



# Florida Agricultural and Mechanical University

TALLAHASSEE, FLORIDA 32307-3100

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OFFICE OF THE PRESIDENT

April 3, 2020

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## FAMU is Open for Business

With the growing concern surrounding the dramatic impact of COVID-19 on our students and campus community and in light of Governor Ron DeSantis' April 1, 2020, Executive Order 20-91, please conduct yourself accordingly.

### FAMU is Open for Business

FAMU prioritizes the safety of our stakeholders and continues to maintain flexibility in its operations. We remain open for business. What has changed is the mode of delivery for our essential academic and operational services. We will continue to work remotely until further notice.

### Governor DeSantis Executive Order 20-91: "Safer At Home"

Executive Order 20-91 requires all persons in Florida to limit their movements and personal interactions outside of their home to only those necessary to obtain or provide essential services or conduct essential activities. The order is now in effect.

### Temporary Restrictions of On-Campus Operations

The restriction of on-campus operations means that **only** essential personnel are permitted on-campus. However, University business operations will continue and faculty and staff who are working remotely should continue to work their normal hours.

### Essential Employees

Employees are essential if they are performing work that is:

- **Critical to Health, Safety and Welfare (HSW):** Those essential functions that must be performed as stated in federal and state law to ensure the health, safety, and welfare of the campus/university community and/or to protect the economic interests of our students, employees, university community and the State.

- **Mission Critical:** Those essential functions that must be performed to fulfill the mission of the University both academic and operational and comply with requirements of laws and regulations. The designation of essential personnel will change as decisions are made to continue or discontinue University services.

## Designation of Essential Employees within Essential Functional Areas

Divisions, colleges and schools have identified essential employees and have notified the individuals in those roles when they will be required to report to work (even in the event of a University closure). The president, provost and vice presidents have the authority and responsibility for final designation of essential employees.

Essential employees will be expected to maintain their normal work schedule, or adjusted schedules required due to the declared emergency, until otherwise notified.

Below is a guide for managers to use to designate essential employees in their respective areas.

**Health and Safety**  
Providing health care, police protection and environmental health and safety support

**Remote Instruction**  
Providing academic instruction and advising for students; also includes positions facilitating courses included in the distance learning catalog

**Finance**  
Providing support for processing, verification, and recording of financial transactions, accounting, procurement and budget

**Critical Infrastructure**  
Maintaining and operating campus facilities to ensure physical campus facilities are clean and in good operating order. This includes maintenance, grounds, and janitorial support

**Essential Employees: A Manager's Guide**  
The functions highlighted are generally essential to operations.\*

**Research Support**  
Maintaining University essential core facilities, caring for living research specimens, ensuring research continuity and monitoring essential equipment and materials

**Technology Infrastructure**  
Maintaining FAMU's essential core networking and systems, including providing technical support and assistance

**Human Resources**  
Providing critical support and assistance to organizational functions

**Housing and Dining**  
Sustaining core operations for University Housing and Dining infrastructure to the students remaining on campus

\* This list is advisory only and non-exhaustive. Please contact the Office of Human Resources if additional guidance is needed.

SOURCE: FAMU Guidelines for Essential Employees; US Department of Homeland Security

## **On-Campus Essential Employees**

On-campus essential employees are defined as employees designated to report to the workplace while on-campus operations are restricted. The president, vice presidents and deans have designated which on-campus functions are essential and require an employee to be on-campus to perform critical on-campus University functions. On-campus essential employees who may be required to work on campus include, but are not limited to, those:

- ensuring the safety and security of students, faculty, staff, campus facilities, and protection of University assets (e.g., police);
- providing student health services;
- ensuring maintenance of research laboratories that cannot suspend operations;
- providing utilities essential for University operations;
- providing limited services to students who remain on-campus (e.g., housing, designated food services);
- required for continuity of services including maintenance/grounds/janitorial;
- who are needed to process financial transactions and services (i.e., payroll, procurement, controller, etc.);
- who provide support for information technology;
- facilitating delivery of courses contained in the distance learning catalogue;
- needed to facilitate remote/online instruction; and
- needed to provide other essential Human Resources services (i.e. insurance and retirement).

Leave for on-campus essential employees may be approved for employees who have a qualifying medical reason; are required to self-quarantine; or due to a recommendation by a health care provider. Employees must consult with their supervisor if there is a need to request such leave.

## **Remote Work Employees**

Employees who are not designated as on-campus essential employees will be required to work remotely, as long as their duties and responsibilities are conducive to such work and in accordance with our telecommuting policy. **Although on-campus operations are restricted, remote work shall continue.**

Telecommuting agreements previously executed will remain in effect through April 30, 2020, or until further notice. These agreements do not need to be individually revised and resubmitted. The telecommuting policy and agreement can be accessed at: [Telecommuting Policy](#)

## **Families First Coronavirus Response Act (FFCRA)**

The Families First Coronavirus Response Act (FFCRA) COVID-19 expands on a temporary basis coverage for employees under the Family and Medical Leave Act (FMLA) and provides for Paid Sick Leave benefits under certain situations.

The Department of Labor (DOL) recently implemented a rule to further clarify how to implement the FFCRA. The new DOL rule states that a quarantine or isolation order broadly includes “quarantine, isolation, containment, shelter-in-place, or stay-at-home orders” that cause the employee to be unable to work even though the employer has work for them. The DOL states that this also includes when such orders advise categories of citizens (such as of certain age ranges or of certain medical conditions) to shelter in place or stay at home.

## Emergency Paid Sick Leave

The DOL states that an employee may take Emergency Paid Sick Leave for this reason only if, “but for being subject to the order,” the employee would be able to perform work that is otherwise available. By contrast, an employee subject to a quarantine or isolation order may not take Emergency Paid Sick Leave where FAMU does not have work for the employee as a result of the order or other circumstances. This is because the employee would be unable to work even if they were not required to comply with the quarantine or isolation order. If you can work, then you should work.

Employees may be eligible for up to 80 hours of Emergency Paid Sick Leave. Employees must submit a request to their supervisor and Human Resources for consideration of eligibility. Forms are available from Human Resources.

## Expanded FMLA Leave

An employee may be eligible for paid family and medical leave when there is a “qualifying need related to a public health emergency meaning the employee is unable to work (or telecommute) due to a need to care for the employee’s child under 18 years of age, if the child’s school or place of care has been closed or the child’s ordinary care provider is unavailable due to a public health emergency.” To be eligible, the employee must have been employed by FAMU for 30 calendar days at the time of the request to use the leave.

This is the **ONLY** qualifying reason for leave under the expanded FMLA. Regular FMLA still applies under the same terms and based on the same eligibility as before this temporary expansion.

Employees must submit a request to their supervisor and Human Resources for consideration of eligibility. Forms are available from Human Resources.

If you have any questions, please contact Joyce Ingram at [joyce.ingram@famuedu](mailto:joyce.ingram@famuedu) (850) 412-5146 or Sandi Smith Anderson at [sandi.anderson@famuedu](mailto:sandi.anderson@famuedu) (850) 599-3441.

## Health and Safety

Essential employees shall contact their supervisor and **NOT** report to campus for work under the following conditions:

- If the employee or another person in the home is under medical quarantine;
- If there is a person in the home that has been diagnosed with COVID-19;
- If the employee has been diagnosed with COVID-19 or has been directed by their health care provider to not report to work;
- If the employee has flu-like or symptoms of COVID-19 (e.g., cough, fever, shortness of breath, etc.); or
- If the employee or a family member’s immune system is compromised.

Supervisors who receive such notices shall inform Tanya Tatum, director of Student Health Services at: 850.599.3777; FAX: 850.599.3742; or [tanya.tatum@famuedu](mailto:tanya.tatum@famuedu).

## Research

FAMU Research laboratories will be closed until further notice. If a manager determines that the functioning of a laboratory and the research being conducted in the laboratory will be unrecoverably impacted by closure, the manager shall make a request to Vice President of Research Charles Weatherford, Ph.D., justifying the rationale for keeping the laboratory open.

The Contracts and Grants (C&G) supported undergraduate and graduate student research assistants are currently telecommuting and will continue telecommuting until further notice.

Submit requests to Dr. Weatherford at 850.412.5102 or [charles.weatherford@famu.edu](mailto:charles.weatherford@famu.edu).

## **Housing**

Students who remain in on-campus residence halls should contact the following:

Housing Main Office at 850-599-3651, Monday - Friday 8 a.m. to 5 p.m.

Email - [famuhousing@famu.edu](mailto:famuhousing@famu.edu)

Maintenance Issues- [housingmaintenance@famu.edu](mailto:housingmaintenance@famu.edu)