students make contact before arriving on campus in order to provide adequate time for their requests to be evaluated.

5. What should I do if someone is not wearing or refuses to wear a mask?

We encourage you in the course of your daily work with our community to take an educational approach informing individuals of this requirement.

Examples of statements to use when informing individuals of the directive are:

- The Governor issued a directive on July 14 that requires face coverings in our indoor spaces. May I get you a mask to wear while you are on campus?
- As a result of the Governor's directive, face coverings must be worn in the classroom. I have some available for anyone who needs one today.

Only employees interacting with non-mask wearers in a professional capacity should have this discussion. Examples of employees in a professional capacity are Instructors/Faculty in a classroom, Advisors in appointments with students, library or front desk staff assisting students or the public. It is important not to enter into a political discussion, express personal opinion, embarrass, debate, or engage in confrontation with individuals during this discussion. Cory Clarke, Campus Resource Officer, should be called at (406) 756-4815 for situations that reach a level of discomfort or that cannot be resolved.

Students who may have a medical condition that prevents them from wearing a face covering should be referred to the Disabilities Coordinator, Tracy Sullivan, in the Learning Resource Center.

Employees with a medical condition that prevents them from wearing a face covering should be referred to the Executive Director of Human Resources, Karen Glasser, in Blake Hall.

6. What safety measures are being taken in the workplace?

If working in an open environment, be sure to stay at least six feet from co-workers. Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase the distance between employees, other co-workers, and visitors. The College encourages the continuation of virtual meetings, even for employees working on campus.

7. What should I do if a co-worker exhibiting designated symptoms of COVID comes to work?

We need to be sensitive and respectful toward the person who could feel singled out. Most of us are deeply committed to our work, and this employee would likely not be an exception. More significant, though, is our obligation to provide a safe environment for co-workers and students and to do our part in slowing the spread of the virus.

Employees who have symptoms of acute respiratory illness should stay home and not come to work until they are free of fever (100.4° F or greater), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).

- Actively encourage sick employees to stay home.
- Identify whether you or the direct supervisor should discuss it with the employee. Promptly have a conversation in a confidential environment away from others. Let the employee know of concerns that he/she is ill, and request the employee to go home promptly.
- The College, in alignment with CDC guidelines, is requesting people to stay home if they are ill. The employee may be reluctant to stay home due to a lack of leave accruals and the resulting negative financial impact. While this is a problematic situation, the employee must not be in the workplace for the safe working and learning environment of others. Please have him/her contact HR for available resources.
- It will not be necessary for employees with acute respiratory illness to provide a healthcare provider's note to validate their illness. Medical facilities may be extremely busy and not able to provide such documentation in a timely way.
- Supervisors should request employees to regularly check-in to determine when it might be advisable to return to campus.
- Respect the employee's privacy and limit what is shared with others who may be curious.

8. What can I do to minimize risk in the workplace?

- Urge anyone who is sick to stay home.
- Try to find ways to give people more physical space (social distancing) so that they aren't in close contact as much as possible.
- Discourage employees from using other employee's phones, desks, pens, keyboards, or other items, when possible.
- Encourage employees to maintain good health habits, such as frequent hand washing.
- Clean surfaces with standard cleaners.

9. How will I be informed if FVCC is closed?

- Employees and students will be notified of closure through the E2 alert system.
- The [Human Resources website](#) will be updated with further information for employees regarding the closure. Public and student information will be available on the [FVCC website](#).

10. How will I be informed if someone on campus tests positive?

If it impacts you or your department, either your supervisor or Human Resources will be in contact with information. The individual with COVID-19 will not be named due to medical confidentiality and HIPAA laws which require patient privacy. Please note, the Flathead City-County Health Department will contact all individuals named as close contacts to a positive COVID-19 case.

If an employee has been exposed to a COVID-19 case:

- Exposure is defined as being within approximately six feet of a person with COVID-19 for 15 minutes or more:
 - Potentially exposed employees who **have** symptoms of COVID-19 should self-isolate and call their healthcare provider for further action and testing.
 - Potentially exposed employees **who do not** have symptoms should remain at home or in a comparable setting and practice social distancing for 14 days.

- All other employees should self-monitor for COVID-19 symptoms and wear cloth face coverings when in public. If they develop symptoms, they should notify their supervisor, quarantine at home, and follow health instructions from a medical provider.

11. If FVCC facilities are closed due to an outbreak, will employees be paid?

If College facilities are required to be closed, FVCC will continue to operate remotely through telework and distance learning. Most employees now have the ability to telework to keep the College operational. Other employees may use their leave accruals or request special considerations for alternative work.

12. If asked by the public about how the campus is handling the COVID-19, how should I respond?

- Public perception is important, and people need to be reassured that we are following CDC guidelines.
- Our custodial and foodservice operations are taking additional precautions with environmental cleaning at this time.
- We are in active collaboration with Flathead City-County Health Department (FCCHD) and the Montana University System (MUS) and coordinating efforts in the event of a community outbreak.
- Most events and public meetings on campus are canceled in accordance with Phase 2 guidelines of the Governor’s Directive. The College will follow any updates to the Governor’s Directive in the future.

TRAVEL

13. What if I want to travel for work?

All work-related travel is canceled until further notice. Exceptions will be considered with supervisory recommendations to the Executive Staff. Employees should submit a written request to their supervisors for approval explaining why the travel is necessary and cannot be accomplished remotely or in an alternative way.

14. I have personal travel plans. Could that impact my work?

You should notify your supervisor of personal travel plans solely for awareness purposes and be fully informed of [CDC travel resources and advisories](#). Additionally, faculty and staff should be aware the conditions could change at any time and that they may have to quarantine for 14 days upon entering another state or reentry to Montana. Under Phase 2 of the Governor's Directive, quarantining is not required at this time. Phase status could change quickly, so you should plan accordingly. In the event of this type of absence, personal leave must be reported.

TIME OFF FROM WORK

15. If I'm not feeling well, how do I know whether to stay home? What if a family member is ill?

If you are not feeling well, please stay home. Paid sick leave is available for use by most employees during these circumstances. It is also available if you need to stay home to care for a family member who is not feeling well. Please notify your direct supervisor as soon as possible and make sure that the time away is accounted for/recorded in [Paycor](#).

The [Families First Coronavirus Response Act](#) (FFCRA) provides paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. Qualifying reasons for COVID-19 leave are found on the [Leave Chart](#).

16. What if my child's school or care provider is closed due to health concerns - can I use sick leave?

Effective 4/1/20 through 12/31/20, the [Families First Coronavirus Response Act](#) (FFCRA) provides paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. Qualifying reasons for COVID-19 leave are found on the [Leave Chart](#).

17. What is my FVCC employee paid sick leave benefit?

The College's paid sick leave benefit complies with Montana Code Annotated 2-18-618 for eligible employees. Sick leave credits are earned at the rate of 12 working days for each year of service without restriction as to the number of sick days that may be accumulated. Eligible employees are not entitled to be paid sick leave until they have been continuously employed 90 days.

18. How many hours of sick leave have I accrued?

Your current sick leave hours are accessible in [Paycor](#). Select Me > Time and Attendance > Benefits. Scroll to the bottom of the screen to find your current balance.

19. What if I am out of sick leave accruals and need to care for myself or a family member or my child's school is closed?

Effective 4/1/20 through 12/31/20, the Families First Coronavirus Response Act (FFCRA) provides paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. Qualifying reasons for COVID-19 leave are found on the Leave Chart.

20. What if my family members and I are healthy and my child's school/care provider is open, but I am still concerned about coming to work - can I use sick leave accruals? Can I use vacation accruals?

You may not use sick accruals in this instance. You may use vacation accruals, but the normal process for requesting vacation leave would still apply (you would need to secure prior approval from your supervisor to use vacation leave, and you would need to account for the time in [Paycor](#)).

21. I am not on direct deposit. Will my check be mailed to me?

If the College or other national services are under stay at home or other orders, mailed payroll checks may experience delays. To ensure timely delivery of your pay, employees are highly encouraged to elect direct deposit. This can be completed online by going to your Paycor account, *Me > Profile Summary > Compensation > Direct Deposit*.

BENEFITS

22. How will COVID-19 testing be covered for participants of the MUS health plan?

Testing and treatment for COVID-19 are available under the regular terms of the Medical Plan.

23. Are there telehealth services available?

For BlueCross/Blue Shield insurance participants, a 24/7 Nurseline is staffed by registered nurses who are available 24 hours a day, seven days a week, at 1-877-213-2565. The 24/7 Nurseline can help answer your health questions, day or night. This service is, unfortunately, not available for Allegiance and Pacific Source participants.

24. Is there mental health support available?

[Employee Assistance Plan \(EAP\)](#) benefits are available to all employees and their families at no cost. The EAP provides a wide range of services including 24-hour crisis help, in-person counseling as well as access to online consultations with licensed counselors.

WORK FROM HOME

25. Can I work from home?

Employees must request authorization from their supervisors to work from home. Not all roles lend themselves to work from home, so communication with your supervisor is key. If approved, the arrangement is only intended as a temporary measure. A supervisor will consider a number of factors, including:

- The nature of the work performed;
- The service needs of the College;
- Whether your position is classified as exempt or nonexempt (eligible for overtime pay);
- The feasibility of using the home environment for work; and
- Whether campus health and safety or the health and safety of the employee is at risk.

26. I have a health condition, and I am concerned about coming to work. What can I do?

It is recommended that employees with specific health concerns contact their healthcare provider for medical advice tailored to their individual situations. Employees should contact Human Resources for more information on policy, ADA accommodation, and teleworking.

27. What if I have someone in my household in an 'at-risk' group, can I work from home?

The ADA only covers the employee for accommodation, so household members' health cannot be considered in an accommodation request.

28. If I need to stay home to care for myself or a family member, can I also do work and not use my sick leave?

The priority in any situation requiring sick leave is to attend to your own or a family member's needs. This time should be accounted for through the utilization of leave accruals. In most cases, this means that working from home while providing care for others would not be feasible.

29. How do I access my work phone messages remotely?

Call 756-3377, enter your extension #, and then enter your password.

30. How do I set up a temporary phone greeting?

Go to your voicemail, press 82, choose option 3, and follow prompts.

SUPERVISORS

31. May I ask my employee to go home if they have any COVID-19 symptoms?

Supervisors may ask employees who report feeling ill at work, or call in sick, if they have any [COVID-19 symptoms](#) so that the supervisor can determine whether the employee must stay home. The supervisor's discussion about the employee's health should be limited to asking only about COVID-19 symptoms.

Supervisors should regularly remind employees reporting to work on campus that should stay home if they are sick or have [COVID-19 symptoms](#). If an employee does report to work and is exhibiting symptoms, supervisors may require employees to leave the workplace. Supervisors can guide employees by explaining when they can appropriately use sick leave. Supervisors should work with Human Resources to prepare for any employees returning from leave or needing accommodation.

Supervisors may not mandate that an employee stay away from work because the employee disclosed, or the supervisor is aware of, a medical condition unrelated to COVID-19. Supervisors shall not inquire about underlying medical conditions. Inquiries about reasonable accommodations should be directed to Human Resources at HR@fvcc.edu.

If an employee who has concerns about returning to work due to a medical condition or other factors that place them at a higher risk from COVID-19, or if individuals wish to seek ADA reasonable accommodations related to returning to the workplace, they should contact Human Resources who will work with them to determine appropriate accommodation(s).

32. What if schools or childcare facilities close due to COVID-19?

Parents may qualify for [COVID Leave](#) under these circumstances.

Employees voluntarily choosing remote instruction for their children should work with their supervisor to determine if their work can temporarily be conducted via telework, alternative scheduling, or a reduced FTE. Utilization of time spent on childcare during scheduled work hours should be accounted for through leave accruals.

33. What do I do if an employee in my department is diagnosed with COVID-19?

Refer the employee to Human Resources to discuss leave options. Immediately contact Human Resources for directions to implement the required process, e.g., closure of space, deep cleaning, communicating with staff, and others. Please note, the Flathead City-County Health Department will contact all individuals named as close contacts to a positive COVID-19 case.

If an employee has been exposed to a COVID-19 case:

- Exposure is defined as being within approximately six feet of a person with COVID-19 for 15 minutes or more:
 - Potentially exposed employees who **have** symptoms of COVID-19 should self-isolate and call their healthcare provider.
 - Potentially exposed employees **who do not** have symptoms should remain at home or in a comparable setting and practice social distancing for 14 days.

- All other employees should self-monitor for COVID-19 symptoms and wear cloth face coverings when in public. If they develop symptoms, they should notify their supervisor, quarantine at home, and follow health instructions from a medical provider.

34. What should I do if I find out several days later, after an employee worked, that they were diagnosed with COVID-19?

- **Less than seven days** since the sick employee used the facility, clean and disinfect all areas used by the sick employee following the CDC cleaning and disinfection recommendations.
- **Seven days or more** since the sick employee used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.

Employees named as close contacts should follow instructions from the health department and self-quarantine for 14 days since last exposure. Employees not considered exposed should self-monitor for symptoms. If they develop symptoms, they should notify their supervisor and stay home.

35. When can a sick employee return to work?

- At least 24 hours have passed since last fever without the use of fever reducing medications; AND,
- There has been an improvement in symptoms; AND,
- At least 10 days have passed since their symptoms first appeared.

The health department will work with positive COVID-19 cases to help them determine when these criteria have been met. FVCC will rely on guidance from the [Flathead City-County Health Department](#) to notify individuals regarding COVID-19 exposure. All employees are highly encouraged to wear masks at all times, maintain social distances, and utilize good hygiene to minimize risk in the workplace. A supervisor may choose to allow the employee to telework if feasible during this timeframe.

36. What do I do if an employee is aware that they have been in close contact with someone with a positive COVID-19 diagnosis?

FVCC will rely on the Flathead City-County Health Department to notify individuals regarding COVID-19 exposure. All employees are highly encouraged to wear masks at all times, maintain social distances, and utilize good hygiene to minimize risk in the workplace. A supervisor may choose to allow the employee to telework if feasible during this timeframe.

37. If I am experiencing high absenteeism in my department, can I get help?

Supervisors are highly encouraged to ensure department employees have cross training or documentation to ensure essential services can continue in the event of absenteeism. The College may be able to shift employees into other areas for needed assistance if resources are available. Contact Human Resources to explore this option.

38. Can I get masks to hand out to students or public?

The College does have masks available for students, prospective students, and public on campus. These may be obtained from Business Services.

STUDENT EMPLOYEES

39. Will the College hire student employees for the fall semester?

Yes, however, there will be fewer work-study funds available for hiring students. Priority for hiring work-student students will be given for employment that can be transitioned to telework or essential business services, such as the Bookstore or Eagle's Nest.

Supervisors may hire students through available department funds if work-study funds are unavailable.

40. My student employee relies on this income. If the College shuts down, will student employees get paid?

There are three types of student employees: federal work-study (FWS), state work-study (SWS) and non-work-study (NWS). It is important to know the type of student employment since they fall under different guidelines.

- **Federal work-study (FWS):** According to guidance from the US Department of Education, if a FWS employee is unable to work due to FVCC's closure, then he/she will not receive continued pay, unlike the Spring semester.
- **State work-study (SWS):** SWS student employees will not receive pay for scheduled work.
- **Non work-study (NWS):** NWS employees will only be paid for work performed.

41. I am not on direct deposit. Will my check be mailed to me?

If the College or other national services are shut down, mailed payroll checks could be delayed. To ensure timely delivery of your pay, employees are **highly encouraged to elect direct deposit**. This can be completed online by going to your Paycor account > *Me* > *Profile Summary* > *Compensation* > *Direct Deposit*. The election of direct deposit must be completed four business days before the pay date. For example, for the March 31 pay date, direct deposit elections must be completed in Paycor by March 24.

QUESTIONS

42. Who do I contact if I have other questions?

Your supervisor should be your first resource for questions. Other questions can be submitted to HR@fvcc.edu.

43. Is there somewhere I can provide feedback or suggestions for COVID resources?

Email: COVID@fvcc.edu