

An aerial photograph of the University of Louisville campus, showing various brick buildings, green lawns, and parking lots. The image is slightly faded to serve as a background for the text.

WELCOME *BACK* STAFF!

UNIVERSITY OF
LOUISVILLE®

A quick reference guide for staff returning to campus

Ls Up!

When we greet one another, many of us have already grown accustomed to replacing handshakes with raising our **Ls**. In preparation for our transition, here are a few more changes:

Physical Distancing

Physical distancing of at least six feet (according to current **CDC** guidelines) will be required of everyone on campus, to the extent possible.

To help visualize this, physical distancing is the equivalent of two yardsticks, end-to-end, in a circle of six-feet in all directions from where a person is located. If it is not possible to maintain the six-foot physical distancing, face coverings must be worn.

Supervisors will provide their employees with specific details regarding their individual circumstances and their unit/department physical distancing plans.

Campus Signage

Areas on campus will have new signage regarding:

- Hand washing
- Use of face coverings
- Physical distancing
- Plexiglas shields/sneeze guards

Campus Common Areas

Common areas such as lobbies, waiting rooms and break rooms may have furniture rearranged/removed or be temporarily restricted to maximize physical distancing. Meetings will continue on virtual platforms when possible. Some offices and/or buildings may have occupancy limits.

Campus Cleaning

Physical Plant will continue to perform normal daily duties in buildings, which includes cleaning, sanitizing and restocking soap and hand sanitizer.





*Faculty, staff, and students will receive **one washable mask** upon their return to campus, and each person is responsible for providing their own backup face coverings.*

All members of the campus community must wear face coverings and practice physical distancing in public areas. Face coverings, such as masks, scarves, bandanas or hijabs that cover the mouth and nose, are required in all areas listed below:

- Face coverings are required when entering and leaving public spaces. This include buildings, bathrooms, classrooms, offices and meeting spaces
- Face coverings are required in all classrooms and labs
- Face coverings are required in locations that have posted university approved signage that masks are required
- Face coverings are required in all other public areas—consistent with current CDC guidance where physical distancing from others cannot occur

For more information see UofL's "**Pivot to Fall**" document.

Employees who encounter others not wearing a face mask should remain at least six feet away from them. Employees should notify their immediate supervisor if they have questions or concerns regarding someone not wearing a face covering. Confronting or questioning the person is inappropriate and conflicts with the university's commitment to being a **Community of Care**.

If unable to wear a face covering due to medical reasons:

- Submit your documentation to your immediate supervisor
- Provide documentation from your healthcare provider stating you can't wear a face covering (documentation CANNOT include any private health information)

***Supervisors need to contact HR at emrelate@louisville.edu if they receive medical documentation from staff stating they cannot wear a face covering.**

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Modification Requests

Staff who self-identify as at-risk (as defined by [CDC](#)) may be eligible for work modifications. To request a modification, staff must inform their supervisor, in writing, of the modifications they are seeking and the reason for the request. Modification requests may not include detailed personal information such as an employee's age or specific underlying medical condition.

For example, an employee may state: "My current workspace is situated in a high-traffic area near the employee break room. I am requesting my workspace be relocated to a lower-traffic area, so I can limit my contact with others. I am requesting this modification based on my age."

An employee may also state: "I am requesting this modification because I have an underlying health condition that is categorized as "at-risk" by the [CDC](#). I currently work on first shift and encounter several employees, students and guests during the workday. I am requesting to be moved to third shift in order to decrease the frequency of contact with others."

Supervisors may not ask employees to reveal their age or underlying health condition. If additional medical information is required, employees will be notified by central HR. Any information obtained will be kept confidential. If supervisors are unable to grant the employee's requested modification or an alternate agreed upon modification, the supervisor must contact HR at emrelate@louisville.edu for additional guidance.





Scenario 1: Employee who meets the following criteria directly related to COVID-19

The following criteria are likely covered with the new federal programs. For full eligibility guidelines see [Emergency Paid Sick Leave and FMLA Expansion](#).

1. Government-issued quarantine or isolation order
2. Advised to self-quarantine by healthcare provider
3. Advised to obtain medical diagnosis after COVID-19 symptoms
4. To care for someone who meets reasons 1-3
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
6. Is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

An employee who must care for a son or daughter under the age of 18 if their school or place of care has been closed or the child care provider is unavailable due to a COVID-19 related emergency may be eligible for [FMLA Expansion](#).

If the employee has already exhausted available emergency sick leave and/or FMLA Expansion benefits, refer to [Scenario 2](#) for options.



Scenario 2: Employee is eligible for Emergency Paid Sick Leave and/or FMLA Expansion, but has exhausted all eligible time

Options include seeking supervisor approval to:

- Work from home (if able and employee is not sick); or
- Temporarily change work shift/hours; or use accrued sick, vacation or personal leave (if any available); or
- Be placed on unpaid leave (if all other leaves exhausted)

If an employee is absent for more than seven days and qualifies for FMLA, employees may apply for shared leave after all leave balances are exhausted.

Scenario 3: Employee has COVID-19 symptoms or is sent home due to COVID-19 concerns

The employee is required to stay home and call Campus Health at 502-852-6446 to schedule a COVID-19 testing appointment. During this time the employee may:

- Work from home (if able and approved by supervisor and the employee is not sick); or
- Utilize [Emergency Paid Sick Leave and FMLA Expansion](#) (if not exhausted) ; or
- Use accrued sick, vacation or personal leave (if any available); or be placed on unpaid leave (if all other leaves exhausted)

If an employee is absent for more than seven days, they may be eligible for FMLA. If they qualify for FMLA, employees may apply for shared leave after all leave balances are exhausted.

In order to return to work employees must provide their supervisor with documentation from Campus Health, which releases them to return to work. This documentation should not contain a diagnosis or private health information.

Scenario 4: Child care facilities open; employee cannot report to work due to child care concerns

Review the criteria listed in [Scenario 1](#) to see if employee is eligible for [Emergency Paid Sick Leave](#).

If the employee is not eligible for [Emergency Paid Sick Leave](#), they must seek supervisor approval to work from home, temporarily change work shift/hours or use accrued sick, vacation or personal leave. If all leave hours are exhausted employees may seek supervisor approval for an unpaid leave of absence.

An employee who must care for a son or daughter under the age of 18 if their school or place of care has been closed or the child care provider is unavailable due to a COVID-19 related emergency may be eligible for [FMLA Expansion](#).

If an employee is absent for more than seven days as a result of caring for a qualified dependent they may be eligible for FMLA. If they qualify for FMLA, employees may apply for shared leave after all leave balances are exhausted.

Scenario 5: Dependent care for family member (as defined in FMLA policy) 18 years and older

Review the criteria listed in Scenario 1 to see if you are eligible for [Emergency Paid Sick Leave](#).

If the employee is not eligible for [Emergency Paid Sick Leave](#), they must seek supervisor approval to work from home, temporarily change work shift/hours or use accrued sick, vacation or personal leave. If all leave hours are exhausted, employees may seek supervisor approval for an unpaid leave of absence.

If an employee is absent for more than seven days as a result of caring for a qualified dependent they may be eligible for FMLA. If they qualify for FMLA, staff may apply for shared leave after all leave balances are exhausted.



The university's Emergency Temporary Leave Guidelines remain in effect through December 31, 2020.

Temporary policy changes for shared leave

Shared leave will be available to employees who qualify for FMLA and have exhausted all leave options available to them. Effective through December 31, 2020 (unless otherwise communicated), the one-year service eligibility requirement will be waived for COVID-19 related reasons.

FMLA eligibility and shared leave

FMLA continues to be available for any serious medical condition, birth of a child, etc. Shared leave is still available for employees who have exhausted their own leave on FMLA. However, the one-year eligibility requirement is not waived for reasons other than COVID-19.

Temporary change for unpaid leave status and health insurance premiums

If an employee has exhausted all leave options available to them and must go on unpaid leave, they will only be required to continue payment of their current portion of the health insurance premium during this time. In normal circumstances, an employee in unpaid leave status is also required to pay the university portion. For questions, please contact Human Resources at leaveadm@louisville.edu.



- Supervisors are required to provide employees with specific unit/department details regarding their physical distancing plan.
For supervisor guidance on building operations and plans during COVID-19, please refer to the [Guidance for Operations, Buildings & Offices](#) and [Supervisor Checklist](#).
- Supervisors may not require employees to be COVID-19 tested as a prerequisite to return to work. For more info regarding testing requirements, see Scenario 3 on page 5.
- All employees are required to read and sign the [Returning to Campus: Employee Self Requirements & Attestation Form](#) and provide the signed copy to their supervisor immediately upon return.
- If applicable, pack all Information Technology equipment used to work remotely, including cables and accessories, to bring back to campus. Take note of computer setup and any other technology in order to be prepared to reinstall computer equipment. IT resources for reinstalling equipment will be limited to departmental Tier I support.
- All employees are required to perform a self-administered temperature and symptom check prior to arriving to work each day (at least once every 24-hour period), as outlined in the [Returning to Campus: Employee Self-Assessment Requirements and Attestation](#).

COVID-19 related Symptoms as defined by the CDC:


- Fever of 100.4 or higher
 - Cough
 - Shortness of breath
 - Sore throat
 - Muscle aches
 - Chills
 - Gastrointestinal symptoms (e.g. nausea, diarrhea, vomiting, etc., unrelated to an underlying medical condition or pregnancy)
 - Loss of taste or smell
- Employees should place an extra face covering (or two) in their bag or car.
 - Employees should contact their immediate supervisor or HR with questions.



All employees must do the following:

- Wear a face covering
- Practice physical distancing
- Rigorously practice hand hygiene, respiratory etiquette, cleanliness and sanitation
- Continuously self-screen for the COVID-19 symptoms
- Immediately notify supervisor and leave work if exhibiting symptoms
- Use Microsoft Teams for virtual meetings
- Maintain six-foot physical distance, when meetings cannot be conducted virtually
- Do not share desk, computer keyboard/mouse, telephone with others
- Maintain office cleanliness; remove unnecessary personal items and support cleaning efforts on common surfaces
- Notify supervisor if work modifications as outlined on page 3, are needed

Louisville COVID Tests Sites:

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- Walmart- 2020 Bashford Manor Ln, Louisville KY 40218
 - Southern High School 8620 Preston Hwy, Louisville KY 40219
 - CVS Pharmacy 2311 Lime Kiln Rd, Louisville KY 40222
 - Shawnee Park- 4501 W. Broadway, Louisville KY 40211
 - (FREE) Downtown Louisville – 499 S. Brook Street
 - (FREE) South Louisville – Mary & Elizabeth Hospital, 1850 Bluegrass Avenue
 - (FREE) Bullitt County – Medical Center South, 1903 W. Hebron Lane

For the latest information on drive-through testing, visit [kycovid19.ky.gov](https://www.kycovid19.ky.gov) or <https://www.doineedacovid19test.com/>

CDC Recommendations: Effective Face Coverings & Hand Sanitizer

Alcohol-Based Hand Sanitizer

Alcohol-Based sanitizer with 60% ethanol or 70% isopropanol

Cloth Face Covering

Home-made or commercially manufactured face coverings that are washed after each use

Disposable Face Covering

Commercially manufactured face coverings that help contain wearer's respiratory emissions

Latest COVID-19 Information Sites

- [UofL COVID-19 HR Information Site](#)
- [UofL's Pivot to Fall Document](#)
- [Louisvilleky.gov](#)
- [KY COVID-19 Site](#)
- [Greater Louisville COVID-19 Site](#)
- [CDC COVID-19 Site](#)

*Face shields may not be used as a substitute face covering