FAQ – The Use of Leave: COVID-19/Coronavirus

1. **Will employees be paid during the 14-day self-observation period?**
   Yes, eligible employees remain in paid status during the 14-day self-observation period.

2. **Are employees who have utilized the 14-day self-observation period required to work during their time at home?**
   Working from home or teleworking is an option for employees and their supervisors to discuss and implement. Supervisors are responsible for coordinating this option with their employees. Supervisors should discuss and prepare for the possibility of working remotely with their employees. Not all employees’ roles, tasks, and responsibilities are appropriate to accomplish remotely. TCU Information Systems provides information about remote access on their Keep Working webpage.

3. **What should a supervisor do if an employee appears to be ill or is exhibiting symptoms associated with COVID-19?**
   Supervisors may advise, or in some cases require, employees to leave the workplace if an employee appears ill with symptoms of acute respiratory illness or a fever of 100.4 or greater. It is critically important supervisors apply this practice uniformly and in a manner that does not discriminate on any protected characteristic. We all have a responsibility for our personal health as well as maintaining the good health of our community.

4. **Can a supervisor ask employees to stay home or leave work if they exhibit symptoms of the COVID-19 coronavirus or the flu?**
   Yes, supervisors may advise, or in some cases require, employees to leave the workplace if an employee appears ill with symptoms of acute respiratory illness or a fever of 100.4 or greater. It is critically important supervisors apply this practice uniformly and in a manner that does not discriminate on any protected characteristic. In the event an employee tests positive or is a presumptive positive for COVID-19, the employee may not return to work for at least 14 days following a release from a health care provider.

5. **If employees requests the 14-day self-observation period, are their jobs at risk?**
   If an eligible employee requests the use of the 14-day self-observation period due to symptoms or confirmed exposure to a person who tested positive/presumptive positive for COVID-19, this will not affect their continued employment. If this employee tests positive or presumptive positive, the employee should communicate with their supervisor to request the use of FMLA (Family Medical Leave).

6. **Who is eligible for Family Medical Leave (FMLA)?**
   Employees who have been employed at TCU for at least 12 months and worked a minimum of 1,250 hours during the previous 12 months.

7. **If I self-report illness or symptoms, or exposure to a person testing positive or presumptive positive, who will have access to my information?**
   Self-reported information is only shared in compliance with university policy and CDC guidelines for reporting.
8. I am concerned about reporting to work due to COVID-19/Coronavirus, what options do I have?
   If you have a medical condition impacting your ability to report to work, contact your supervisor and Human Resources.

9. Can I telecommute or work remotely?
   Employees may seek permission from their supervisor to engage in remote working or telecommuting.

10. What do I do if I feel sick?
    The U.S. Centers for Disease Control and Prevention (CDC) has advised: if you were in a Level 3 Country within the past 14-days and/or feel sick with fever, cough, or difficulty breathing, you should get medical care. Call the office of your health care provider before you go and tell them about your travel and your symptoms. They will give you instructions on how to get care without exposing other people to your illness. While sick, avoid contact with people, don’t go out and delay any travel to reduce the possibility of spreading illness to others. More information from the CDC available at: https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf.

11. What if I declare my 14-day self-observation period and feel better after a few days, can I return to work early?
    No, once you report that you are using the 14-day self-observation period, you must stay home for the full 14-days in order to follow the CDC guidelines for maintaining a safe workplace and limiting the spread of the virus.

12. Is physician certification required?
    If an individual tests positive or is presumptive positive for COVID-19, medical certification and a Return to Work certification may be required.

13. If I self-observe, what should I do?
    The U.S. Centers for Disease Control and Prevention (CDC) has advised: if you were in a Level 3 Country within the past 14-days and feel sick with fever, cough, or difficulty breathing, you should seek medical care. Call the office of your health care provider before you go and report any symptoms and your most recent travel locations. While symptoms are active or after a positive test result or presumptive positive, limit your interaction with others. More information from the CDC available at: https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf.