

UPDATED-6 Summary Table of COVID19 Public Health Emergency Employee Work Duties and Pay

These general guidelines apply to all EOU employees including those in their initial trial service period, and student workers (excludes student interns and work study). Faculty: continue normal pay through June 15; follow "All Other Employees" for illness/child care related needs. Classified employees need approved Telework Agreement.

Classified #3: For COVID19 FFCRA qualifying sick leave and when instructed to quarantine by your supervisor anytime from 4/1 through 12/31/2020: use the 80 hours of FFCRA-provided emergency paid sick leave (ACRL***), regular paid sick leave, other accrued leave, and/or LWOP (may request Hardship Leave when all paid leave is depleted). (Note: if LWOP is chosen, the PEBB qualifying requirement of 80 hours of paid time each month is suspended through August 31, 2020.) (Use of ACRL is limited after May 7, 2020. See below***)

Classified #4: For COVID19 FFCRA E-FMLA qualifying child care leave anytime from 4/1 through 12/31/2020: if chosen, use new E-FMLA Expanded Child Care paid leave code (TBD). E-FMLA may be supplemented with other accrued leave to bring up to normal rate of leave pay.

All Other Employees #7: For COVID19 FFCRA related sick leave and when instructed to quarantine by your supervisor anytime from 4/1 through 12/31/2020: first use the 80 hours of FFCRA-provided emergency paid sick leave (code ACRL***); then regular paid sick leave, vacation, and finally LWOP. (Use of ACRL is limited after May 7, 2020. See below***)

All Other Employees #8: For COVID19 FFCRA E-FMLA child care leave anytime from 4/1 through 12/31/2020: if chosen, use new E-FMLA Expanded Child Care paid leave code (TBD). E-FMLA may be supplemented with other accrued leave to bring up to normal rate of leave pay.

Circumstance	Regulation/Rules Authority	Work Location Situation	Leave and Pay Options	Other Information
Child* Care Duties at Home without Alternatives	EOU State of Oregon Governor's Order(s)	Can work at home	Normal pay	Classified need Telework Agreement
	OFLA**	Cannot work at home	Classified: #3 depending on leave type and date(s) leave is taken. All Other Employees: #7 depending on type of leave and date(s) leave is taken.	
	E-FMLA**	Cannot do work remotely (Note: this E-FMLA option is available beginning on April 1, 2020.)	<ul style="list-style-type: none"> Employees with an eligible child* qualify for a protected, unpaid/paid leave of absence under OFLA and FMLA. OFLA: no emergency pay provided. Expanded-FMLA**: <i>beginning 4/1</i>, up to ten weeks expanded FMLA leave pay is available when employee cannot work due to child care responsibilities. (Pay is at 2/3 of regular rate with a maximum of \$200/day. May be supplemented with other accrued leave to bring up to normal rate of leave pay.) Classified: #4 All Other Employees: #8	Please contact the HR Dept. for important qualifying details, and leave of absence request forms.
Mandated Remote Work (Stay-At-Home Order)	State of Oregon	Can work at home	Normal pay	Classified need Telework Agreement
		Cannot work at home	Classified: #3 (or #4) depending on date(s) leave is taken. All Other Employees: #7 (or #8) depending on date(s) leave is taken.	

Circumstance		Regulation/Rules Authority	Work Location Situation	Leave and Pay Options
Partial Campus Closure (cancelled classes and operations) due to inclement weather or hazardous conditions (includes COVID19)		EOU	For affected employees with no work available in closed portion(s) of campus	Classified: #3 (or #4) depending on date(s) leave is taken. All Other Employees: normal pay for any partial work week; for a full work week use #7 depending on date(s) leave is taken.
Full Campus Closure (cancelled classes and operations) due to inclement weather or hazardous conditions (includes COVID19)			No work available for all of campus except scheduled essential employees	Classified: first 48 hrs. is Weather code; then #3 (or #4) depending on date(s) leave is taken. All Other Employees: normal pay for any partial work week; for a full work week use #7 (or #8) depending on date(s) leave is taken.
Circumstance	Regulation/ Rules Authority	Work Location Situation	Leave and Pay Options	Other Information
Illness – <u>with</u> COVID19 Symptoms	EOU and CDC (or CHD)	Self-quarantine required. <u>YES</u> COVID19 tested	Work from home: normal pay If cannot work from home then: <ul style="list-style-type: none"> Classified: #3 All Other Employees: #7 	<ol style="list-style-type: none"> May return to work when all 3 conditions are met: <ol style="list-style-type: none"> At least 10 days since symptoms first appeared; AND At least 24 hours with no fever without fever-reducing medication; AND Symptoms have improved Or, you have <u>two</u> negative tests in a row, 48 hours apart. Or, you have a written release from your medical physician or CHD and it has been at least 14 days from your exposure. No early returns are permitted. All returns-to-work must be approved in advance by the HR Dept.
		Self-quarantine required. <u>NOT</u> COVID19 tested	Work from home: normal pay If cannot work from home then: <ul style="list-style-type: none"> Classified: #3 (or #4) depending on date(s) leave is taken. All Other Employees: #7 (or #8) depending on date(s) leave is taken. 	<ol style="list-style-type: none"> May return to work when all 3 conditions are met: <ol style="list-style-type: none"> At least 10 days since symptoms first appeared; AND At least 24 hours with no fever without fever-reducing medication; AND Symptoms have improved No early returns are permitted. All returns-to-work must be approved in advance by the HR Dept.
No illness symptoms but tested positive for COVID19	EOU and CDC (or CHD)	Self-quarantine required. Do not physically come to work.	Work from home: normal pay If cannot work from home then: <ul style="list-style-type: none"> Classified: #3 All other Employees: #7 	If you continue to have no symptoms, return to work after 10 days have passed since positive test. No early returns are permitted. All returns-to-work must be approved in advance by the HR Dept..
Illness – <u>No</u> COVID19 symptoms so far, but suspect that it is COVID19 related.	EOU and CDC (or CHD)	Self-quarantine required. Do not physically come to work.	Work from home: normal pay If cannot work from home then: <ul style="list-style-type: none"> Classified: #3 (or #4) depending on date(s) leave is taken. All other Employees: #7 (or #8) depending on date(s) leave is taken. 	If you continue to have no symptoms, return to work after 10 days have passed since first symptom started. Employees with at-risk conditions that weaken their immune system might need to stay home longer than 10 days and should see their doctor and/or see CHD to get tested. No early returns are permitted. All returns-to-work must be approved in advance by the HR Dept.

Circumstance	Regulation/Rules Authority	Work Location Situation	Leave and Pay Options	Other Information
NO illness but may have or did have “Close contact” (10-15 mins. or more), exposure to another person(s) in quarantine or with test-confirmed COVID19.	EOU and CDC (or CHD)	Must self-quarantine for 14 days	Can work from home: normal pay.	For “Close contact” exposure to a positive test COVID19 person(s) but employee has <u>no</u> symptoms: 14 day self-quarantine required. If you continue to have no symptoms, you may return to work 14 days from date of exposure. No early returns are permitted. All returns-to-work must be approved in advance by the HR Dept.
			Cannot do work remotely: Classified: #3 (or #4) depending on date(s) leave is taken. All Other Employees: #7 (or #8) depending on date(s) leave is taken.	
NO illness or symptoms but do not want to be physically at work on campus for COVID19 precautionary reasons (e.g. at-risk condition of self or other approved precautionary condition.)	EOU State of Oregon	Can work from home	Normal pay	Classified need Telework Agreement.
		Cannot do work remotely: contact your supervisor or the HR Dept.	Classified: #4 All Other Employees: #8 (Note: taking leave for precautionary reasons is an option only when an applicable executive order is in effect.)	First inquire with your supervisor about any additional protection measures available. All asymptomatic precautionary leaves must be approved by the HR Dept. Use normal sick leave (ACRL leave is unavailable for non-COVID-19 illness). If you continue to have no symptoms, you may return to work any time after notifying your supervisor.
Illness – Other (no COVID19 symptoms)	EOU	Do not physically come to work. If able, work from home. If unable to work from home, use sick leave.	<ul style="list-style-type: none"> Work from home: normal pay. Unable to work: Classified: #3 (or #4) depending on date(s) leave is taken. All Other Employees: #7 (or #8) depending on date(s) leave is taken. 	Use normal sick leave (ACRL leave is unavailable for non-COVID-19 illness). Return to work when able to return. No return-to-work doctor-release required right now. Classified need Telework Agreement.

* Eligible Child: must be immediate family member younger than 18 years and the child’s school or place of care has been closed, or the child-care provider is unavailable, due to the COVID19 public health emergency.

** Expanded E-FMLA benefits: must be otherwise eligible for FMLA (30 days of employment for expanded benefits;1280 hours/year for other benefits) and OFLA (180 days of employment) as specified in applicable laws and emergency orders. Total FMLA + E-FMLA time off may not exceed the federal limit of 12 weeks over the most recent 12 month period. Expanded FMLA leave pay is available when employee cannot work due to child care responsibilities and there is no suitable person available to care for their son or daughter during the period of such leave, or the employee is caring for an individual who is subject to a federal, state, or local quarantine or isolation order related to COVID19, who has been advised by a health care provider to self-quarantine due to concerns related to COVID19, or who is experiencing symptoms of COVID19 and seeking a medical diagnosis. Pay rate is at 2/3 of regular rate (maximum) of \$200/day. May be supplemented with other accrued leave to bring up to normal rate of leave pay.

*** After May 7, 2020 use of the emergency 80 hours of sick leave ACRL is permitted only for reasons allowed by the Federal government or when employee is instructed to quarantine by their supervisor. Specifically: when the employee cannot work because they are subject to a federal, state, local or EOU assigned quarantine or isolation order related to COVID19; has been advised by a health care provider to self-quarantine due to concerns related to COVID19; or is experiencing symptoms of COVID19 and seeking a medical diagnosis and/or test. All returns-to-work must be approved in advance by the HR Dept. A separate leave request form may be required to use ACRL leave after May 7, 2020 – see the HR Dept. for the form and for other important details.

There are a lot of details and complexities – please feel free to contact the HR Department for any questions and suggestions:

- Haaven Carlson Recruitment and Employment Coordinator, HR Administrator carlsoh@eou.edu 541-962-3548
- Jacque Naegle Assistant Director of HR, Employee Benefits Manager jnaegle@eou.edu 541-962-3087
- Chris McLaughlin Director of HR, EEO/Title VII Officer, Deputy Title IX Officer cjmclaughlin@eou.edu 541-962-3516