COVID-19 EMPLOYEE FAQs:

General Questions

Where can I find the latest information about coronavirus COVID-19 and the situation at University of Northern Colorado?

Up-to-date information on University of Northern Colorado’s response to COVID-19 is always available at UNC’s coronavirus COVID-19 webpage.

When should I seek medical help regarding COVID-19?

Please call a medical professional if, in the last 14 days, you:

- Have traveled to an affected geographic area and have a fever and signs or symptoms of a lower respiratory illness (cough, shortness of breath), or
- Have a fever with a severe acute lower respiratory illness that requires hospitalization and doesn’t have an alternative explanatory diagnosis (e.g., influenza) and no known source of your exposure, or
- Were in close contact with a confirmed case of COVID-19 and have a fever or signs or symptoms of a lower respiratory illness (cough, shortness of breath)
- When you call, please inform them of your symptoms and recent travel or potential exposure before going to the health facility.

What should I do if I have symptoms of COVID-19?

If you experience symptoms, isolate yourself, do not come to work, and seek medical attention by calling a medical professional. Inform medical professionals of your symptoms and any recent travel or potential exposure before going to the health facility.

As with all contagious illnesses, limit the potential for exposure to other people and do not come to work. Take the following actions:

- Seek medical advice from a medical professional by calling ahead before visiting a health facility.
- Notify your supervisor that you are ill and will not be able to work.
- Isolate yourself to keep from potentially exposing other people.
- Clean your hands often by washing them with soap and water for at least 20 seconds or using an alcohol-based hand sanitizer that contains 60%–95% alcohol immediately after coughing, sneezing or blowing your nose.

When can I return to work if I have had Influenza or another contagious illnesses?

The current message from health care providers and the Centers for Disease Control (CDC) is to stay home and do not return to work until you have not had a fever for at least 24 hours without the use of fever-reducing medications. Anyone diagnosed with COVID-19 should closely follow the instructions of medical professionals.

Are COVID-19 screenings available on campus for faculty and staff?
No, at this time screenings for COVID-19 are not available on campus. Faculty and staff who are experiencing COVID-19-like symptoms are advised to isolate themselves and contact a medical professional for evaluation. Telemedicine options are also available for those covered by a UNC-sponsored health care plan.

I have an employee who is ill and has come into work. I’m concerned about the potential for exposure to other people. Can I send this employee home?

Yes, you can consider sending an employee home if they are showing symptoms of being ill. The symptoms of COVID-19 are fever, cough, or shortness of breath. The decision to send an employee home who is exhibiting these symptoms or others is to be made on a case-by-case basis.

My child’s school (day care) is closed, and my child is not sick. I have no other childcare arrangements. Can I bring them to work with me?

Bringing a child to campus is not allowed during the closure. If you are working from home, you are able to keep your child home with you while working remotely. Notify your supervisor of this so they can help you with any needed adjustments to your schedule.

Health Coverage

Will my UNC-sponsored healthcare plan cover medical expenses associated with treatment for COVID-19?

Yes, you will have the same coverage that is currently available for any emergency or non-emergency illness, subject to the normal deductible, copay, or out-of-pocket amounts associated with your medical plan. For additional coverage details visit the UNC Benefits Website (Classified) (Faculty & Exempt) or contact your health care plan provider.

What should I do if I am sick and need to see a doctor?

Faculty and staff are advised to contact a medical professional. Convenient and cost effective care options such as Telemedicine are also available for those covered by a UNC-sponsored health care plan who need to see a physician quickly and are not able to get into their primary care physician.

Some options for accessing care or to speak to a medical professional are:

[$] designates an estimated cost. [$] being the lowest estimated cost and [$$$$$] representing the highest estimated cost.

Visit a Doctor Online [$]

All UNC medical plan members have 24/7 access to board-certified doctors from a mobile device or computer with a webcam. With telemedicine you can receive care for things like the flu or a cold, pink eye, rashes, fever, and more. Doctors are available to assess your condition, provide treatment options, and even send a prescription to your
pharmacy. Typical visits with providers will last about 10 minutes. Costs vary based on your plan.

Anthem Plan Members: **LiveHealth Online**
Kaiser Members: **Kaiser Video Visits**
United HealthCare Members: **Virtual Visits**

Visit a Retail Walk-in Clinic [$$]
Retail walk-in clinics provide care without an appointment for routine illnesses or injury. These clinics may offer extended hours into the evening and weekend, and may provide some lab and x-ray services. Walk-in care is covered by the UNC medical plans with applicable copays and deductibles, and is generally less expensive than visiting an urgent care center.

Visit an Urgent Care [$$$]
Urgent care centers treat patients who have a more complex injury or illness that requires immediate care, but is not serious enough to warrant a visit to the ER. These clinics offer extended hours into the evening and weekends, and most provide lab and x-ray services. Urgent care is covered by the UNC medical plans with applicable copays and deductibles. Visits typically cost more than visits to your doctor or walk-in clinics.

Go to the Emergency Room [$$$$]
Never hesitate to use ER care, or dial 9-1-1, when facing a health emergency. ER visits are covered by the UNC medical plans with standard copays and deductibles when it is an emergency situation. Non-emergency services received in the ER when more appropriate settings are available may not be covered.

How do I get tested for COVID-19?
Faculty and staff are advised to contact a medical professional for evaluation and testing.

What assistance is available to me to help me cope with the emotional impact of a COVID-19 outbreak?
UNC provides resources to help faculty, staff and eligible dependents cope with these types of life events through two Employee Assistance Program (EAP) options. The EAP provides confidential, short-term counseling at no cost to the employee.

UNC Counseling Center: Cassidy Hall
970-351-2496
https://www.unco.edu/counseling-center/

Colorado State Employee Assistance Program (C-SEAP)
800-521-8154
https://www.colorado.gov/c-seap
**Time Off and Pay when the Campus is CLOSED**

If the entire campus is closed due to a COVID-19 outbreak, how will I be paid?

If the entire campus is closed, staff who are scheduled to work—but not required to work—during the hours the campus is closed are paid through administrative leave, and they do not have to charge the absence to paid-time-off hours or make up the time. Staff who were not scheduled to work or were not at work because of such reasons such as vacation, holiday, sick time, funeral, or leave of any type whether paid or unpaid, will continue in that status and their absence will be coded according to the particular reason for the absence.

I have been identified as an essential employee, and I am required to work when the campus is closed during a COVID-19 outbreak. How will I be paid?

Employee and temporary employees who are required to work when the campus is closed due to a COVID-19 outbreak receive pay for the hours worked.

I have been identified as an essential employee, and I am required to work when the campus is closed during a COVID-19 outbreak. If I work from home, how will I be paid?

Staff and temporary employees who are required to work when the campus is closed due to a COVID-19 outbreak receive pay for the hours worked.

How do I know if I've been identified as an essential employee?

Department heads have been instructed to determine their essential staff who would be required to work in this type of emergency situation and to have an internal notification system in place. Ask your supervisor if you have been identified as an essential employee. An essential employee is required to work on campus during a campus closure to provide immediate and necessary functions.

If I haven't been identified previously as an essential employee, but my supervisor asks me to work, how will I be paid?

Staff and temporary employees who are required to work when the campus is closed due to an COVID-19 outbreak receive pay for the hours worked.

I have an employee who has not previously been identified as an essential employee, but they will be required to work during a COVID-19 outbreak. How do I designate them as an essential employee?

At UNC, each department identifies essential employees as part of their business continuity plan. Supervisors should reference the business continuity plan when determining who their essential personnel are. As a supervisor you should notify your employees if their status as an essential employee changes.

I have an employee who has not been previously identified as an essential employee and was not required to work. They were not aware the campus was closed, and came into work. What should I do?
The campus is closed to all those who are not required to work and the employee is to be sent home. Staff will be paid for the day without charging the absence to paid-time-off hours.

**I have an employee who was identified as an essential employee, but they did not report to work when needed. What can I do?**

If the employee was aware they had been designated as an essential staff person and the expectations involved with this designation, talk with them to find out why they didn’t come to work as required. If they have a reasonable explanation, remind them of their responsibilities as an essential staff person. If their explanation is not reasonable given the situation, corrective action may be an option. Contact the HR office.

**Can I come into work even though the campus is closed?**

Closing the campus is an exceptionally rare event that occurs only in extreme circumstances. It is a decision that is made to protect the health and safety of faculty, staff, and students. Do not come into work unless you have been identified as an essential employee who is required to work during this type of emergency event. If you are not an essential employee and do come into work, you will be sent home.

**I am a temporary employee. How will I be paid when the campus is closed due to a COVID-19 outbreak?**

If you are able to work remotely during the COVID-19 outbreak, you will receive pay for hours worked. If remote work is not available, you will be paid admin leave for the average number of hours you have worked since the beginning of the academic year. Admin Leave pay will continue until April 30, 2020 or the campus is reopened, whichever comes first.

**Alternative Work Schedules/Worksites**

**Does my supervisor have to approve my request to telecommute?**

Supervisory approval is necessary to work from home, and not all requests to telecommute can be approved. If you are not approved for remote work, and you are not an essential employee, you will be placed on administrative leave while campus is closed.

**Can my supervisor schedule me to work hours or shifts that I normally do not work?**

Yes, you may be asked to work more hours or different hours than normal, especially if you have been designated as an essential employee or the university is short staffed as a result of the COVID-19 outbreak. We will attempt to provide advance notice if possible.

**If there is a large number of employees who are unable to come to work because of a COVID-19 outbreak, is there a maximum number of overtime hours my supervisor can require me to work?**

In the event of a serious COVID-19 outbreak, we all may be needed to work differently to ensure the university continues to function. You may be asked to work more hours or different hours than normal, especially if you have been designated as an essential employee or the university is short staffed as a result of the COVID-19 outbreak. Supervisors will make efforts to
permit employees to take rest periods and may use their discretion in scheduling additional breaks for employees working additional hours.

Workers’ Compensation

If COVID-19 is detected at a State facility or building, how will workers’ compensation handle this?

Based on guidance from our vendor, Pinnacol, it would depend on whether a causal relationship can be established. The exposure has to be determined to be something that is unique to employment; The investigation would have to determine that the virus was transmitted via contact while at work or performing essential functions of the job. For certain class of workers, the answer is clearer. If the employee is a worker in the medical field or a first responder who was exposed at work, then yes, it would be compensable through worker’s compensation. If the employee was on business travel to areas with widespread community transmission, this would likely be compensable as well. All claims of contracting the virus at work would need to be proven through an investigation.

Are our workers’ compensation partners accepting employees for COVID-19 testing?

Our workers’ compensation partners are following the CDC guidelines that state if an employee feels they are showing signs and symptoms and meet the criteria for testing, to contact their primary care physician for the closest facility to test them for the virus. Employees are encouraged to stay home if they feel they are showing any signs or symptoms before they are cleared by a medical provider.