



Coronavirus (COVID-19) Policy Effective Monday, March 23, 2020

Policy brief & purpose

Malone University is implementing the following policies and procedures based on new restrictions and direction provided by the Center for Disease Control (CDC), which extends restrictions on group interactions for eight more weeks. This policy includes the measures we are actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It's important that we all respond responsibly and to these health precautions. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

Scope

This coronavirus policy applies to all employees who physically work in our office(s). We strongly encourage remote working personnel to read this action plan as well, to ensure we collectively and uniformly respond to this challenge.

Policy elements

Here, we outline the required actions employees should take to protect themselves and their co-workers from a potential coronavirus infection.

Sick leave arrangements:

- If you or a member of your household is showing signs of illness, whether it be cold, flu, or other illnesses, the employee is not to report to work until they are free of symptoms for at least 72 hours (three full days) AND at least seven (7) days have passed since symptoms first began. At this time, employees should notify their supervisor and account their time off as sick or vacation time. A medical release to Human Resources office upon return is waived.
- If you have a positive COVID-19 diagnosis, you can return to the office *only after* you've fully recovered, with a doctor's note confirming your recovery.
- If you have been quarantined due to a COVID-19 exposure, you can return to the office *only after* the 14-day quarantine has expired.

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Work from home requests:

- If you have the technology and access to work from home, you will be permitted to do so only after conversation and approval from your supervisor. If an arrangement is approved, there may be times when the employee will be requested by the supervisor to return to campus. The supervisor(s) will give as much notice as possible in these situations, and the employee will be expected to accommodate these requests.
- Some positions, due to the nature of their work, will be deemed essential or unable to be worked from home and need for you to continue to work on site. If you are unable to do so, vacation and/or sick time should be taken.
- If you have recently returned from areas with a high number of COVID-19 cases (based on [CDC](#) announcements), we ask that you work from home for 14 calendar days, not come into physical contact with any colleagues and return to the office *only if* you are fully asymptomatic.
- If you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself, request work from home and not come into physical contact with any colleagues during this time.
- If you're a parent and you have to stay at home with your children, request work from home. Follow up with your supervisor to make arrangements and set expectations.
- If you need to provide care to a family member infected by COVID-19, request work from home. You'll only be permitted to return to the office 14 calendar days after your family member has fully recovered, provided that you're asymptomatic or you have a doctor's note confirming you don't have the virus. You will also be asked not to come into physical contact with any colleagues during this time.

Reporting Time when Working from Home

- Reporting of time will continue as normal when working from home. Please login to Paycor.com from a desktop to do so.

Travelling/commuting measures:

- All work trips – both domestic and international – will be cancelled/postponed until further notice.
- In-person meetings should be done virtually where possible, especially with non-company parties (e.g. candidate interviews and partners).
- If you normally commute to the office by public transportation and do not have other alternatives, you can request to work from home as a precaution.

Reporting to work on campus:

- All employees reporting to work on campus **MUST** take their temperature prior to coming to campus. If your temperature is 100.4 or higher, you should self-quarantine with members of your household. Contact your supervisor to notify them that you will not be reporting to work and report your time as sick or vacation time.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.

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Essential Departments:

- Malone University is continuing operations of all business functions in support of our students moving to on-line completion of classes. As we adjust to the changes the following departments are deemed essential and will continue operations on campus, but may do so in a reduced capacity if able to do so while maintaining business continuity.

Accounts Payable	Health Services
Accounts Receivable	Mail Services
Food Service	Residence Hall
Physical Plant	Safety
Information Technology	Human Resources

General hygiene rules:

- Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the [20-second hand-washing rule](#)). You can also use the sanitizers you'll find around the office.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your coworkers and take extra precautionary measures (such as requesting sick leave).

This policy will be reviewed periodically in relationship to changing conditions and relevance and thus is subject to change.

Changes since original issue date:

- Below are the changes that have been made since the original issue date of March 20, 2020.

Date of Change	Section	Change	Reason for Change
03/23/2020	Sick leave arrangements	Staying home for 24 hours due to illness symptoms - changed to "72 hours (three full days) AND at least seven days have passed since symptoms first began."	Ohio Department of Health, Dr. Amy Acton – Director: Director's Stay at Home Order issued on 03/22/2020 effective 03/23/2020 at 11:59 PM.

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