

COVID-19: Frequently Asked Questions For Staff

Last Updated: *May 1, 2020*

The information below is effective as of May 1, 2020. UCI will continue to follow the guidance of the CDC, State Health Department, and others. Information is subject to change at any time.

If you have individual questions about self-quarantine, use of leave, returning to work, etc., please reference the resources available at hr.uci.edu/coronavirus or contact the UCI Coronavirus Response Center at (949) 824-9918.

SUMMARY OF COVID-19 RELATED COMMUNICATION PERTAINING TO POLICY-COVERED AND REPRESENTED STAFF EMPLOYEES

Multiple types of leave cover Covid-19 related absences. How do I determine what type of leave applies to me?

- A. Employees may be eligible for paid leave under the UC COVID-19 Paid Administrative Leave, Families First Coronavirus Response Act's Emergency Paid Sick Leave (EPSL) and Emergency Family and Medical Leave (EFML), or UC's Pay Continuation Protection. A Flowchart summarizing the various leaves and eligibility requirements are available at <https://hr.uci.edu/disaster-relief/leaves.php>. Please consult your HR Business Partner if you have any additional questions.

For additional FAQs from UCOP, visit: <https://www.ucop.edu/human-resources/files/covid-19-related-leaves-and-job-protection-guidance-for-chro.pdf>

PRESIDENT NAPOLITANO'S EXECUTIVE ORDER OF MARCH 16, 2020

What is provided for in President Napolitano's March 16, 2020 Executive Order?

- A. The President's Executive Order provides up to 128 hours of paid administrative leave to eligible employees in order to cope with the impact of the COVID-19 pandemic.

Read the executive order: <https://ucnet.universityofcalifornia.edu/news/2020/01/executive-order-re-paid-administrative-leave-03-16-20.pdf>

Under what circumstances can the 128 hours be used?

- A. These hours can only be used for COVID-19 related reasons. For example, if the employee or their family member becomes ill with COVID-19; the employee cannot come to work because of a COVID-19 related school or daycare closure; or if the employee has been directed not to come to work for a COVID-19 related reason and it is not operationally feasible, as determined by the supervisor, for the employee to work remotely. These hours can only be used with prior approval from your supervisor.

How do I request COVID-19 leave?

- A. All requests for this special 128 hours of paid administrative leave must go through the employee's supervisor. The supervisor will evaluate each request against operational needs.

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What categories of employees are eligible for this leave?

- A. Employees in career, contract, limited, floater and casual-restricted appointments are eligible for this leave.

Are employees who work less than full-time (40 hours per week) eligible for the 128 hours?

- A. The number of hours for employees who work less than full-time shall be prorated according to their appointment percentage. If the employee's regular schedule (before COVID-19) varies greatly from appointment percentage, actual hours should be used to determine proration.

When must these hours be used by?

- A. All hours must be used by December 31, 2020, or the allotment will expire.

Can this leave be used for a COVID-19 related issue prior to March 16, 2020?

- A. Yes, the paid administrative leave may be used beginning March 1, 2020 for a COVID-19 related issue covered by the executive order.

What happens if an employee is ill and stays home from work longer than the paid administrative leave period?

- A. If the employee exhausts the paid administrative leave, the employee may also qualify for additional leave pursuant to the Families First Coronavirus Response Act (FFCRA) such as Emergency Paid Sick Leave (EPSL). If the employee exhausts these leave entitlements or does not meet the eligibility requirements, the employee may be entitled to continuation of pay through June 30, 2020. For more information regarding available leaves and eligibility requirements, please refer to the COVID-19 Staff Leave and Pay Flowchart available at <https://hr.uci.edu/disaster-relief/leaves.php>. Employees may also be eligible to apply for disability income for their own serious health conditions.

Are employees required to show proof that their child's school/daycare is closed in order to receive paid administrative leave?

- A. No; the school closures are well publicized. Given the emergency situation we are in, we do not want to burden parents with submitting proof that their children's schools and/or day care centers are closed. If there are questions regarding the legitimacy of an employee's use of paid administrative leave, please contact your HR Business Partner.

WHEN TO STAY HOME / USE OF LEAVE / RETURNING TO WORK

I suspect that I may have been exposed to COVID-19 at home or in the community but I am not showing any symptoms. What should I do?

- A. Healthcare workers and first responders should consult their supervisor and/or Occupational Health. All other employees should not come to work, unless they are already telecommuting. You should self-quarantine as directed by a health care provider or CDC. Call your health care provider for instructions BEFORE going to any medical office, urgent care or emergency room. Call your manager to discuss your situation. Telecommuting may be an option depending on your job. If you cannot work remotely during self-quarantine, you may be eligible to receive up to 128 hours of paid

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administrative leave and/or leave pursuant to the Families First Coronavirus Response Act (FFCRA). If you exhaust these leaves or you do not meet the eligibility requirements, you may be entitled to continuation of pay through June 30, 2020. For more information regarding available leaves and eligibility requirements, please refer to the [COVID-19 Staff Leave and Pay Flowchart](#).

I suspect that I may have been exposed to COVID-19 at home or in the community and I am showing symptoms (fever of 100 degrees F or higher, coughing, and/or difficulty breathing.) What should I do?

- A. Do not come to work. Call your health care provider (and Occupational Health for healthcare workers) for instructions BEFORE going to any medical office, urgent care or emergency room. Call your manager to discuss your situation. In this scenario, you are eligible to receive up to 128 hours of paid administrative leave and may be eligible for leave pursuant to the Families First Coronavirus Response Act (FFCRA). For more information regarding available leaves and eligibility requirements, please refer to the [COVID-19 Staff Leave and Pay Flowchart](#).

I suspect that I may have been exposed to COVID-19 during the course of my duties as a UCI employee but I am not showing any symptoms (fever of 100 degrees F or higher, coughing and/or difficulty breathing.) What should I do?

- A. Healthcare workers and first responders should consult their supervisor and/or Occupational Health. All other employees should not come to work, unless they are already telecommuting. You should self-quarantine as directed by a health care provider or CDC. Call your manager to discuss your situation. Telecommuting may be an option depending on your job. If you cannot work remotely during self-quarantine, you may be eligible to receive up to 128 hours of paid administrative leave and/or leave pursuant to the Families First Coronavirus Response Act (FFCRA). If you exhaust these leaves or you do not meet the eligibility requirements, you may be entitled to continuation of pay through June 30, 2020. For more information regarding available leaves and eligibility requirements, please refer to the [COVID-19 Staff Leave and Pay Flowchart](#).

I suspect that I may have been exposed to COVID-19 during the course of my duties as a UCI onsite employee and am starting to exhibit symptoms of COVID-19. What should I do?

- A. Do not come to work. If you begin to show symptoms, call your manager who will call HR. You will be referred to the appropriate clinic for work-related illnesses and injuries. In this scenario, you are eligible to receive up to 128 hours of paid administrative leave and may be eligible for leave pursuant to the Families First Coronavirus Response Act (FFCRA). For more information regarding available leaves and eligibility requirements, please refer to the [COVID-19 Staff Leave and Pay Flowchart](#). If you were exposed during the course of your duties as a UCI employee, you should file for Worker's Compensation.

[UCI Health Workers Compensation](#)

[UCI Campus Workers Compensation](#)

A person who lives in my household believes they have been exposed to COVID-19. What should I do?

- A. Healthcare workers and first responders should consult their supervisor and/or Occupational Health. All other employees should not come to work, unless they are already telecommuting. You should self-quarantine as directed by a health care provider or CDC. Call your manager to discuss your

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situation. Telecommuting may be an option depending on your job. If you cannot work remotely during self-quarantine, you may be eligible to receive up to 128 hours of paid administrative leave and/or leave pursuant to the Families First Coronavirus Response Act (FFCRA). If you exhaust these leaves or you do not meet the eligibility requirements, you may be entitled to continuation of pay through June 30, 2020. For more information regarding available leaves and eligibility requirements, please refer to the [COVID-19 Staff Leave and Pay Flowchart](#).

A person who lives in my household is showing symptoms of COVID-19 (fever of 100 degrees F or higher, coughing, and/or difficulty breathing) but they have not been tested. Should I come in to work?

- A. Healthcare workers and first responders should consult their supervisor and/or Occupational Health. All other employees should not come to work, unless they are already telecommuting. You should self-quarantine as directed by a health care provider or CDC. Call your manager to discuss your situation. Telecommuting may be an option depending on your job. If you cannot work remotely during self-quarantine, you may be eligible to receive up to 128 hours of paid administrative leave and/or leave pursuant to the Families First Coronavirus Response Act (FFCRA). If you exhaust these leaves or you do not meet the eligibility requirements, you may be entitled to continuation of pay through June 30, 2020. For more information regarding available leaves and eligibility requirements, please refer to the [COVID-19 Staff Leave and Pay Flowchart](#).

A person who lives in my household has tested positive for COVID-19. Should I come in to work?

- A. Healthcare workers and first responders should consult their supervisor and/or Occupational Health. All other employees should not come to work, unless they are already telecommuting. You should self-quarantine as directed by a health care provider or CDC. Call your health care provider if you begin to show symptoms of COVID-19. If you cannot reach your health care provider, call an urgent care or emergency room for instructions BEFORE going in person so that you do not expose other people. Call your manager to discuss your situation. Telecommuting may be an option depending on your job. If you cannot work remotely during self-quarantine, you may be eligible to receive up to 128 hours of paid administrative leave and/or leave pursuant to the Families First Coronavirus Response Act (FFCRA). If you exhaust these leaves or you do not meet the eligibility requirements, you may be entitled to continuation of pay through June 30, 2020. For more information regarding available leaves and eligibility requirements, please refer to the [COVID-19 Staff Leave and Pay Flowchart](#).

I have been home sick but not because of COVID-19. Do I need a doctor's note to return to work?

- A. While you may normally be required to provide a doctor's note to return to work after you are out sick for four or more days, during this unprecedented period of the Coronavirus (COVID-19) outbreak, no employee will be required to provide a doctor's note to return to work. You should only return to work if you are not showing any symptoms of illness, regardless of the illness type at this time. However, Medical Center employees must report to Occupational Health before returning to work.

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I have been home sick and tested positive for COVID-19. When is it safe for me to return to work?

- A. You should confirm with your health care provider that it is safe for you to return to work before you come back, and because you tested positive for Coronavirus (COVID-19), you must provide a doctor's note clearing you to return to work, regardless of whether you are telecommuting or working on site. Clinical healthcare workers must be cleared by Occupational Health before returning to work.

Who needs a doctor's note to return to work?

- A. We are in unprecedented times, and the U.S. healthcare system is taxed due to the additional burden of the COVID-19 (Coronavirus) outbreak. During this time, and until further notice, a doctor's note is NOT required for staff to return to work as long as the staff member does not have any symptoms. **The EXCEPTION is for employees who have tested positive for COVID-19.** Those employees must provide a doctor's note clearing them to return to work, regardless of whether the employee is telecommuting or working on site. All UCI Medical Center employees must be cleared by Occupational Health before returning to work.

I am sick from COVID-19, do I qualify for FMLA or CFRA?

- A. An employee who is sick may be entitled to leave under the Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA) under certain circumstances. The FMLA and CFRA entitle eligible employees to take up to 12 workweeks of unpaid, job protected leave in a calendar year if they have a serious health condition. Some instances of COVID-19 may qualify as a "serious health condition." The employee may also qualify for other leave options, such as Emergency Paid Sick Leave (EPSL). For more information regarding available leaves and eligibility requirements, please refer to the [COVID-19 Staff Leave and Pay Flowchart](#). Please also consult your HR representative if you have any additional questions.

Does the Family and Medical Leave Act (FMLA) or California Family Rights Act (CFRA) entitle an employee to take leave to avoid contracting COVID-19?

- A. No. The FMLA and CFRA entitle employees to job-protected leave when they have a serious health condition or when they need leave to care for covered family members who have a serious health condition. Leave for the purpose of avoiding exposure to the COVID-19 is not protected under the FMLA or CFRA.

How many times can an employee be exposed and have to stay home?

- A. There are no limits to how many times an employee can be exposed and must self-quarantine.

Are student workers eligible for the 128 hours of paid administrative leave if they are required to stay home because of self-quarantine due to exposure or if they become ill and test positive for Coronavirus?

- A. Employees eligible for the paid administrative leave include career, contract, limited, temporary, and casual/restricted (student). The paid administrative leave allocation for employees with less than full time appointments shall be prorated based on appointment percentage. If the employee's regular schedule (before COVID-19) varies greatly from appointment percentage, actual hours

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should be used to determine proration. For example, if an employee is appointed at 50% time, they will be eligible for only 64 hours. These hours can only be used with prior approval from the employee's supervisor, and are designed to assist if, for example, an employee becomes ill with COVID-19; the employee cannot come to work because of a COVID-19 related school or daycare closure; or the employee is directed not to come into work for COVID-19 related reasons but the employee and the employee's supervisor determine that it is not operationally feasible for the employee to work remotely. The employee may also qualify for other leave options, such as Emergency Paid Sick Leave (EPSL). For more information regarding available leaves and eligibility requirements, please refer to the [COVID-19 Staff Leave and Pay Flowchart](#).

Will the administrative leave count toward overtime?

- A. The COVID 19 Administrative Leave counts toward straight overtime (regular rate of pay), but does not count toward premium overtime (1 ½ times regular rate of pay). See PPSM 30 (Compensation) or applicable bargaining agreement for additional information regarding overtime pay.

If an employee's regularly scheduled hours were eligible for shift differential and they receive administrative leave due to COVID 19, will their administrative leave hours be eligible for shift differential?

- A. Yes, the employee's administrative leave hours would be eligible for shift differential pay. See PPSM 30 (Compensation) or applicable bargaining agreement for additional information regarding shift differential.

Would holiday pay get added to administrative leave?

- A. No. If an employee's administrative leave takes place during a holiday, the employee would receive holiday pay instead of paid administrative leave for that day. For example, if an employee is on COVID-19 administrative leave around Cesar Chavez Day, the employee would receive administrative pay on March 26 and 30 but holiday pay on March 27. See PPSM 2.210 (Absence from Work Policy) or applicable bargaining agreement for additional information regarding holiday pay.

If an employee normally receives certification or specialty pay and they receive administrative leave, will their administrative leave include these differentials?

- A. Yes, for the purpose of administrative leave pay relative to COVID-19, these differentials would be included. See PPSM 30 (Compensation) or applicable bargaining agreement for additional information regarding specialty pay.

Who is eligible for Emergency Paid Sick Leave (EPSL)?

- A. All employees, regardless of their length of employment at the University or appointment type, are eligible for EPSL if they are unable to work or telecommute due any of the six reasons listed below. However, health care workers and emergency responders are not eligible to take EPSL for Reasons 4 or 5 below.

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- 1) The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
- 2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- 3) The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis from a health care provider;
- 4) The employee is caring for an individual who is either subject to a federal, state, or local quarantine or isolation order related to COVID-19 or who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19 (*health care workers and emergency responders are not eligible to take EPSL for this purpose*);
- 5) The employee is caring for their child whose school or place of care has closed (or whose child care provider is unavailable) due to COVID-19 precautions (*health care workers and emergency responders are not eligible to take EPSL for this purpose*); or
- 6) The employee is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services (HHS).

The maximum pay entitlement is up to 80 hours for full-time employees or the two-week equivalent for part-time employees (e.g. prorated). This leave must be taken as a block leave (e.g. taken as a two-week block and not as a day here and there).

Who is eligible for Emergency Family & Medical Leave (EFML)?

- A. EFML is for an employee who is unable to work or telecommute because of caring for child whose school/place of care is closed or child care provider is unavailable due to COVID-19 (same as [reason #5 under EPSL](#)). Health care workers and emergency responders are not eligible for EFML. All other employees of any appointment type who have been on UC's payroll for the 30 calendar days immediately prior to the day their leave are eligible for EFML. The leave must be taken in blocks of a minimum of two weeks. The maximum potential entitlement is up to 12 weeks. The first two weeks are unpaid unless the employee elects to use other available paid leave, such as EPSL, regular sick, or vacation/PTO. The maximum EFML potential pay entitlement is up to 10 workweeks. Any prior use of Family & Medical Leave Act (FMLA) entitlement in 2020 reduces the employee's entitlement under EFML, and usage of EFML reduces the employee's FMLA entitlement.

What documentation is required in order to request leave pursuant to EPSL or EFML?

- A. Employees must complete the [University of California Request for Emergency Paid Sick Leave \(EPSL\) and/or Expanded Family and Medical Leave \(EFML\) form](#) to request EPSL and/or EFML.

To request EPSL: The employee completes Section III. Emergency Paid Sick Leave (EPSL) Request Form (pages 5 and 6) indicating the reason for leave. The completed form should be returned to the employee's supervisor.

To request EFML: The employee completes Section IV. Expanded Family and Medical Leave (EFML) Request Form (pages 7-8) indicating the selected pay option for the first two workweeks of EFML in Section A and provide information supporting the request for EFML in Section B. The completed

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form should be returned to the employee's supervisor.

Does EPSL/EFML need to be taken in one continuous block of time or can it be used intermittently?

- A. For EPSL, the leave must be taken as a block leave (e.g. taken as a two-week block and not as a day here and there). For EFML, the leave must be taken in blocks of at minimum two weeks.

Who does an employee contact if they have questions regarding EPSL or EFML?

- A. Employees that have questions regarding the Families First Coronavirus Response Act (FFCRA) may contact the [Employee Experience Center](#) at (949) 824-9918 or covid19@uci.edu for assistance.

Will an employee qualify for EPSL or EFML even if they have already used some or all of their leave entitlement under the Family and Medical Leave Act (FMLA) during 2020?

- A. Any prior use of Family & Medical Leave Act (FMLA) entitlement in 2020 reduces the employee's entitlement under EFML. If an employee has taken some, but not all, of their 12 workweeks of leave under FMLA during 2020, the employee may take the remaining portion of leave available as EFML. If the employee has already taken 12 workweeks of FMLA leave during 2020, the employee may not take EFML.

For example, assume an employee was eligible for FMLA leave and took two workweeks of such leave in January 2020 to undergo and recover from a surgical procedure. The employee, therefore, now has 10 workweeks of FMLA leave remaining. EFML is considered a type of FMLA leave, and therefore the employee would be entitled to take up to 10 workweeks of EFML, rather than 12 workweeks. Any EFML the employee takes would count against their entitlement to FMLA leave, but not against their leave entitlement under the California Family Rights Act (CFRA).

If I am eligible for UC COVID 19 paid administrative leave as well as leave under the Families First Coronavirus Response Act (FFCRA), do I get to choose which leave I use first?

- A. Yes. Employees eligible for both UC COVID-19 paid administrative leave and leave under the FFCRA may elect the order to use the paid leave hours.

Who is eligible for pay continuation pursuant to the April 2, 2020 Job Protections Letter?

- A. The April 2, 2020 Job Protections Letter applies to all current career staff employees. Career staff employees are defined as working a fixed or variable percentage of time at 50 percent or more of full-time, and the position is expected to continue for a year or more. This does not apply to the following types of staff positions: Casual/Restricted, Contract, Floater, Limited, and Per Diem employees.

The letter also applies to student employees in career staff positions. Students on work study should refer to information from [UCI Financial Aid and Scholarships](#). Students employed in academic positions should refer to information from [UCI Academic Personnel](#).

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My position is considered an essential position. Where can I find a list of resources available to me, such as child care and EAP resources?

- A. Visit UCI's [Focus on the Frontline](#) website for a list of resources and initiatives available to support the wellness needs of our frontline staff.

PREVENTATIVE MEASURES

What does social distancing mean?

- A. In simple terms, it means making every attempt to keep at least six feet of space between you and another person, especially in public spaces. This helps reduce the likelihood that one person will breathe in any droplets should another person cough or sneeze, and therefore reduce the likelihood of exposure to viruses, including the Coronavirus.

What employees need to use special personal protective equipment?

- A. Employees in a clinical setting providing direct care to patients should use special personal protective equipment as defined by policy and procedure. Employees who are not in clinical roles do not need special personal protective equipment. The best ways employees can protect themselves is to do the following:

- Wash hands frequently with clean water and soap for at least 20 seconds.
- Use hand sanitizer containing at least 60% alcohol if hand washing is not an option.
- Cover coughs and sneezes using a tissue or crook of the elbow. Properly dispose of tissues in a waste basket.
- Stay home if you are sick. This includes if you are sick with illnesses such as colds and flus.
- Clean common areas. If possible, assign a team member(s) to regularly disinfect door handles, phones, desks, conference tables, and chair handles, etc. that are shared by staff.
- Practice social distancing; ensure a distance of 6 feet between yourself and other individuals.
- Avoid gatherings of large groups of people.
- Consider virtual meetings.

Can UCI require symptomatic people to self-quarantine?

- A. Yes. If you are showing any signs of Coronavirus (COVID-19), you should self-quarantine at home. Do not come to work, and avoid exposing others in the community. If your symptoms worsen, CALL your medical provider, an urgent care or emergency BEFORE you visit for instructions on how to proceed.

How long do we have to follow the guidance that UCI has provided?

- A. Effective immediately and until further notice. Please check uci.edu/coronavirus frequently for updates.

WELLNESS

Where can I receive help if I'm feeling anxious or overwhelmed?

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- A. We understand that members of the UCI community are worried about the virus and may be experiencing heightened feelings of anxiety. If you are UCI or UCI Health faculty or staff and would like access to free, confidential counseling services for you or your family, contact ComPsych Guidance Resources®, your Employee Assistance Program (EAP) 24 hours a day, seven days a week at (844) 824-3273 or via the links below.
- Learn more about ComPsych Guidance Resources®, your Employee Assistance Program (EAP)
 - Contact EAP to make an appointment (in person, phone, and virtual appointments are available)
 - By Phone: (844) 824-3273
 - Online: www.guidanceresources.com (**Web ID: UCIEAP3**)
 - **App: Download the GuidanceNow App (Google Play or the App Store)**
 - Additionally, you can contact UCI Faculty/Staff Support Services for free/confidential consultation and assistance with connecting to resources and referrals.
 - Negar Shekarabi, Psy.D., Coordinator, UCI Faculty & Staff Support Services, UCI Wellness, Health & Counseling Services
 - Phone: 949-824-5208
 - Email: nshekara@uci.edu
- Student employees may contact the UCI Counseling Center (<https://counseling.uci.edu/>) for assistance.

TELECOMMUTING / WORKING REMOTELY / STUDENT WORKERS

Who can approve a telecommuting request for employees that prefer to work from home?

- A. Vice Chancellors, Associate Vice Chancellors, Deans and Chiefs are responsible for approving telecommuting requests for their business units. They may, at their discretion, allow directors, managers and/or supervisors to approve telecommuting requests. Please contact your direct supervisor regarding any questions or concerns regarding telecommuting.

I am concerned about exposure to Coronavirus and would prefer to just work from home. Can I do this?

- A. Call your manager to discuss your situation. Managers are reviewing telecommuting options for their staff based on whether positions are essential or non-essential and how critical onsite work is to business operation. While many staff will be working from home, there are critical operations on the Irvine and Orange campuses that cannot be completed remotely.

I am concerned about exposure to Coronavirus because a member of my household is in a high risk category and I can't risk getting them sick. Can I work from home?

- A. Consult your manager regarding options for telecommuting. Managers are reviewing telecommuting options for their staff based on whether positions are essential or non-essential and how critical onsite work is to business operation. While many staff will be working from home, there are critical operations on the Irvine and Orange campuses that cannot be completed remotely.

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I need emergency childcare/eldercare/pet care assistance. Does UCI have any resource for these types of services?

- A. Yes. UC offers Bright Horizons Care Advantage™, a comprehensive web-based resource, to help you balance work and family responsibilities. The Bright Horizons Care Advantage programs — Sittercity, Years Ahead, BrightStudy and Bright Horizons preferred enrollment — provide information about pre-screened care providers and services so you can choose the solution that's right for you. Visit: <https://ucnet.universityofcalifornia.edu/compensation-and-benefits/other-benefits/family-care-resources.html>

UCI has also partnered with the YMCA to provide childcare on both campuses for essential-onsite staff. Childcare will be available from 6 a.m. to 8 p.m. for children ages 3 through 13 years old. Capacity is limited and enrollment will be based on a first come first serve basis. If you are interested, please [complete this survey](#) in order to receive instructions for submitting a registration packet. If you have any questions, please email robersm1@hs.uci.edu.

Furthermore, an employee is eligible for up to 128 hours of paid administrative leave when an employee is unable to work because a COVID-19-related daycare closure requires the employee to be at home with a dependent (including a dependent adult), and it is not operationally feasible for the employee to work remotely or in conjunction with the dependent care commitment. The employee may also be eligible for additional leave pursuant to the Families First Coronavirus Response Act (FFCRA). For more information regarding available leaves and eligibility requirements, please refer to the [COVID-19 Staff Leave and Pay Flowchart](#).

I am a limited, casual restricted or TES employee. Can I work remotely? (If so, how do we define the average for those roles where hours can vary week over week.)

- A. Limited, casual restricted, or temporary employees are often performing work that is based on short-term assignments or requiring physical onsite presence. All employees should consult their managers for guidance on whether their position is eligible for telecommuting. Non-exempt employees are only eligible to be paid for hours worked. If it is not operationally feasible for an employee to work from home, the manager will not approve telecommuting. Criteria to determine what is considered to be operationally feasible may include the type of work not requiring onsite presence, having the appropriate equipment to do the work at home, and possessing the required training to perform work remotely.

Will hourly paid (non-exempt) employees be allowed to work remotely? If not, will they get paid?

- A. All employees should consult their managers for guidance on whether their position is eligible for telecommuting. Non-exempt employees are only eligible to be paid for hours worked. If it is not operationally feasible for an employee to work from home, the manager will not approve telecommuting. Criteria to determine what is considered to be operationally feasible may include the type of work not requiring onsite presence, having the appropriate equipment to do the work at home, and possessing the required training to perform work remotely.

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If required to work from home, will there be any restrictions on where you work from?

- A. Employees and managers should reference the safety, security, and other restrictions provided in the Short-Term Telecommuting Procedure. Employees need to be thoughtful and careful in selecting their work location. The remote worksite should be free from distractions, security concerns (physical and electronic), and with appropriate social distancing. Employees are required to inform their manager of where they will be physically located during the day.

What if I need equipment to work from home? Will it be provided?

- A. We are facing an unprecedented time at UCI. Not all units will be set up to provide each employee with equipment to work remotely. Where available, employees may be provided with University-owned equipment. Equipment must be listed on the “Employee Agreement Concerning the Use of Electronic Communications Resources” found in Appendix A of Policy BFB-G-46: Guidelines for the Purchase and Use of Cellular Phones and Other Portable Electronic Resources (<https://policy.ucop.edu/doc/3420357/BFB-G-46>) and the employee must sign. Equipment is expected to be returned upon conclusion of the telecommuting agreement. Employees may also use their personal equipment, ensuring proper VPN and security is set up.

When no equipment is available and the employee does not have personal equipment to use, the manager may determine that it is not operationally feasible for this employee to telecommute. If an employee is directed not to come into work for COVID-19 related reasons and the employee and the employee’s supervisor determine that it is not operationally feasible for the employee to work remotely, the employee will be eligible for up to 128 hours of paid administrative leave. For more information regarding available leaves and eligibility requirements, please refer to the [COVID-19 Staff Leave and Pay Flowchart](#).

Where do we forward the phones or what message should we put on our phones if we’re required to stay at home?

- A. Employees should consult their managers on what they should do with their phones. Employees on the campus may access their voicemail anywhere by dialing (949) 824-8989. Employees on the campus may forward their campus lines to an external number by visiting this website <https://www.oit.uci.edu/help/telephone-voicemail/> and selecting the model phone they have from the tabs in the middle of the page. Non-exempt employees should not have phones forwarded to their homes or cells during non-work hours. Employees at the medical center should consult their local telecommunications team, after consulting with their manager.

If I’m required to use my cell phone while working remotely, will I be reimbursed?

- A. Business calls made within the coverage of the personal calling and/or data plan will not be reimbursed. Only expenses above and beyond what the employee normally pays for cell phone coverage would be considered for reimbursement. Additional information about this policy may be found here: <https://www.accounting.uci.edu/ap/cellphones.html>

When people need to work from home, what is your advice on how to handle non-exempt employees? We are able to get them on our VPN temporarily but do you have any FLSA or other

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concerns? One of mine is that they don't have UCI issued computers but I'm meeting with IT this morning to see if we have options there.

- A. Normally, it is often discouraged for non-exempt staff to telecommute. However, UCI is facing unprecedented times. In support of the health and welfare of the UCI community, and where operationally feasible, non-exempt employees may be allowed to telecommute, with or without University-provided equipment. A Short-Term Telecommuting Agreement must be completed for each employee. The manager and employee must agree on the expected work schedule and document it on the agreement. Employees are expected to take their regular rest and meal breaks and have any overtime pre-approved by their manager.

My staff have been requesting telecommuting for a while now and I have said it is not feasible for our unit because it would impact our operation too much. However, now I am letting them telecommute. Does this mean I have to in the future, too?

- A. No, telecommuting now in response to the COVID-19 outbreak does not set a precedent for future telecommuting. Be sure to have employees sign the short-term telecommuting agreement and explain this to your team.

What if I have an employee on a performance improvement plan, i.e. and I am closely monitoring their performance given concerns? Can I not let them telecommute because I don't trust them?

- A. Managers should consult their HR Business Partner for additional assistance.

Can telecommuting be just partial days? What if I wanted to split up the team and only have 50% of staff in the office at time to make sure we can continue our operation, but limit exposure?

- A. Yes, but only if these are essential positions. All non-essential positions should be working remote 100% of the time. For essential positions, managers may determine what works best for their unit while weighing the continuity of service from their unit with the health and welfare of its employees.

Can student assistants (student workers) continue to work?

- A. Yes, they can continue to work if they have not been exposed and are not ill, and only if they are in an essential position (which is highly unlikely). All non-essential positions should be working remotely or, if not operationally feasible, be provided the prorated paid administrative leave.

What if my student assistant (student worker) goes home (because their classes are online) – do I need to pay them?

- A. No. If the student left and is not available for work any longer, UCI does not need to continue to pay them. However, you may be able to provide them with project or other remote work. Check with your manager to see if telecommuting for your student workers is operationally feasible. Students are eligible to receive the paid administrative leave, prorated based on their normal work schedule, if they remained available to work.

Can a student assistant (student worker) be in an essential position and be required to report to work?

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- A. It is unlikely that a student assistant (student worker) would be considered an essential position, however, classifying what positions are deemed critical (essential) or non-essential is up to the Vice Chancellor, Associate Chancellor, Dean or Chief of their respective department. Managers should check with their leadership to determine what positions are classified as critical (essential) versus non-essential.

Are student workers eligible for the 128 hours of paid administrative leave if they are required to stay home because of self-quarantine due to exposure or if they become ill and test positive for Coronavirus?

- A. Employees eligible for the paid administrative leave include career, contract, limited, temporary, and casual/restricted (student). The paid administrative leave allocation for employees with less than full time appointments shall be prorated based on appointment percentage. For example, if an employee is appointed at 50% time, they will be eligible for only 64 hours. These hours can only be used with prior approval from the employee's supervisor, and are designed to assist if, for example, an employee becomes ill with or exposed to COVID-19; the employee cannot come to work because of a COVID-19 related school or daycare closure; or the employee is directed not to come into work for COVID-19 related reasons but the employee and the employee's supervisor determine that it is not operationally feasible for the employee to work remotely.

Will temporary or intermittent workers be paid if they do not work?

- A. Employees eligible for the 128 hours of paid administrative leave include career, contract, limited, temporary, and casual/restricted (student). These hours can only be used with prior approval from the employee's supervisor, and are designed to assist if, for example, an employee becomes ill with COVID-19; the employee cannot come to work because of a COVID-19 related school or daycare closure; or the employee is directed not to come into work for COVID-19 related reasons but the employee and the employee's supervisor determine that it is not operationally feasible for the employee to work remotely. Depending on the specific reason(s) for the employee's absence, the employee may also be eligible for additional leave entitlements pursuant to the Families First Coronavirus Response Act (FFCRA). For more information regarding available leaves and eligibility requirements, please refer to the [COVID-19 Staff Leave and Pay Flowchart](#).

Can student assistants (student workers) work remotely (telecommute)?

- A. Yes, if operationally feasible and deemed appropriate by department leadership. A COVID-19 Short-Term Telecommuting Agreement must be signed.

Disabled employees are making requests for workplace accommodations to minimize their risk of being exposed to the Coronavirus. Some disabled employees are asking to telecommute. In health settings, some are requesting an exemption from treating patients with Coronavirus symptoms. These employees are supporting their requests with documentation from their health care providers stating that they have a disability that would place them at high risk for complications of Coronavirus. How should the University respond?

- A. The employee's request triggers the University's legal obligation to engage in the interactive process to explore reasonable accommodations, and these kinds of social distancing measures can be

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reasonable accommodations depending on the circumstances. The EEOC issued guidance in 2009 regarding [Pandemic Preparedness in the Workplace and the Americans with Disabilities Act](#). The EEOC states [online](#) that this guidance can help employers implement strategies to navigate the impact of Coronavirus in the workplace. Please contact your Human Resources business professional if you need further guidance.

TRAVEL / MEETINGS / EVENTS / VISITORS / JOB CANDIDATE VISITS & INTERVIEWS

How do I find out what countries are categorized with Travel Advisories Levels 2, 3 and 4?

- A. Visit the U.S. State Department Travel Advisory page for more information:
<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>

We have a job candidate scheduled to come to campus for interviews. What should we do?

UCI has restricted work to only non-essential staff. All interviews should be completed remotely (e.g. Zoom). Contact your HR Talent Acquisition team for assistance.

At what point do we cancel meetings?

- A. In-person meetings should be redesigned and offered virtually. Only essential meetings that cannot be virtual may be held in person. If holding the meeting virtually is not possible (for essential meetings), the meeting room must sufficiently allow for social distancing. If non-essential meetings cannot be done virtually, they should be cancelled or rescheduled to a later date.

Will the Basic Life Saving Skills and American Heart Association HeartCode classes continue to be offered?

- A. If you have questions regarding the status of these courses, please contact the Medical Education Simulation Center at medsim@hs.uci.edu or at 949.824.8835.

I am scheduled to attend a meeting, conference or training session in-person. Will it be cancelled?

- A. Please check with the organizer or facilitator of the event. Only essential activities should be continuing. If the activity is necessary, everyone is encouraged to practice social distancing and hold meetings virtually as much as possible at this time. Please also keep in mind that UCI has restricted all University-related, non-essential travel by air or train, which may also limit your options even if the event in question is still held in person.