



**NC Central**  
UNIVERSITY



# COVID-19 FREQUENTLY ASKED QUESTIONS FOR NCCU FACULTY AND STAFF

QUESTIONS	ANSWERS
<b>I'm not feeling well, what should I do?</b>	<i>Contact your health care provider and stay home. You can use available compensatory leave, sick leave, vacation leave or bonus leave.</i>
<b>I have been quarantined by a public health official, what leave can I use?</b>	<i>Employees who are quarantined at the direction of public health officials will receive paid administrative leave until the specified period of time ends or the employee becomes ill with the communicable disease, whichever comes first. Written verification from a public health official is required to confirm this status as soon as practicable. Once an employee becomes ill, then the employee can use available compensatory leave, sick leave, vacation leave or bonus leave. If an employee does not have enough sick leave, North Carolina Central University (NCCU) may work with the employee to advance leave or make arrangements for the employee to make up the time if the University determines that the work situation will allow it.</i>
<b>I don't have much leave to use in the event I become ill but can't afford to go without pay. What can I do?</b>	<i>If an employee does not have enough sick leave, the institution may work with the employee to advance leave or make arrangements for the employee to make up the time if the University determines that the work situation will allow it.</i>
<b>Do I have to cancel my personal vacation due to the restrictions on travel?</b>	<i>The university strongly recommends carefully reviewing any travel plans and assessing whether or not to go forward with, or cancel, your arrangements. Throughout the United States, as well as countries around the world, new precautions and warnings are being posted or updated on a daily basis. Traveling to a destination that may potentially be impacted by COVID-19 could potentially require a quarantine when returning to the Triangle region. Daily updates are being provided by the <a href="#">Centers for Disease Control and Prevention</a>, the <a href="#">U.S. State Department's</a> website, as well as the <a href="#">North Carolina State Department of Health and Human Services'</a> website. Travel advisories and health travel notices should be adhered to in the days and weeks to come.</i>
<b>I'm not feeling well and I think I may have been exposed while doing my job. Will I be covered by Worker's Compensation?</b>	<i>If an employee becomes ill and it is determined to be work-related in accordance with the Workers' Compensation Act, then the workers' compensation policy applies. Employees are required to notify their supervisor immediately of any job-related injury or illness. Supervisors should complete the <a href="#">required incident forms</a> and submit those forms to the Risk Management Office (RMO) – Business</i>

	<p>and Auxiliary Services. For more information about the University's Worker's Compensation Program, please visit the <a href="#">Worker's Compensation brochure</a>, or contact the Workman's Compensation Administrator, Catherine Allsbrook-Graves, 919-530-7943 <a href="mailto:callsbrook@nccu.edu">callsbrook@nccu.edu</a> or <a href="mailto:workerscomp@nccu.edu">workerscomp@nccu.edu</a>. If the illness is deemed to be due to an off-the-job exposure, then the sick leave policy will be applied. Family and medical leave and family illness leave policies may also apply. COVID-19 is not covered in Chapter 97 of the North Carolina Worker's Compensation Act per the NC Attorney General's Office. <a href="#">G.S. 97-53</a></p> <p><a href="#">§ 97-53. (See editor's note on condition precedent) Occupational diseases enumerated; when due to exposure to chemicals.</a></p>
<p><b>My manager told me to stay home because they believe I have symptoms that can be related to the communicable disease outbreak, is this allowable?</b></p>	<p>If an employee is not subject to official quarantine by public health authorities, but the NCCU Chancellor believes that an employee has symptoms associated with a communicable disease, NCCU may direct the employee not report to work, in which case use of compensatory time off, sick leave, vacation leave, or bonus leave is required. Likewise, employees who opt to not report to work at their own discretion due to potential illness would use appropriate leave.</p>
<p><b>My campus is closed but there is work I can do from home. Will I get paid?</b></p>	<p>Yes, you will be paid for any work you do remotely just as if you were performing the work at your normal work location. If the emergency is severe, the governor, public health officials, the NCCU Chancellor may order the University, or part of the University, to close for a period of time. If alternative work locations or teleworking are available, employees should plan to work remotely.</p>
<p><b>My campus is closed but my job is one where working from home is not possible. Will I get paid?</b></p>	<p>Yes - In the event that the institution is closed or that non-mandatory employees are ordered to not report to work and cannot work remotely, then employees may be granted paid administrative leave for up to 30 days.</p>
<p><b>My child's school and my elderly parent's facility is closed, can I work from home to care for them?</b></p>	<p>When NCCU is open but a non-mandatory employee is required to stay home with a qualifying parent or child (as defined in the FMLA) because of the closure of a day care facility, public school, or eldercare facility, the non-mandatory employee may, with approval of their supervisor, be allowed to work at home or elect to:</p> <ul style="list-style-type: none"> <li>• use vacation leave,</li> <li>• use bonus leave,</li> <li>• use sick leave,</li> <li>• use compensatory leave,</li> <li>• take leave without pay, or</li> <li>• make up time in accordance with the parameters for making up time during adverse weather.</li> </ul> <p>NCCU may extend the make-up time to 24 months if necessary. NCCU has the right to request appropriate documentation to substantiate need.</p>
<p><b>I keep reading in the campus announcements about Mandatory Employees. What does that mean and how do I know if I am one?</b></p>	<p>Communicable Disease Mandatory Employees (CDMEs) are employees who are required to work during a public health emergency because their positions have been designated by the University as mandatory to operations during the emergency. You will be notified by your supervisor if you are designated as a CDME and of the requirement to report for or remain at work in emergency situations, or to work from</p>

	<i>home or other alternative location as deemed appropriate. Additional employees may also be designated to work if needed due to the length of the emergency, illness of mandatory employees, or other needs.</i>
<b>I am a mandatory employee, how will I be paid?</b>	<i>In the event of closure of the University, mandatory employees (other than senior officers of an institution) who are required to report to work receive time-and-a-half compensation for all hours worked onsite. Subject to the availability of funds, this additional one-half compensation may be provided as paid time off. This compensation provision applies to employees who are exempt and non-exempt under the Fair Labor Standards Act (FLSA). EHRA permanent employees are eligible for this compensation with the exception of faculty, senior officers of the University (Tier I), associate and assistant vice chancellors, associate and assistant provosts, and associate and assistant deans.</i>
<b>My co-worker traveled to a location where there have been confirmed outbreaks of said communicable disease. Can I work from home to avoid being near my co-worker?</b>	<i>Management may request/require that the traveler work remotely during the incubation period if there is a high risk of exposure. If the traveler has been cleared but the coworker doesn't want to work near them, it is at the supervisor's discretion to allow the employee to work remotely. They can enforce other social distancing practices for them to minimize contact.</i>
<b>I am a mandatory employee who is ill, should I still report to work?</b>	<i>Mandatory employees may be excused from work if they are quarantined or ill, if they are required to care for a member of the immediate family (as defined in the FMLA) who is quarantined or ill or if they are required to stay home with parents or underage children because of the closure of a day care facility, public school or eldercare facility. Employees will be required to use available compensatory leave, sick leave, vacation leave or bonus leave.</i>
<b>I have a medical condition that is impacting my ability to work due to the COVID-19 outbreak. What should I do?</b>	<i>Employees with medical conditions that could be exacerbated by the COVID-19 outbreak should contact the Equal Employment Opportunity and Employee Relations Office (EEO-ERO) to request an accommodation. This may apply to employees who are immunocompromised or who have certain anxiety disorders. Accommodations may include work from home arrangements, adjustment of work schedule, adjustment of work location, or other accommodations. Employees will be required to provide medical documentation of their condition and how it may be exacerbated by the COVID-19 outbreak. Employees may contact the EEO-ERO at <a href="mailto:eeo_aa@nccu.edu">eeo_aa@nccu.edu</a> for more information.</i>
<b>I am pregnant and am concerned about exposure if I report to work. What should I do?</b>	<i>You should contact Delores R. Harris, Director Employee Relations/Affirmative Action and Interim Title IX Coordinator, at <a href="mailto:dharr226@nccu.edu">dharr226@nccu.edu</a> or (919) 530-6681. The University is monitoring <a href="#">information from the CDC</a> regarding COVID-19 and pregnant women. While the University does not yet have a formal pregnancy accommodation policy for employees, the University will work with you to meet your needs, considering the essential functions of your job, information from your healthcare provider, and the most recently available CDC and other relevant public health guidance.</i>
<b>FAQ's for Managers and Supervisors</b>	
<b>I have an employee who is not feeling well and appears to have symptoms that may be related to the communicable</b>	<i>First, contact the Office of Human Resources, and they will provide guidance or will coordinate with other campus officials to provide guidance. If an employee is not subject to official quarantine by public health authorities, but the NCCU Chancellor believes that an employee has symptoms associated with a</i>

<p><b>disease outbreak. Can I tell them to stay home?</b></p>	<p>communicable disease, NCCU may direct the employee not report to work, in which case use of compensatory time off, sick leave, vacation leave, or bonus leave is required. Likewise, employees who opt to not report to work at their own discretion due to potential illness would use appropriate leave.</p>
<p><b>I have employees who are concerned about potential exposure to the virus and have asked to work from home until all this blows over. Is this allowable?</b></p>	<p>The University's <a href="#">Flexible Work Arrangements Policy</a> for SHRA, EHRA Faculty, and EHRA Non-Faculty employees has provisions that allow for flexible work locations or teleworking. In examining work from home requests from your employees, it is important to consider the expected length of the arrangement and, if approved, to ensure appropriate accountability and oversight of the arrangement is in place for teleworking arrangements. Managers are encouraged to provide this flexibility to their employees, where feasible, while also balancing the business needs of their work unit. Prior to implementing a teleworking arrangement, please contact the SHRA Employment Consultant 919-530-7136 or the EHRA Non-Faculty Employment Consultant 919-530-6435, or in the case of faculty, the Academic Resources Management Office (ARMO) at 919-530-5183.</p> <p>If an employee indicates that they have a medical condition that heightens their risk for exposure, you should refer them to the Equal Employment Opportunity and Employee Relations Office (EEO-ERO) to request work from home as an accommodation under the Americans with Disabilities Act. They should email <a href="mailto:eeo_aa@nccu.edu">eeo_aa@nccu.edu</a> for more information.</p>
<p><b>I have a mandatory employee who is ill, should they still report to work?</b></p>	<p>Mandatory employees may be excused from work if they are quarantined or ill, if they are required to care for a member of the immediate family (as defined in the FMLA) who is quarantined or ill or if they are required to stay home with parents or underage children because of the closure of a day care facility, public school or eldercare facility. Employees will be required to use compensatory time off, sick leave, vacation leave, or bonus leave.</p>
<p><b>I have an employee who has recently traveled within the United States to locations where a state of emergency has been declared related to COVID-19 and coronavirus. Can I instruct them to self-quarantine for a period of time before returning to work?</b></p>	<p>The area in a state of emergency uses this declaration to free up resources or receive resources from the government. Because this is such a rapidly evolving situation, this is the best method we have of tracking domestic areas most impacted by the virus. Given the rapidly changing nature of the virus, employees who have traveled to these affected areas may be asked to do a 14-day self-quarantine off campus upon return. However, before instructing an employee to self-quarantine, contact the Office of Human Resources and they will coordinate with other campus officials to provide guidance.</p>
<p><b>I have an employee who has recently traveled to a Level 2 or 3 country as defined by the U.S. Department of State and U.S. Centers for Disease Control and Prevention due to COVID-19. Can I instruct them to self-quarantine for a period of time before returning to work?</b></p>	<p>Per recently revised CDC guidelines, The following is guidance from the <a href="#">Centers for Disease Control</a> related to travel and return from Level 3 countries:</p> <p><b>Stay home for 14 days from the time you left an area with widespread or ongoing community spread of Coronavirus Disease 2019 (Level 3 Travel Health Notice countries) and practice social distancing.</b></p> <p>Take these steps to monitor your health and practice social distancing:</p> <ol style="list-style-type: none"> <li>1. Take your temperature with a thermometer two times a day and monitor for fever. Also watch for cough or trouble breathing.</li> <li>2. Stay home and avoid contact with others. Do not go to work or school for this 14-day period. Discuss your work situation with your employer before returning to work. Students, discuss your situation with your academic advisor and your instructors.</li> </ol>

3. *Do not take public transportation, taxis, or ride-shares during the time you are practicing social distancing.*
4. *Avoid crowded places (such as shopping centers and movie theaters) and limit your activities in public.*
5. *Keep your distance from others (about 6 feet or 2 meters).*

*Supervisors will need to work with employees in a 14-day self-quarantine protocol to determine remote working options, and supervisors are encouraged to be flexible with remote working arrangements and use of sick leave.*