



Manual for the Resumption of Normal On-Campus Operations in Response to COVID-19

Created May 2020

NOTE: The College wishes to recognize the work and efforts of Mississippi Gulf Coast Community College in the development of their COVID-19: Plan for the Resumption of Onsite Operations from which much of the information in this manual has been patterned.

INTRODUCTION

As a result of the impact of the novel coronavirus (COVID-19) pandemic, East Central Community College (ECCC) made the decision to alter College operations beginning on March 23, 2020. The actions that altered campus operations for the spring 2020 semester included, but were not limited to:

- Extended Spring Break for students taking on-campus classes from March 23-27;
- Suspended traditional face-to-face classes and students return to College residence halls from March 23-27;
- Transitioned all on-campus spring 2020 semester classes to an online environment or other alternate format beginning March 30;
- Closed residence halls for the remainder of the spring semester effective March 30;
- Cancelled all extracurricular activities and College-sponsored events and gatherings scheduled on- or off-campus as well as community-related events scheduled on-campus for the remainder of the spring semester beginning March 30;
- Suspended all non-essential, College-sponsored in-state and out-of-state travel until further notice;
- Transitioned employees into a work-from-home mode when possible utilizing modifications to the College's technology and phone capabilities;
- Created a webpage on the College website to communicate the most recent and updated information related to the College's response to COVID-19;
- Allowed full-time employees and part-time employees who work 20 hours or more to request administrative leave with pay effective March 30 if they were not assigned to return to campus and were unable to work-from-home; and, ultimately
- Closed the campus and all off-site locations completely to students and to members of the general public in response to a state-wide shelter in place order issued by Governor Tate Reeves effective April 3, 2020.

ECCC initiated the Pandemic Response Team on March 12, 2020. The major goals of the Pandemic Response Team in response to a pandemic is to: (1) reduce illness and death; (2) minimize social and educational disruption; and (3) ensure the College's ability to continue core and critical functions; and (4) minimize economic losses. PRT members include:

President	Dean of eLearning Education
Vice President for Instruction	Dean of Information Technology
Vice President for Student Services	Director of Athletics
Vice President for Public Information	Director of Housing
Vice President for IR&E	Director of Human Resources
Vice President for Business Operations	Superintendent of the Physical Plant
Dean of Students	Food Services Representative
Dean of Healthcare Education	Ad-Hoc Members as needed

Throughout the response to this worldwide pandemic, ECCC administration and the College's Pandemic Response Team have continuously and consistently monitored and applied applicable guidance from federal, state, and local health and emergency management officials and maintained the health, safety and well-being of the College community as a sole priority. Doing so has resulted in a

period of modified operations that has ensured student success throughout the completion of the spring 2020 semester, continued the employment and pay of all ECCC employees, and protected both the short- and long-term viability of the College. The same goals and objectives shall be prioritized by ECCC administration and the Pandemic Response Team as the College prepares to re-initiate normal college operations in a post shelter-in-place environment wherein there is ongoing activity and lingering impacts associated with COVID-19.

PURPOSE

The purpose of this manual is to set forth the process by which ECCC will undertake a resumption of on-campus operations in a post shelter-in-place environment wherein it is recognized that the COVID-19 pandemic may not have concluded. It is intended to serve as a guide for general College operations. Some departments and divisions within the College such a food service, small group instruction, labs/skills assessments, etc., will require more specialized and unique procedures not covered in this manual.

STRATEGY & PLAN MODIFICATION

In concurrence with local, state, and federal guidance, the ECCC plan for the resumption of on-campus operations shall be a phased plan. Each phase shall be defined and shall consist of a series of guidance and tentative dates of initiation. Additionally, a course of action applicable across all phases of the resumption of on-campus operations plan shall be developed in preparation for an ECCC employee or student who is diagnosed with the COVID-19 virus. That course of action is included herein as Appendix A and Appendix B.

The world's knowledge and understanding of COVID-19 continues to evolve. Therefore, the College's plan for the resumption of on-campus operations is an active plan and may be modified as needed by the college administration as the COVID-19 pandemic continues to unfold and further guidance is received from federal, state, and local sources. Modification may include, but shall not be limited to, a modification of dates, a modification of phases including the creation of sub-phases, a modification of guidance with each phase, and a modification of Appendices. At a minimum, the plan will be reviewed and updated prior to the initiation of each phase.

PERSONNEL CLASSIFICATIONS

All employees at ECCC perform duties and responsibilities that are essential to the fulfillment of our mission as an institution of higher education. However, in an effort to define classifications of personnel in relation to the response of the College to COVID-19, a decision was made to place employees into one of the following categories:

FACULTY: includes employees offering instruction in credit-bearing classes and who are employed under a faculty contract approved by the ECCC Board of Trustees.

ESSENTIAL PERSONNEL: includes the College President and all College vice presidents, deans, directors, and the superintendent of the physical plant. This totals 22 positions at ECCC.

NON-ESSENTIAL PERSONNEL: includes employees classified as:

- a. Exempt, Full-time Salaried Employees
- b. Non-exempt, Full-time Salaried Employees
- c. Non-exempt, Full-time Hourly Employees
- d. Non-exempt, Part-time Hourly Employees who Qualify for Benefits

Exceptions to the Non-Essential personnel designation include:

MAINTENANCE STAFF: includes all members of the maintenance staff as they perform an essential function of maintaining the cleanliness and sanitation of all College facilities. The Superintendent of the Physical Plant will schedule maintenance staff for daily cleaning and sanitation coverage.

CAMPUS POLICE: includes all certified police officers employed full-time at the College. As per College policy, ECCC will provide 24-hour protection of students, personnel, and College property by members of the College's Police Force.

PHASE ONE:

**Essential Personnel Reporting to Campus Offices
Faculty & Students Limited to Need-Based Return to Campus Only
All Locations Closed to the Public
No Events Scheduled
No College-Sponsored Travel Allowed**

Initiating Date: March 23, 2020

CAMPUS OPERATIONAL GUIDELINES	
FACULTY	<p>Faculty will offer instruction in an online environment or through other alternate delivery formats. A continued emphasis on presenting and mastering content in an online or alternate delivery format will be the focus of instruction.</p> <p>If necessary, faculty members may come to their offices to accomplish tasks related to their classes strictly abiding by the campus protocol as noted below. Visits to campus should be limited in nature and scope and should pertain to retrieving or delivering items for the successful completion of Spring 2020 classes.</p> <p>All lab and skills assessments/small group instruction will be postponed until further notice. Faculty impacted by the need to complete lab and skills assessments/small group instruction for Spring 2020 classes must maintain communication with their appropriate division chair/dean/director in regards to scheduling these activities.</p>
ESSENTIAL PERSONNEL	<p>Essential personnel will report to the office to perform essential functions of the office unless approved to work from home by their supervisor. Essential personnel working from home will be required to meet specific work-related expectations and provide daily documentation of having met those expectations utilizing the Remote Work Form. The Remote Work Form must be completed at the end of the week and submitted to the supervisor, who will sign and then forward to Human Resources. Also, essential personnel who are approved for work from home will remain on-call at all times during the normal workday.</p> <p>In most cases, essential personnel will be the only one in offices so as to avoid contact with any other employee during the day. While on campus, every effort should be made to strictly abide by the campus protocol as noted below.</p>
NON-ESSENTIAL PERSONNEL	<p>In most cases, campus offices will be closed to all non-essential personnel (see below). Non-essential personnel who can work from home to respond to calls or emails and complete other essential tasks related to the office should do so. Non-essential personnel approved to work from home will be required to meet specific work-related expectations and provide daily documentation of having met those expectations utilizing the Remote Work Form. The Remote Work Form must be completed at the end of the week and submitted to the supervisor, who will sign and then forward to Human Resources. Also, non-essential personnel who are approved for work from home will remain on-call at all times during the normal workday.</p>

	<p>If any employees classified as non-essential personnel are not assigned to a campus service/office that is required to continue to perform essential functions during this challenging time and can work from home using technology to which they have access, they should contact their supervisor to offer their assistance.</p> <p>Some non-essential personnel perform essential functions that may require brief attendance at the office. Employees should work with their supervisor to schedule any visit to the office to coordinate office activities and strictly abide by the campus protocol listed below. Visits to campus by non-essential personnel should be limited in nature and scope.</p>
MAINTENANCE STAFF	<p>Maintenance staff perform an essential function of maintaining the cleanliness and sanitation of all College facilities on a daily basis. Therefore, the Superintendent of the Physical Plant will arrange for a reduced staff as needed for daily cleaning and sanitation and a full staff for deep and targeted cleaning and sanitation when scheduled.</p>
CAMPUS POLICE	<p>As per College policy, ECCC will provide 24-hour protection of students, personnel, and College property by members of the College's Police Force. Therefore, the Dean of Students and Chief of Police will arrange for 24-hour coverage by the Campus Police force. Campus Police will be instructed to prevent loitering on campus for any reason and ensure that doors to campus facilities and/or offices remain locked.</p>
STUDENTS	<p>ECCC students shall only be on campus during Phase One if it is necessary for completion of spring 2020 classes and/or retrieval of personal items from campus housing.</p> <p>Instructions on the number of individuals in any classroom/lab, the protocols for student entry/exit, etc., during small group instruction, and the protocols for lab & skills assessments will be provided to students by the Vice President for Instruction and their instructor at the time the student is notified of the need to return to campus. No student should be in a facility other than the one where the lab/classroom is located and should exit the facility and campus immediately upon completing the small group instruction activity and/or lab assessment.</p> <p>Students occupying campus housing will be allowed scheduled re-entry to their rooms in order to collect remaining belongings as directed by the Director of Housing & Student Activities.</p> <p>Students will be expected to call or email an appropriate College office if they have a question, but not visit the office.</p>

CAMPUS PROTOCOL FOR PHASE ONE

ECCC campus offices and all off-site College locations will be closed to students and the general public during Phase One. Employees should follow ECCC's protocol to maintain a safe and healthy campus environment as detailed below.

BEFORE COMING TO CAMPUS

All employees should check their temperature at home prior to coming to campus and verify that they are not exhibiting symptoms of COVID-19. They should also ask themselves five screening questions before returning to campus:

- Have you been in close contact with a confirmed case of COVID-19 in the past 14 days?
- Are you experiencing a cough, shortness of breath, or sore throat?
- Have you had a fever in the last 48 hours?
- Have you had new loss of taste or smell?
- Have you had vomiting or diarrhea in the last 24 hours?

Employees answering any question above in the affirmative should REMAIN HOME and if they feel the symptoms are related to COVID-19, they should contact a healthcare professional. Sick employees should follow [CDC-recommended steps](#). Employees should not return to work until they have met the criteria to [discontinue home isolation](#) and have consulted with a healthcare provider and state or local health department.

If non-essential employees or faculty members not scheduled to be in the office return to campus during Phase One, they should strictly abide by the campus protocol and complete and submit a Campus Entrance Form daily reporting their attendance PRIOR to coming to campus for any reason. The Campus Entrance Form can be found under the COVID-19 RESOURCES tab in *myEC*.

WHILE ON CAMPUS

Social Distancing

All employees must adopt the practice of social distancing when onsite at any location of the College. ECCC encourages employees to adhere to "best practices" on social distancing as recommended by the Centers for Disease Control and Prevention (CDC). Students coming on campus during this phase will also be required to practice social distancing. According to the CDC:

"Social distancing, also called 'physical distancing,' means keeping space between yourself and other people outside of your home. To practice social or physical distancing:

- *Stay at least 6 feet (about 2 arms' length) from other people*
- *Do not gather in groups*
- *Stay out of crowded places and avoid mass gatherings*

Limit close contact with others outside your household in indoor and outdoor spaces. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you – or they – have no symptoms. Social distancing is especially important for people who are at higher risk for severe illness from COVID-19.”

In addition to everyday steps to prevent COVID-19, keeping space between individuals is one of the best tools individuals have to avoid being exposed to this virus and slowing its spread locally and across the country and world. With that in mind, employees should not congregate in common areas, lobbies, workrooms, breakrooms, etc.

Basic Infection Prevention Measures

ECCC maintenance personnel received instructions on how to properly clean facilities prior to the time of the closing of the campus and the disruption of College operations. The instructions, methods and processes within that training remain in effect. Any new or revised information related to facilities will be provided to the Superintendent of the Physical Plant and additional training or instructions developed as needed. The need for specialized cleaning instructions should the college encounter a diagnosed case of COVID-19 is addressed in Appendix A.

In addition to social distancing, all employees should implement good hygiene and infection control practices as appropriate, including, but not limited to:

- Frequent and thorough hand washing (20 seconds including cleaning under fingernails, between fingers, and washing the back of hands as well as the front) especially after coughing or sneezing, blowing your nose, and using the bathroom;
- Stay home if they are sick;
- Practice respiratory etiquette, including covering coughs and sneezes; and
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible.

Office Areas/Work Spaces

Employees should keep their area(s) and/or work space(s) locked and secure and work alone or in very small groups and practice social distancing strategies (i.e., no contact, no handshakes, no hugs, six (6) feet of separation, etc.) as well as personal hygiene recommendations regarding hand-washing, etc., as suggested by the CDC. Should employees enter a facility by unlocking an entrance, they should be sure that they lock the door behind them upon entering and leaving. Employees are encouraged to wear masks as much as possible while on campus. There should be very few employees on campus each day and those employees should remain in their office and use the telephone or email to communicate with one another. Employees on campus should also minimize visiting and socializing within individual offices. Should employees believe someone is in their building who should not be at any time throughout the day considering offices and facilities are closed to the general public, they should contact Campus Police.

Travel Throughout Campus

Employees will be asked to limit their travel around campus to the greatest extent possible. The preferred form of communication for all campus employees and offices during Phase One will be e-mail, telephone, and Zoom video conferencing. Should there be a need, all campus-related meetings and/or training sessions will be limited to small groups, with no more than 10 total attendees strictly practicing social distancing strategies. The College has the ability to host a Zoom telephone and/or video conference if necessary. Employees can contact Mr. David Case, Vice President for Institutional Research and Development, at dcase@eccc.edu if they are interested or have a need to set up a meeting using Zoom.

If employees need to deliver something to someone on campus, they should call that person and schedule a time for drop off and pick up outside of a building. All employees are encouraged to remain in their area/office as much as possible while on campus and away from others.

General Guidelines

Executive Order No. 1483 was issued by Governor Tate Reeves and included additional social distancing guidelines and sanitation protocols to slow the spread of COVID-19 in seven (7) counties in east central Mississippi labeled as “hot spots” for COVID-19. The order included four counties served by ECCC: Leake, Neshoba, Newton, and Scott counties. The order was originally scheduled to expire on Monday, May 25, 2020, but was extended by Governor Reeves until June 1, 2020.

Executive Order No. 1483 addressed additional safety measures for the regions identified as having a higher risk for transmission of COVID-19. Therefore, in addition to the protocols noted above, the College emphasizes the following general guidelines to promote the health and safety of employees:

- All employees who have been in contact with a confirmed case of COVID-19 in the past 14 days and/or have had a fever in the last 48 hours should REMAIN HOME.
- Based on their duties and responsibilities, employees who are unable to maintain at least 6 feet distance from others should wear a face covering throughout their shift, such as a face mask. Their face coverings must be cleaned or replaced daily.
- Hand sanitizer must be provided to all employees, which can include a hand rub or soap. Soap should be provided in each restroom on campus.
- Employees are required to wear that face covering throughout their shift and clean or replace daily.
- Hand sanitizer must be placed at all entrances, in or near bathrooms, and at cashier stations.
- Carts, baskets, and other similar surfaces touched by customers must be sanitized after each use. Other high-touch areas must be sanitized at least once every two hours.

It is **IMPERATIVE** that all members of the College community follow safety protocols identified above. If employees are aware of any deficiency in meeting these general guidelines, such as the presence of hand sanitizer or face coverings, they should notify their supervisor. The importance of preventative measures to keep yourself and others healthy while on campus cannot be overstated.

COMMUNICATION WITH OTHERS WHILE WORKING AT HOME

The College created the ability to forward office telephones to a cell phone or home phone number to assist with answering calls to the office. In addition, the College created the ability to return a call and replace the number from which an employee calls with a College extension so as not to reveal his/her cell phone number when contacting students and others.

ADMINISTRATIVE LEAVE WITH PAY

As a result of the outbreak of COVID-19, Governor Tate Reeves declared a state of emergency in Mississippi on Saturday, March 14. Consequently, on March 16, Governor Reeves issued Executive Order No. 1458. Section Four of the order allows paid administrative leave for any state or local employees missing work due to COVID-19 as determined by the appointing authority. As a result of Executive Order No. 1458, the ECCC Board of Trustees, acting upon a recommendation from the President, authorized the College to compensate employees approved for Administrative Leave with Pay during the duration of the COVID-19 pandemic. According to Section 25-3-92(2) of the Mississippi Code of 1972, Annotated, the Governor or the head of an institution or appointing authority may grant administrative leave with pay to state employees on a local or statewide basis in the event of extreme weather conditions or in the event of a man-made, technological or natural disaster or emergency. Administrative leave is defined as discretionary leave with pay, other than annual, personal, or sick leave. Administrative leave is not counted against the earned leave credit of employees.

During Phase One, full-time employees and part-time employees who currently work 20 hours or more and qualify for benefits may be placed on administrative leave with pay. Administrative leave with pay should be the final option considered for employees. Employees not assigned to work in the office should perform work at home if at all possible and approved by their supervisor.

Employees as defined in the paragraph above may request administrative leave with pay during Phase One if they are unable to work in the office/on campus for one or more of the following reasons:

- Employee asked not to report to campus by his/her supervisor;
- Employee has a confirmed COVID-19 diagnosis;
- Employee has a condition whereby they are considered high risk and thus more susceptible to this illness (medical documentation required) and/or is being actively monitored for COVID-19;
- Employee has recently been in contact with a person confirmed to have COVID-19;
- Employee is asked to report to campus, but is displaying COVID-19 symptoms of a fever of 100.4 F or greater, along with cough or shortness of breath;
- Employee is caring for a family member confirmed to have COVID-19 or who is at high risk;
- Employee has returned from international travel, from a cruise, or from any location where they believe they have been exposed to COVID-19, and as a result have been required to self-isolate for 14 days prior to returning to the campus. (*NOTE: During this 14-day period, employees will be expected to work from home to the greatest extent possible. All employees who fall into this category must discuss their particular concerns with their supervisor*); or

- School or daycare facility is closed and other arrangements cannot be made (*NOTE: The College understands that some employees will be facing challenges related to childcare, but will ask that every effort be made to make childcare arrangements to allow the employee to accomplish essential job functions*).

As noted earlier, in the cases above, employees should perform work at home to the greatest extent possible and with the approval of their supervisor to avoid the need for administrative leave with pay. If an employee is unable to work in the office/on campus and unable to perform work from home, he/she may be considered for administrative leave with pay. As such, full-time employees and part-time employees who currently work 20 hours or more and qualify for benefits who are placed on administrative leave with pay will not lose their compensation or wages. Please know the College will monitor the use and implementation of this authority regarding administrative leave with pay during Phase One and make necessary adjustments when Phase Two is implemented.

IDENTIFIED OR SUSPECTED CASE OF COVID-19 WITHIN THE ECCC COMMUNITY

East Central Community College will follow guidance provided by state and local health officials and the Centers for Disease Control & Prevention (CDC) when a case of COVID-19 has been identified or is suspected onsite at any location served by the College. In doing so, all possible efforts shall be undertaken to protect the identity of the person who is involved. Additional information can be found in Appendix B and at <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-ihe-response.html#confirmed-case>.

Employees experiencing difficulties adhering to the operational guidelines for Phase One or any other COVID-19 related matters are encouraged to report those issues to their supervisor as soon as possible. In addition, the college's Office of Human Resources is prepared to assist employees as needed.

PHASE TWO:

Essential Personnel Continue Reporting to Campus Offices
Non-essential Personnel Begin Reporting to Campus Offices as Directed
Work-from-Home Begins to Be Limited as Work Option
Administrative Leave with Pay Begins to Be Eliminated as Leave Option
Faculty & Students Limited to Need-Based Return to Campus Only
All Locations Continue to be Closed to the General Public
No On-Campus Events Scheduled
Limited, Essential In-State College-Sponsored Travel Allowed

Initiating Date: June 1, 2020

CAMPUS OPERATIONAL GUIDELINES	
FACULTY	<p>12-month faculty will continue to offer instruction in an online environment or through other alternate delivery formats during this phase. A continued emphasis on presenting and mastering content in an online or alternate delivery format will be the focus of instruction. All lab and skills assessment/small group instruction will be scheduled by the respective academic/healthcare, or career & technical departments under the leadership of the Vice President for Instruction. 12-month faculty impacted by the need to complete lab and skills assessments/small group instruction for Summer 2020 classes must maintain communication with their appropriate division chair/dean/director in regards to scheduling these activities.</p> <p>If necessary, 9-month faculty who are teaching summer classes may return to their offices to accomplish tasks related to their summer classes strictly abiding by the campus protocol as noted below. Visits to campus should be limited in nature and scope and should pertain to retrieving or delivering items for the successful completion of Summer 2020 classes or preparing for Fall 2020 classes. Faculty members returning to campus should strictly abide by the campus protocol below while on campus.</p>
ESSENTIAL PERSONNEL	<p>Essential personnel will report to their office to perform essential functions of the office unless approved to work from home by their supervisor. Essential personnel working from home will be required to meet specific work-related expectations and provide daily documentation of having met those expectations utilizing the Remote Work Form. The Remote Work Form must be completed at the end of the week and submitted to the supervisor, who will sign and then forward to Human Resources. Also, essential personnel who are approved for work from home will remain on-call at all times during the normal workday</p> <p>In this phase, essential personnel will be coordinating the weekly work schedule for non-essential personnel in most on-campus offices. The weekly office schedule will be created according to the directions provided by the Office of the President. In addition, essential personnel who supervise a campus office(s), will work to develop office protocol when students and others are allowed to return to campus.</p>

	<p>The goal of office coverage in this phase will be to carefully and gradually move towards fully implementing returning to work Monday-Friday for all College employees. Every effort should be made to minimize visiting and socializing within and outside of individual offices. Office doors are to be kept closed whenever possible.</p>
<p>NON-ESSENTIAL PERSONNEL</p>	<p>Campus offices will begin to open for all non-essential personnel on a schedule communicated by the Office of the President. All non-essential personnel will be asked to return to campus to work in the office a certain number of days each week as the College carefully and gradually moves toward fully implementing all employees returning to work Monday-Friday.</p> <p>On the day(s) not assigned to report to their office on campus, non-essential personnel should work from home to respond to calls or emails and complete other essential tasks related to the office if approved by their supervisor. Non-essential personnel approved to work from home will be required to meet specific work-related expectations and provide daily documentation of having met those expectations utilizing the Remote Work Form. The Remote Work Form must be completed at the end of the week and submitted to the supervisor, who will sign and then forward to Human Resources. Also, non-essential personnel who are approved for work from home will remain on-call at all times during the normal workday.</p> <p>If any employees classified as non-essential personnel are not assigned to a campus service/office that is required to continue to perform essential functions during this challenging time and can work from home using technology to which they have access, they should contact their supervisor to offer their assistance.</p> <p>Some non-essential personnel perform essential functions that may require brief attendance at the office in addition to the day(s) assigned to come into the office. Employees should work with their supervisor to schedule any visit to the office to coordinate office activities and strictly abide by the campus protocol below while on campus. Visits to campus by non-essential personnel should be limited in nature and scope.</p>
<p>MAINTENANCE STAFF</p>	<p>Maintenance staff perform an essential function of maintaining the cleanliness and sanitation of all College facilities. Therefore, the Superintendent of the Physical Plant will arrange for a reduced staff as needed for daily cleaning and sanitation and a full staff for deep and targeted cleaning and sanitation when scheduled.</p> <p>As the days required days to be on campus and in the office increase for non-essential personnel, the days of reporting to campus for maintenance employees will also increase as determined by the Superintendent of the Physical Plant. In addition to the daily sanitation and cleaning of facilities, maintenance staff will also be performing duties to prepare the campus for the Fall 2020 semester.</p>
<p>CAMPUS POLICE</p>	<p>As per College policy, ECCC will provide 24-hour protection of students, personnel, and College property by members of the College's Police Force. Therefore, the Dean of Students and Chief of Police will arrange for 24-hour coverage by the Campus Police force.</p>

STUDENTS	<p>ECCC students shall only be on campus during Phase Two if it is necessary for testing, participating in small group instruction as approved, and/or completing other College-related requirements. These requirements include things such as criminal background checks necessary for program application and entry and proctoring of required college entrance, exit, course, program, and/or placement exams. Instructions and protocols for student entry/exit, etc., will be provided via Canvas and/or email to those students needing these services.</p> <p>For Accuplacer or CLEP testing, students should email Leslie Hughes at lhughes@eccc.edu. For ACT Residual testing, students should email Lanette Hanna at lhanna@eccc.edu. Students will be expected to call or email an appropriate College office if they have a question, but not visit the office.</p>

CAMPUS PROTOCOL FOR PHASE TWO

ECCC campus offices and all off-site College locations will be closed to students and the general public during Phase Two. As employees return to campus, College administration will closely monitor local developments regarding COVID-19 and should developments warrant, more restrictive practices and reduced staffing may need to be implemented again. Employees who are required to return to campus during this phase should follow ECCC’s protocol to maintain a safe and healthy campus environment as detailed below.

BEFORE COMING TO CAMPUS

All employees should check their temperature at home prior to coming to campus and verify that they are not exhibiting symptoms of COVID-19. They should also ask themselves five screening questions before returning to campus:

- Have you been in close contact with a confirmed case of COVID-19 in the past 14 days?
- Are you experiencing a cough, shortness of breath, or sore throat?
- Have you had a fever in the last 48 hours?
- Have you had new loss of taste or smell?
- Have you had vomiting or diarrhea in the last 24 hours?

Employees answering any question above in the affirmative should REMAIN HOME and if they feel the symptoms are related to COVID-19, they should contact a healthcare professional. Sick employees should follow [CDC-recommended steps](#). Employees should not return to work until they have met the criteria to [discontinue home isolation](#) and have consulted with a healthcare provider and state or local health department.

If an employee who does not normally work during the summer months (ex., faculty) returns to campus during this phase, they should strictly abide by the campus protocol below.

ENTERING CAMPUS

All individuals entering the campus of ECCC must enter on North 6th Avenue off of Broad Street under the digital College welcome sign at the front of campus. At this checkpoint on North 6th Avenue and Broad Street, individuals should be prepared on a daily basis to display their employee/student identification card, tell the purpose of their visit to campus, where they will be going on campus, approximately how long they may be on campus, and respond to screening questions (see below). If students cannot provide their identification card or come for any reason other than to report to a lab or classroom for skills assessments or other approved activity, they will be asked to leave the campus.

Upon conclusion of the screening process at the checkpoint on North 6th Avenue and Broad Street, approved employees and students will be presented a sticker (*a different color each day*) to wear on their lapel indicating they have passed through the screening process that day. The sticker must be visible to others on campus. Anyone on the campus of ECCC without the proper color sticker will be asked to leave campus and re-enter through the checkpoint on North 6th Avenue and Broad Street. Once students complete their lab or skills assessments or other approved activity, they should immediately leave the campus as no loitering will be permitted.

Screening

Upon arrival at campus each day during Phase Two, employees will be screened using an Employee Screening Form for COVID-19 (see Appendix C) and students will be screened using a Student Screening Form for COVID-19 (see Appendix D). These forms are intended for screening of employees prior to the start of the workday and students prior to entering the campus. It must be completed prior to entering the campus of ECCC. The forms are not intended for people confirmed or suspected COVID-19 positive, including persons under investigation. Please note that regardless of screening result, if employees or students feel that they have symptoms related to COVID-19, they should contact a healthcare professional.

Employees or students who have symptoms when they arrive at campus or become sick during the day should immediately be separated from other employees and/or students and sent home. Employees who develop symptoms outside of work should notify their supervisor and stay home.

Sick employees and students should follow [CDC-recommended steps](#). Neither employees nor students should return to work until they have met the criteria to [discontinue home isolation](#) and have consulted with a healthcare provider and state or local health department.

WHILE ON CAMPUS

Social Distancing

All employees must adopt the practice of social distancing when onsite at any location of the College. ECCC encourages employees to adhere to “best practices” on social distancing as recommended by the Centers for Disease Control and Prevention (CDC). Students coming on campus during this phase will also be required to practice social distancing. According to the CDC:

“Social distancing, also called ‘physical distancing,’ means keeping space between yourself and other people outside of your home. To practice social or physical distancing:

- *Stay at least 6 feet (about 2 arms’ length) from other people*
- *Do not gather in groups*
- *Stay out of crowded places and avoid mass gatherings*

Limit close contact with others outside your household in indoor and outdoor spaces. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you – or they – have no symptoms. Social distancing is especially important for people who are at higher risk for severe illness from COVID-19.”

In addition to everyday steps to prevent COVID-19, keeping space between individuals is one of the best tools individuals have to avoid being exposed to this virus and slowing its spread locally and across the country and world. With that in mind, employees should not congregate in common areas, lobbies, workrooms, breakrooms, etc.

Basic Infection Prevention Measures

ECCC maintenance personnel received instructions on how to properly clean facilities prior to the time of the closing of the campus and the disruption of College operations. The instructions, methods and processes within that training remain in effect. Any new or revised information related to facilities will be provided to the Superintendent of the Physical Plant and additional training or instructions developed as needed. The need for specialized cleaning instructions should the college encounter a diagnosed case of COVID-19 is addressed in Appendix A.

In addition to social distancing, all employees should implement good hygiene and infection control practices as appropriate, including, but not limited to:

- Frequent and thorough hand washing (20 seconds including cleaning under fingernails, between fingers, and washing the back of hands as well as the front) especially after coughing or sneezing, blowing your nose, and using the bathroom;
- Stay home if they are sick;
- Practice respiratory etiquette, including covering coughs and sneezes; and
- Avoid using other employees’ phones, desks, offices, or other work tools and equipment, when possible.

Cleaning/Disinfecting Options for Individual Employees

In response to the gradual and measured return to campus by all College employees, several steps related to cleaning and disinfecting will continue to be taken. Daily cleaning and sanitation of campus facilities by members of the maintenance staff will continue. In addition, weekly deep cleaning and sanitation of campus facilities by members of the maintenance staff will continue on Fridays. The College has taken additional steps to create options for individual employees to clean and disinfect. They include:

- Wall-mounted hand sanitizer dispensers have been placed at the entrance(s) to each building on campus and a sign to promote everyday protective measures will be placed at each dispenser;
- Free standing hand sanitizer dispensers have been placed in various locations around campus;
- Alcohol wipes to wipe down surfaces in a workspace will be provided upon request; and
- Soap dispensers in all College restrooms will remain filled.

Office Areas/Work Spaces

Employees should keep their area(s) and/or work space(s) locked and secure and work alone or in very small groups and practice social distancing strategies (i.e., no contact, no handshakes, no hugs, six (6) feet of separation, etc.) as well as personal hygiene recommendations regarding hand-washing, etc., as suggested by the CDC. Should employees enter a facility by unlocking an entrance, they should be sure that they lock the door behind them upon entering and leaving. Employees are encouraged to wear masks as much as possible while on campus. There should be very few employees on campus each day and those employees should remain in their office and use the telephone or email to communicate with one another. Employees on campus should also minimize visiting and socializing within individual offices. Should employees believe someone is in their building who should not be at any time throughout the day considering offices and facilities are closed to the general public, they should contact Campus Police.

While in the office and on campus, individuals should cover their coughs and sneezes. When possible, individuals should cough, sneeze or blow your nose into a tissue, then throw the tissue away. Supervisors are encouraged to evaluate the need for sneeze guards/acrylic panels for the workspaces in and around the office area. Anyone interested in securing these panels should email Mr. Artie Foreman to schedule a time to review and discuss needs in the office area.

Masks/Face Coverings

The Mississippi State Department of Health encourages all Mississippi residents to wear non-medical grade masks or homemade cloth masks when shopping, running errands, or otherwise away from home. A mask/face covering is required on campus when a distance of at least 6 feet cannot easily and adequately be maintained between persons. Employees are also encouraged to wear masks/face coverings when in an area with other employees and when leaving their personal workspace even if social distancing is possible. A mask/face covering is not required during the time an employee is working alone or in a confined workspace. Masks are available for use by all College employees while in the office and/or workspace. A mask can be secured by contacting Mr. Artie Foreman at aforeman@ecc.edu or 601-635-6266.

Travel Throughout Campus

Employees will be asked to limit their travel around campus to the greatest extent possible. The preferred form of communication for all campus employees and offices during Phase Two will be e-mail, telephone, and Zoom video/telephone conferencing. Should there be a need, all campus-related meetings and/or training sessions will be limited to small groups, with no more than 10 total attendees strictly practicing social distancing strategies and other safety protocols. The College has the ability to host a Zoom video and/or telephone conference if necessary. Employees can contact Mr. David Case,

Vice President for Institutional Research and Development, at dcase@eccc.edu if they are interested or have a need to set up a meeting using Zoom.

If employees need to deliver something to someone on campus, they should call that person and schedule a time for drop off and pick up outside of a building. All employees are encouraged to remain in their area/office as much as possible while on campus and away from others.

General Guidelines

Executive Order No. 1483 was issued by Governor Tate Reeves and included additional social distancing guidelines and sanitation protocols to slow the spread of COVID-19 in seven (7) counties in east central Mississippi labeled as “hot spots” for COVID-19. The order included four counties served by ECCC: Leake, Neshoba, Newton, and Scott counties. The order was originally scheduled to expire on Monday, May 25, 2020, but was extended by Governor Reeves until June 1, 2020.

Executive Order No. 1483 addressed additional safety measures for the regions identified as having a higher risk for transmission of COVID-19. Therefore, in addition to the protocols noted above, the College emphasizes the following general guidelines to promote the health and safety of employees:

- All employees who have been in contact with a confirmed case of COVID-19 in the past 14 days and/or have had a fever in the last 48 hours should REMAIN HOME.
- Based on their duties and responsibilities, employees who are unable to maintain at least 6 feet distance from others should wear a face covering throughout their shift, such as a face mask. Their face coverings must be cleaned or replaced daily.
- Hand sanitizer must be provided to all employees, which can include a hand rub or soap. Soap should be provided in each restroom on campus.
- Employees are required to wear that face covering throughout their shift and clean or replace daily.
- Hand sanitizer must be placed at all entrances, in or near bathrooms, and at cashier stations.
- Carts, baskets, and other similar surfaces touched by customers must be sanitized after each use. Other high-touch areas must be sanitized at least once every two hours.

It is **IMPERATIVE** that all members of the College community follow safety protocols identified above. If employees are aware of any deficiency in meeting these general guidelines, such as the presence of hand sanitizer or face coverings, they should notify their supervisor. The importance of preventative measures to keep yourself and others healthy while on campus cannot be overstated.

COMMUNICATION WITH OTHERS WHILE WORKING AT HOME

The College created the ability to forward office telephones to a cell phone or home phone number to assist with answering calls to the office. In addition, the College created the ability to return a call and replace the number from which an employee calls with a College extension so as not to reveal his/her cell phone number when contacting students and others.

RECORDING OF EMPLOYEE LEAVE DURING PHASE TWO

As a result of the outbreak of COVID-19, Governor Tate Reeves declared a state of emergency in Mississippi on Saturday, March 14. Consequently, on March 16, Governor Reeves issued Executive Order No. 1458. Section Four of the order allows paid administrative leave for any state or local employees missing work due to COVID-19 as determined by the appointing authority. Paid administrative leave was utilized for employees during Phase One.

As mentioned during Phase One, the College has monitored the use and implementation of this authority regarding administrative leave with pay during Phase One and has made adjustments for Phase Two. Effective June 1, 2020, College employees, with the exception of maintenance staff (*see below*), should take appropriate accumulated leave when they are neither working remotely nor working on campus. In the event employees are not working, below are the guidelines on how they should account for their leave:

RECORDING OF EMPLOYEE LEAVE	
IF AN EMPLOYEE:	THEN THE EMPLOYEE SHOULD:
Is subject to a federal, state, or local quarantine or isolation order related to COVID-19 and unable or not approved to work from home	Request Emergency Paid Sick Leave through the Families First Coronavirus Response Act (<i>see Appendix D</i>) by contacting Human Resources. Documentation will be required.
Has been advised by a healthcare provider to self-quarantine related to COVID-19 and unable or not approved to work from home	Request Emergency Paid Sick Leave through the Families First Coronavirus Response Act (<i>see Appendix D</i>) by contacting Human Resources. Documentation will be required.
Is experiencing COVID-19 symptoms and is seeking a medical diagnosis and unable or not approved to work from home	Request Emergency Paid Sick Leave through the Families First Coronavirus Response Act (<i>see Appendix D</i>) by contacting Human Resources. Documentation will be required.
Is caring for an individual who is either subject to quarantine by federal, state, or local quarantine or isolation order related to COVID-19 and unable or not approved to work from home	Request Emergency Paid Sick Leave through the Families First Coronavirus Response Act (<i>see Appendix D</i>) by contacting Human Resources. Documentation will be required.
Is experiencing other substantially-similar condition to COVID-19 as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor & Treasury and unable or not approved to work from home	Request Emergency Paid Sick Leave through the Families First Coronavirus Response Act (<i>see Appendix D</i>). Contact Human Resources for more information. Documentation will be required.
Is caring for their child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19 and unable or not approved to work from home	Request Emergency Paid Sick Leave for the first 80 hours through the Families First Coronavirus Response Act (<i>see Appendix D</i>). Request Emergency Family Medical Leave Expansion Act for weeks 3–12. Contact Human Resources for more information. Documentation will be required.

Is a full-time maintenance employee not scheduled to work by their supervisor and duties are unable to be performed from home	Submit Administrative Leave with Pay – not scheduled to work by my supervisor. <i>(NOTE: This approval will only be available for up to two days during the first week of Phase Two, up to one day the second week of Phase Two, and will be eliminated as an option the third and remaining weeks of Phase Two and beyond as appropriate.)</i>
Will not be working remotely, not approved to work remotely, nor working on campus due to a medical appointment or medical reason not related to COVID-19	Submit sick leave through the usual process in myEC <i>(request subject to approval by immediate supervisor)</i> .
Will not be working remotely, not approved to work remotely, nor working on campus due to vacation or other personal leave	Submit annual leave through the usual process in myEC <i>(request subject to approval by immediate supervisor)</i> .

IDENTIFIED OR SUSPECTED CASE OF COVID-19 WITHIN THE ECCC COMMUNITY

East Central Community College will follow guidance provided by state and local health officials and the Centers for Disease Control & Prevention (CDC) when a case of COVID-19 has been identified or is suspected onsite at any location served by the College. In doing so, all possible efforts shall be undertaken to protect the identity of the person who is involved. Additional information can be found in Appendix B and at <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-ihe-response.html#confirmed-case>.

Employees experiencing difficulties adhering to the campus operational guidelines and protocols for Phase Two or any other COVID-19 related matter(s) are encouraged to report those issues to their supervisor as soon as possible. In addition, the college’s Office of Human Resources is prepared to assist employees as needed.

Appendix A

FACILITY PROTOCOLS FOR IDENTIFIED CASE OF COVID-19

Affected workspaces, offices, and/or buildings will be cleaned utilizing CDC guidelines for the cleaning and sanitizing of infected spaces, based on the type of space and utilization of that space (i.e. common areas, office space, classrooms, lab, etc.).

CDC GUIDANCE FOR COVID-19 POSITIVE SPACES	
GENERAL GUIDELINES	<ul style="list-style-type: none"> • ECCC will not need to close all campus offices; only identified or suspected affected areas. • The area(s) exposed to an infected person should close immediately. • No one should reenter the area(s) until it has been properly cleaned. The President in consultation with the Superintendent of the Physical Plant will determine when the area may reopen. (This may depend on several factors.) • Communications to that office/area may be forwarded to another location by the College IT department following proper safety protocols. • Outside doors and windows may be opened to increase air circulation in the area when it is safe and feasible to do so. • The President will maintain contact with state and local health officials.
7-DAY SPACE CLOSURE	<ul style="list-style-type: none"> • When possible, the affected space should be closed for a period of 7 days. College housekeeping staff will be provided with specific guidance by the Superintendent of the Physical Plant on how to enter, clean and disinfect the affected space. • After the 7-day closure, the space may be cleaned by routine cleaning and disinfecting. This will be the everyday practice that the institution uses to maintain healthy spaces. • In addition to specific spaces affected, all associated common areas such as restrooms, break rooms, etc., that were a part of the closure should be cleaned using normal cleaning practices. • Once an area has been cleaned, a determination for reopening the space will be made by the President in consultation with the Superintendent of the Physical Plant and state and local health officials.
2-DAY SPACE CLOSURE	<ul style="list-style-type: none"> • A 2-day space closure may be used when a 7-day closure would be disruptive to College operations. • When a 2-day space closure is required, college housekeeping staff will be provided with specific guidance by the Superintendent of the Physical Plant on how to enter, clean and disinfect the affected space. • Once an area has been cleaned, a determination for reopening the space will be made by the President in consultation with the Superintendent of the Physical Plant and state and local health officials.
INDIVIDUAL OFFICE OR CLASSROOM SPACE	<ul style="list-style-type: none"> • A decision will be made as to whether the space will be subject to a 7-day or a 2-day closure. • During the closure period, individuals who were not in the space will continue to operate normally.

	<ul style="list-style-type: none"> • Certain common areas (bathrooms, break room, etc.) may be closed and locked for the decided upon period. • Cleaning for all non-closed areas of the building will be according to the current protocols. • Campuses/centers should plan to relocate employees who are not able to access their normal workspaces/classrooms to other available locations onsite or at other locations of the College or work from home.
<p>MULTIPLE SPACES WITHIN A FACILITY</p>	<ul style="list-style-type: none"> • A decision will be made as to closure of the entire facility by the President in consultation with the Superintendent of the Physical Plant and state and local health officials. • A decision will be made as to whether the facility will be subject to a 7-day or a 2-day closure. • During the closure, supervisors should plan to relocate employees who are not able to access their normal workspaces to other available locations onsite or at other locations of the College or allow work from home if possible and beneficial to the office or department.

Appendix B

IDENTIFIED (OR SUSPECTED) CASE OF COVID-19 WITHIN THE ECCC COMMUNITY

East Central Community College will follow guidance provided by state and local health officials and the Centers for Disease Control & Prevention (CDC) when a case of COVID-19 has been identified or is suspected onsite at any location served by the College. In doing so, all possible efforts shall be undertaken to protect the identity of the person who is involved. Should a person confirmed with COVID-19 enter a campus facility, the following guidance will be followed, as applicable. Additional information can be found at <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-ihe-response.html#confirmed-case>.

CDC GUIDANCE CLARIFICATIONS FOR ECCC	
EMPLOYEE REPORTING OF ILLNESS	Employees should immediately report coming into contact with an infected person, being tested, or receiving a positive test to their supervisor and not return to the workplace until cleared to do so. Upon receipt of this information, the College will contact state and/or local health officials.
STUDENT REPORTING OF ILLNESS	Students should immediately report coming into contact with an infected person, being tested, or receiving a positive test to their instructor and/or the Dean of Student Services and not return to the campus until cleared to do so. Upon receipt of this information, the College will contact state and/or local health officials.
REPORTING DETAILS	<p>Employees or students who report one of the conditions above should share the following information with the appropriate College official and/or state and local health official:</p> <ul style="list-style-type: none"> • Names of close contacts, names of any coworkers /classmates with close contact. • Symptoms and when symptoms were first noted. • Travel history. • Any known or suspected exposures. • Which buildings on campus were visited, when, and for how long. <p>Efforts should also be made to get details about when the test was done and what guidance was provided by the healthcare provider or the Mississippi State Department of Health.</p>
CONTACTING CLOSE CONTACTS OF INDIVIDUAL REPORTING ILLNESS	Under the guidance of state and local health officials and/or healthcare professionals, College representatives or other individuals designated by state and local health officials will attempt to reach close contacts of a person who has tested positive.
MESSAGE/INSTRUCTIONS TO DIAGNOSED INDIVIDUALS	<p>Employees or students who report coming into contact with an infected person, being tested, or receiving a positive test will be directed to:</p> <ul style="list-style-type: none"> • Closely follow the advice of their healthcare provider. • Self-isolate at home with instructions as to appropriate precautions. • Continue self-isolation until test results are confirmed. Upon confirmation of a case, isolation would continue for an additional 14 days. If case is not

	<p>confirmed, the person can return to their work, class, etc., once fulfilling the screening questions in Appendix C.</p> <ul style="list-style-type: none"> • Only return in-person to work or class when cleared by their healthcare provider if there was a confirmation of a case.
<p>MESSAGE/INSTRUCTIONS TO BUILDING OCCUPANTS</p>	<p>Building occupants of a facility reported to have been entered by an employee or student who reports coming into contact with an infected person, being tested, or receiving a positive test may be notified by email or phone call. The notice should NOT include the person's name, but should include:</p> <ul style="list-style-type: none"> • If the person is currently awaiting results, or if the person has tested positive. • A statement that any close contacts would have been notified by a college representative. • Assurance that the building has been sanitized according to CDC guidelines. • Instructions to watch for symptoms and contact their medical care provider and supervisor if they become symptomatic.

Appendix C

Employee Screening for COVID-19

To keep all our employees safe, East Central Community College (ECCC) is following local health department recommendations and requiring that every employee be assessed for COVID-19 symptoms and risk factors each day before entering the workplace. This form is intended for screening of employees prior to the start of the workday and must be completed prior to beginning work on campus. It is not intended for people confirmed or suspected COVID-19 positive, including persons under investigation.

INTERVIEWER: _____ DATE: _____

Ask this question to all employees: **Are you currently or have you recently been experiencing any of these symptoms?**

Employee Name	Fever (100.4°F /greater)	Shortness of Breath	Dry Cough	Sore Throat	New Loss of Smell, Taste	Chills	Muscle Pain	Headache	Asked to return home? If Yes, note time sent home
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No <input type="checkbox"/> Yes Time:
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Any employee answering symptoms above with a "YES" should be asked to return home immediately. While at home, the employee should monitor his or her symptoms and call a doctor or use telemedicine if concerned about the symptoms.

Appendix D

Student Screening for COVID-19

To keep all our students safe, East Central Community College (ECCC) is following local health department recommendations and requiring that every student be assessed for COVID-19 symptoms and risk factors each day before entering the campus. This form is intended for screening of students prior to entering the campus and must be completed prior to coming onto campus to participate in any College activity. It is not intended for people confirmed or suspected COVID-19 positive, including persons under investigation.

INTERVIEWER: _____ DATE: _____

Ask this question to all students: **Are you currently or have you recently been experiencing any of these symptoms?**

Student Name	Fever (100.4°F /greater)	Shortness of Breath	Dry Cough	Sore Throat	New Loss of Smell, Taste	Chills	Muscle Pain	Headache	Asked to return home? If Yes, note time sent home
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No <input type="checkbox"/> Yes Time:
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Any student answering symptoms above with a "YES" should be asked to return home immediately. While at home, the student should monitor his or her symptoms and call a doctor or use telemedicine if concerned about the symptoms.

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅓ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- | | |
|---|---|
| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
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▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
[dol.gov/agencies/whd](https://www.dol.gov/agencies/whd)



WH1422 REV 0320