



Protect the FAMULY

Employee/Manager: COVID-19 Return-to-Work Guide

(The guidance below is provided as of December 5, 2020 and will be updated as needed)

Employees

Welcome back to campus! As an employee of the University, you will have shared accountabilities and responsibilities for contributing to the maintenance of a safe work environment for yourself and your workplace colleagues. To assist in this effort, the following guidelines have been developed for your review and use as you prepare to return to work and expected behaviors while at work:

A. Expected Workplace Behaviors

Preparation for Return-to-Work

- **Testing.** You are strongly encouraged to get tested for the COVID-19 virus at least 14 days prior to your return to work. Please avail yourself of the free testing at Bragg Stadium, which opens at 9:00am Monday – Saturday.
[“Should I Come to Work and COVID-19 Testing Guidelines”](#)
- **Daily Self-Screen and monitor for symptoms** related to COVID-19. If you are showing any symptoms, DO NOT come to work. Contact your healthcare provider and follow your department’s call-in procedures, including contacting your immediate supervisor.
[“COVID-19 Daily Self-Checklist”](#)
- **Return of FAMU Property.** Please bring all FAMU equipment and property back to campus, unless authorized to keep at home for performing duties and responsibilities while working remotely.

While at work on campus

- **Face Coverings.** All employees are required to wear face coverings while at work on campus, in building public spaces, within their department and individual offices when interacting with fellow team members and outdoors when you are unable to maintain six feet social distancing space.
- **Social Distancing.** All employees should practice social distancing. Please stay at least 6 feet away from other individuals. Social distancing should also be practiced in all meetings by keeping attendance to 10 individuals or less.
- **Hygiene.** All employees should rigorously practice hand hygiene (washing hands frequently and use of hand sanitizers), cough etiquette, and sanitation of immediate work space. Supplies will be available within the department to assist with these activities (e.g., wiping door knobs, desk tops, chairs and other items touched frequently while in the office).
- Managers/Supervisors should contact HR (Employee Relations) if any employee is non-compliance of expected behavior.

B. Training

- All employees are required to complete the COVID-19 Workplace Training prior to your return to work.
- Online COVID-19 Workplace training is available through J.J. Keller and Associates.
- Individual licenses to complete the training will be provided to each employee by the Office of Organizational Development and Training (ODT). Please ensure your supervisor has submitted your name to ODT to ensure receipt of license. An email will be sent to your FAMU email address with instructions on how to complete the training.
- All training must be completed at least two business days prior to the employee's scheduled return date or within 24 hours of receipt of license if you are an essential employee that has been working on campus since March.
- Please print the certificate upon completion, retain a copy for your files and provide a copy to your immediate supervisor.

C. Testing

- To help prevent the spread of COVID-19, all employees are strongly encouraged to take advantage of FREE COVID-19 testing at Bragg Memorial Stadium. Employees may also be tested by their personal physician or other location providing COVID-19 testing.
- Employees are expected to follow the “Should I Come to Work and COVID-19 Testing Guidelines”

[“Should I Come to Work and COVID-19 Testing Guidelines”](#)

D. Use of Leave

The following types of leave may be available to employees as they work through COVID-19 related matters:

- First Families Coronavirus Response Act (FFCRA). A temporary expansion of the Family Medical Leave Act and specific provisions for Paid Sick Leave. **FFCRA will expire on 12/31/2020.**
 - Emergency Paid Sick Leave. **FFCRA will expire on 12/31/2020.**
 - Expanded Family Medical Leave Act. **FFCRA will expire on 12/31/2020.**
- Regular Family Medical Leave Act (FMLA)
- Accrued Annual or Sick leave
- Administrative Leave

Questions regarding the availability and appropriate use of leave should be directed to Lakeisha Brooks, Associate Director for Human Resources at lakeisha.brooks@famu.edu or 850.599.3416.

Additional Information and HR Resources:

[FAMU COVID-19 Website](#)

[HR COVID-19 Advisory Page](#)

- Executive Orders
- Expansion of Family Medical Leave and Paid-Sick Leave. **FFCRA will expire on 12/31/2020.**
- Frequently Asked Questions
- Resources for Living (Employee Assistance Program)

- Coping with COVID-19
- COVID-19: Return to Work Video (less than 8 minutes)

Alternate/Modified Work Schedules – Please work with your Manager and your manager will contact Lakeisha Brooks at Lakeisha.brooks@famu.edu or 850.599.3416.

Organizational Development and Training

- Learning Content Management System (LCMS)