Capital University COVID-19 Health and Safety Guide
for Returning to the Workplace
Table of Contents

WORKPLACE EXPECTATIONS & GUIDELINES..................................................................................3

RESPONSIBILITIES FOR INDIVIDUAL EMPLOYEES................................................................3
CAPITAL CARES: HEALTH AND SAFETY PRACTICES FOR THE CAPITAL COMMUNITY ........3
SYMPTOM MONITORING ...........................................................................................................3
REPORTING OF COVID-19 INFORMATION...............................................................................4
PROTOCOL FOR THOSE WHO BECOME ILL AT WORK ............................................................5
FACE COVERINGS ...................................................................................................................6
HANDWASHING .......................................................................................................................8
GLOVES ....................................................................................................................................8
COUGHING / SNEEZING HYGIENE ..........................................................................................8
CLEANING WORK SPACES AND COMMONLY USED SURFACES ...........................................8
CAMPUS VISITORS ................................................................................................................8

MANAGEMENT RESPONSIBILITIES .........................................................................................9

PHASED OCCUPANCY OF CAMPUS BUILDINGS .................................................................9
BUILDING ACCESS ...............................................................................................................9
SIGNAGE AND POSTERS .....................................................................................................9

GUIDELINES FOR RETURNING TO WORK .........................................................................10

PHASED STAFFING ...............................................................................................................10
STAFFING OPTIONS .............................................................................................................10
WORKING IN OFFICE ENVIRONMENTS .............................................................................11
EMPLOYEES AT HIGHER RISK FOR COVID-19 ................................................................11

GUIDANCE FOR TRANSPORTATION AND OTHER SPECIFIC WORKPLACE SCENARIOS........12

PUBLIC TRANSPORTATION ....................................................................................................12
USING RESTROOMS ...............................................................................................................12
USING ELEVATORS ................................................................................................................12
MEALS ....................................................................................................................................13
LABORATORY WORK .............................................................................................................13
UNIVERSITY TRAVEL ............................................................................................................13

MENTAL AND EMOTIONAL WELLBEING ........................................................................14

RETURN TO THE WORKPLACE DECISION TREE ................................................................15
Our knowledge and understanding of the COVID-19 virus continues to evolve, and our policies and plans will be updated as appropriate as more information becomes available.

Workplace Expectations & Guidelines

By having employees return to work on campus, Capital has determined, through guidance from the Centers for Disease Control (CDC) and state and local authorities, that it is safe to do so with the actions we are taking to reduce risk to our University community. The guidelines outlined in this document will help insure the health and safety of all Capital employees.

All employees are expected to fully comply with the policies, protocols and guidelines outlined in this document. Failure to do so may result in compromising the health and safety of others and also may result in corrective action and the denial of entry into University buildings.

Responsibilities for Individual Employees

The COVID-19 pandemic requires multiple layers of protection to safeguard individuals and our Capital Community. When used together consistently, the multiple layers provide more protection than any single layer of protection, reducing the likelihood of contributing to the spread of COVID-19.

Capital Cares: Health and Safety Practices for the Capital Community

Our value of being a community that cares for each other, and our guiding principle to protect the health of all our community members, compels each of us to be active participants in keeping our community safe. Each of us must recognize that external variables that we bring back to our community can increase the risk for all of us. Our personal decisions and actions must be guided by the need to protect each other. All members of the Capital Community are expected to engage in these shared responsibilities in order to be on campus:

- Do daily self-screening for symptoms
- Observe physical distancing
- Wear face coverings
- Follow hand washing and hygiene recommendations
- Clean work and personal spaces
- Limit potential exposure to COVID-19

Symptom Monitoring

It is required that all employees conduct symptom monitoring (see symptoms below) every day before reporting to work. Even if you are just coming to campus for a short period of time, such as to pick something up from your office, you must conduct a symptom check. Capital will be providing a symptom checking system, which will need to be used each day before coming to work, and will indicate whether you are cleared to be on campus.
Employees who have been instructed to return to the workplace should not come to work if they are ill. You should be free of any symptoms potentially related to COVID-19 or have had an evaluation and clearance by your physician to be eligible to report to work.

At this time, the CDC lists COVID-19 symptoms as including the following:

- Fever (100.4 degree Fahrenheit or above) or chills
- Frequent coughing
- Shortness of breath or difficulty breathing
- Fatigue
- Sore throat
- Muscle aches or body aches
- Headache
- Runny nose or new sinus congestion (not related to allergies)
- New gastrointestinal symptoms (nausea/vomiting, diarrhea, loss of appetite)
- New loss of taste or smell

In adults, emergency warning signs of COVID-19 can appear 2–14 days after exposure. If you develop any of these emergency warning signs* for COVID-19, get emergency medical attention immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

*This list is not all-inclusive. Consult a medical provider for any other symptoms that are severe or concerning.

**Reporting of COVID-19 Information**

Supervisors must contact their respective Vice President and Human Resources if they know of an employee who has been diagnosed with COVID-19, has been quarantined because they may have come in contact with someone with the virus or an employee who has been ordered to self-quarantine while they wait for results of COVID-19 testing, as well as any other COVID-19 related information that should be provided to the Vice Presidents and Human Resources.

All employees are also required to disclose COVID-19 related information listed above to their supervisor or Human Resources, for contact tracing through the public health department and to assist with accommodation requests.

If an employee is confirmed to have COVID-19 infection, other employees should be informed of their possible exposure to COVID-19 in the workplace while still maintaining confidentiality as necessary.
Protocol for Those Who Become Ill at Work

If you develop COVID-19 symptoms while on campus, inform your supervisor and isolate yourself away from your co-workers or any students. Telephone or e-mail communications are preferable to keep safe distance and barriers from one another.

You should call your own primary care provider for assessment or instructions, or go directly to the nearest hospital emergency room. You should self-isolate and maintain at least six feet of distance from others until cleared by your medical provider to return to work. Any employees that return to work following an illness should promptly report any recurrence of symptoms.

In addition to getting clearance from your medical provider, employees who are ill with fever or acute respiratory symptoms should not return to work until both of the following occur:

- At least three full days have passed with no fever (without the use of fever-reducing medications) and no acute respiratory illness symptoms; and
- At least 10 days have passed since the symptoms first appeared.

The following actions should be taken by the supervisor to support the employee’s safety and protection if symptoms are shown while at work:

- Speak with the individual by phone instead of face-to-face to maintain safe distance and barrier.
- Ask if the employee has any COVID-19 symptoms or has been exposed to anyone with COVID-19. Record time and exposure location (person, area, possible contact persons) to report to the respective Vice President, Facilities and Human Resources.
- Instruct the sick employee to contact their medical practitioner and isolate them from the co-worker population to reduce the risk of transmission.
- Instruct the employee to leave campus and, if possible, avoid public transportation.
  - If public transportation is unavoidable, remind the individual to cover their mouth with a face covering or mask, maintain a safe distance from others and cough or sneeze into a tissue or their sleeve while traveling if the need arises. Remind them not to touch nose, mouth or eyes and immediately wash hands when they arrive at their destination.
  - If the employee is too sick to transport themselves, the supervisor should call Public Safety (614-236-6666) or 911 to have the individual transported to the hospital.
- After consultation with Human Resources and the respective Vice President it may be necessary to advise any exposed individuals to self-quarantine for a period of 14 days.
- Evaluate with Human Resources the ability of the self-quarantined individuals to work remotely.
- Contact Facilities to have the work station and area disinfected.
- Inform, and get approval from, the respective Vice President and Human Resources if there is a need for coverage while employee(s) are away from work.
- A Human Resources representative will reach out to the ill employee by telephone or email on a regular basis regarding the individual’s health status.
Physical Distancing

Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. 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 have no symptoms. Physical distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Employees who work on a Capital campus should follow these physical distancing practices:

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

![Physical Distancing Image](image)

Face Coverings

At Capital, we take the health and safety of every student and employee seriously. That is why, until further notice, the required use of face coverings will be enforced. Appropriate use of face coverings or masks is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. The face covering is not a substitute for physical distancing.

Face coverings must be worn by all employees working on campus when in the presence of others and in public settings where other physical distancing measures are difficult to maintain (e.g., common work spaces, meeting rooms, classrooms, etc.). A face covering or mask is not required when working alone in an office, or if outdoors and physical distancing is followed.

If a physician-certified breathing condition limits, or prevents, the utilization of a face mask, use the [COVID-19 Request for Workplace Modification](https://example.com) form to request review by Human Resources in collaboration with Disability Services for a viable accommodation, which may include a face covering that does not restrict breathing, if possible.

Capital will provide each employee with two (2) washable cloth face coverings that you may wear while at work. Utilizing washable face coverings will help Capital reduce the need to purchase disposable masks, which are in short supply and in very high demand. Face coverings must only be worn for one day at a time, and must be properly laundered before use again. Disposable masks may also be provided by Capital in areas where it is appropriate to do so, such as for use by visitors as such individuals will need a mask for interactions while on campus.
Use and care of face coverings

Putting on the face covering/ mask:

- Wash hands or use hand sanitizer prior to handling the face covering/ mask.
  - Ensure the face covering/ mask fits over the nose and under the chin.
  - Situate the face covering/ mask properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears
- Throughout the process: Avoid touching the front of the face covering/ mask.
- Taking off the face covering/ mask:
  - Do not touch your eyes, nose, or mouth when removing the face covering/ mask.
  - When taking off the face covering/ mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
  - Wash hands immediately after removing.

Care, storage and laundering:

- Washable face coverings may not be used more than one day at a time and must be washed after use. Face coverings should be properly laundered with regular clothing detergent before first use, and after each day of wearing. Face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
- Disposable masks must not be used for more than one day and should be placed in the trash after use or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.
Handwashing
Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

Gloves
Some employees may be required to wear gloves (check with your respective supervisor) but according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

Coughing / Sneezing Hygiene
If you are in a private setting and do not have on your face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer.

Cleaning Work Spaces and Commonly Used Surfaces
All University buildings that are open to employees will be cleaned regularly by housekeeping crews consistent with public health recommendations and OSHA guidelines for disinfection. Additional care should be taken to disinfect your personal work space and any commonly used surfaces. Before starting work, periodically throughout the day and before you leave any room for an extended period of time in which you have been working, employees will need to disinfect the area by using disinfectant spray and wiping down commonly used surfaces. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, door knobs, etc.). Each workstation will be provided with a sanitization kit which will include disinfectant spray, a cleaning cloth, and hand sanitizer. Cleaning your space before you leave each day with these supplies will reduce the risk to you and to others, including our cleaning staff.

Campus Visitors
Visitors to the campus will be limited and, to the extent possible, please minimize the need for visitors to our campuses. Any employee inviting a visitor to campus should make sure that that person understands that they will be required to adhere to the same safety precautions that employees and students follow. Visitors are required to wear face coverings inside buildings, in common areas, and wherever it is not possible to maintain physical distancing. A minimum of 6 feet physical distancing should be preserved to the greatest extent possible.
Management Responsibilities

Prior to allowing employees to return to campus, supervisors will assess building spaces that their departments use to institute measures to physically separate and increase distance. Facilities can assist with rearranging spaces and adding Plexiglass or other appropriate physical barriers.

Supervisors may consider rotating or staggering employee work schedules to allow space for physical distancing in smaller groups. Lower occupancy limits for common-use areas such as break rooms, conference rooms, and restrooms must be implemented to maintain adequate physical distancing.

Facilities/Housekeeping will have primary responsibility for cleaning offices and work spaces based on OSHA guidelines for disinfection. Facilities will also maintain hand-sanitizer stations at building entrances, elevator stops, and high-traffic areas, subject to the availability of hand-sanitizer.

Phased Occupancy of Campus Buildings

Capital will phase in a return of employees in a coordinated process to ensure appropriate physical distancing, availability of PPE, and capacity to clean and disinfect. The University will assess expanded staffing based on mission-critical operations, student-facing operations, the ability to control and manage specific work environment, and the necessity to be on-campus for business continuity.

The need to reduce the number of people on campus and the density within buildings in order to achieve physical distancing may continue for some time.

Building Access

Your Capital ID card will be required for entry to most buildings, and as usual protocol, you may not hold or prop open exterior doors for any other person.

Departments should work to coordinate arrival and departure times of employees to reduce congestion during any busy times of the business day. Employee arrival and departures should be scheduled in increments, if possible, to reduce personal interactions at building access points, hallways, stairs/elevators, etc. Once you have been instructed to return to the workplace, you should report to work or depart work through the designated building access and at the designated time to limit the number of people entering and exiting buildings at any one time.

Facilities will develop and implement a plan for traffic flow and access for buildings. These measures will include such things as limiting access to the building to certain entrances with card access, designating traffic flow throughout the building to create physical separation, designating entrance and exit doors, and (where possible) creating physical distance between seats in classrooms. All occupants of the building will be expected to comply with the measures so that the buildings can be used while still allowing for the necessary physical separation between individuals.

Visitors, guests and pets will typically not be allowed in campus building during this time.

Signage and Posters

Building occupants are expected to follow signage on traffic flow through building entrances, exits, elevator usage, and similar common use areas to assist with physical distancing.
Guidelines for returning to work

Phased Staffing
Each department at Capital may phase in a return of employees over time in a coordinated process to ensure appropriate physical distancing, availability of face coverings / masks, hand sanitizer, wipes, etc. Each department supervisor will submit a staffing plan to their Vice President for approval.

No later than August 3rd, all offices which regularly serve students must have an approved plan to staff the office each work day. This includes, but is not limited to, the Library, the IT Help Desk, Student Development functional areas, the Registrar, Financial Aid, the Capital Center, Trinity, and the Law School. Daily staffing should be in place by August 10th.

Non student-facing offices will also establish plans to have a regular office presence to efficiently have business continuity, which should be established by August 24th.

The need to reduce the number of people on campus to meet physical distancing requirements may continue for an unspecified period of time. Some employees of particular departments or functions that can continue to effectively work remotely may be asked to continue to do so until further notice.

Expanded staffing will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of faculty and staff. There should not be an increase in staffing levels beyond current needs to support essential operations without approval from your respective Vice President. Once decisions to expand on-site staffing in certain areas have been made, staff should follow the policies and protocols detailed in this guide for returning to work on campus.

Staffing Options
There are several options department supervisors should consider in making staffing decisions that can help to maintain required physical distancing measures and reduce population density within buildings and work spaces.

Remote Work
Those who can work remotely to fulfill some or all of their work responsibilities may be asked to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements, which should be approved by the immediate supervisor, through the respective Vice President, can be done on a full or partial day/week schedule as appropriate.

Alternating Days
In order to limit the number of individuals and interactions among those on campus, departments can schedule partial staffing on alternating days, if appropriate. Such schedules will help enable physical distancing, especially in areas with large common workspaces.
Staggered Reporting/Departing

The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times will reduce traffic in common areas to meet physical distancing requirements.

Working in Office Environments

If you work in an enclosed office, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, face coverings or masks should be worn at all times.

If you work in an open office environment, be sure to maintain at least 6 feet distance from co-workers. If possible have at least one workspace separating you from another co-worker. You should wear a face covering or mask at all times while in a shared work space/room.

Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers, and customers, such as:

- Place visual cues such as floor decals, colored tape, or signs to indicate to customers where they should stand while waiting in line.
- Place one-way directional signage for large open work spaces with multiple through-ways to increase distance between employees moving through the space.

Facilities can assist with signage or physical barrier needs for campus departments.

Face coverings should be worn by any staff in a reception/receiving area. Face coverings should be used when inside any Capital facility where others are present, including walking in narrow hallways where others travel and in break rooms, conference rooms and other meeting locations.

Employees at Higher Risk for COVID-19

According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 infection. Those conditions may include:

- Older adults (aged 65 years and older)
- HIV infection
- Asthma (moderate-to-severe)
- Chronic lung disease
- Liver disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity (≥ 40 BMI)
- Being immunocompromised
Capital is empathetic with employees who have been instructed to return to work on-site and have concerns about doing so due to a medical condition that places them in a higher risk group or those who are pregnant. Human Resources and your supervisor will work with employees to consider if other modifications are feasible, if sick, vacation or unpaid time is appropriate, or other alternative action must be taken.

In addition, Human Resources will work with employees who may need to care for a dependent, or are a member of a household with someone who may be at a high risk for serious complications from COVID-19 infection (per high-risk categories delineated above).

Employees who seek a modification due to being in a high risk category, being pregnant, having a household member who is in a high risk category, need to care for a dependent, or need for face covering modification may request consideration by filing a COVID-19 Request for Workplace Modification form. Employees seeking modifications should file as soon as they think they will need a modification, and Faculty teaching fall semester are asked to file a request by July 15th if possible.

Employees who are concerned and plan to not come to work on-site as instructed, should contact Human Resources at 614-236-7130. Employees should keep in mind that there may not be a reasonable modification for employees who refuse to report to work, which may jeopardize employment and/or unemployment benefits.

**Guidance for Transportation and Other Specific Workplace Scenarios**

**Public Transportation**

If you must take public transportation, wear a face covering or mask before entering the vehicle and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use hand sanitizer as soon as possible and before removing your face covering.

**Using Restrooms**

Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

**Using Elevators**

Elevators will be marked with occupancy levels, which have been reduced. During enter and exit, give each person space (6 feet if possible) and only one person should enter or exit an elevator at a time. Please use the stairs whenever possible, giving priority for elevator usage to individuals with special access needs. If you are using the elevator, wear your face covering or mask and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use hand sanitizer.

**Meetings**

The University continues to discourage large in-person gatherings as convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, telephone, etc.).
In person meetings are limited to the restrictions of local, state and federal orders and typically should not exceed 50 percent of a room’s capacity, assuming individuals can still maintain 6 feet of separation for physical distancing requirements. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support physical distancing practices between attendees.

During your time on-site, you are encouraged to communicate with your colleagues and supervisors as needed by email, instant message, telephone or other available technology rather than face-to-face. You can also use a range of available collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, Jabber, etc.).

**Meals**

Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus.

If dining on campus, you should wear your face covering or mask until you are ready to eat and then replace it afterward. Employees are encouraged to take food back to their office area or eat outside, if this is reasonable for your situation.

If you are eating in your work environment (break room, office, etc.), maintain 6 feet distance between you and others. Individuals should not sit facing one another. Only remove your face covering or mask in order to eat, then put it back on. Departments should remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support physical distancing practices between employees. Sanitize all surfaces, including table, refrigerator handle, coffee machine, microwave, etc. after using in common areas.

**Laboratory Work**

When working in a laboratory, the normal safety standards still apply, in addition to current COVID-19 standards of physical distancing, enhanced personal hygiene and regular disinfection. Specific criteria have been developed for faculty and staff if it is necessary to work in laboratory environments during this time. Contact your respective supervisor for specific guidelines.

**University Travel**

All non-essential University-related travel within the United States is suspended. Essential University-related travel includes admission recruiting, advancement travel, and athletic-related travel. If you are not sure if your travel is essential, contact your supervisor or Vice President. Until further notice, including the fall semester, no new University-related domestic travel may be booked or scheduled without prior approval of the respective Vice President.

Due to the continued spread of the coronavirus and uncertainties surrounding global travel, the University will not permit University-related international travel, including for study abroad programs, through Fall semester 2020.

Although personal travel is not restricted, employees are encouraged to limit non-essential personal travel. When traveling, we ask that every employee take the necessary safety precautions (masks, hand washing, sanitizer usage, physical distancing) that were outlined previously in these guidelines.

All travel will comply with the CDC and State Department guidelines.
**Mental and Emotional Wellbeing**

Our Employee Assistance Program, available to Capital employees who are also on the University’s life insurance plan, offers online and phone support on an array of emotional issues related to personal, family and job-related concerns. Additional emotional support for everyone is offered through OPTUM.

**Capital EAP through benefits:**

www.unum.com/lifebalance or call 1-800-854-1446

**Free emotional support through OPTUM (UHC):**

https://www.uschamberfoundation.org/optum

Additionally, United Health Care offers a website with special guidance on COVID-19 testing, prescriptions and Telehealth, an online and phone guidance system available 24/7. TIAA also has tools for budgeting and financial planning:

**UHC information on testing, prescriptions and Telehealth:**

https://www.uhc.com/health-and-wellness/health-topics/covid-19

**TIAA has a site to help with budgeting and Market volatility:**

https://www.tiaa.org/public/offer/insights/tools-calculators

Participants can also call them: Weekdays from 8am to 7pm (ET) at 888-583-2535
● Have you as a department supervisor submitted a Workforce Plan for review? Workforce Plan should clarify how the office will meet the needs for student services and business continuity. Offices that regularly serve students are expected to staff the office each work day, non-student-facing offices should have a regular office presence to efficiently meet business continuity needs.
● Have you confirmed with the individuals that they intend to return to the workplace and that they are able to return? If employees believe they are unable to return, provide them with the HR process and link to the request form.
● Have you reviewed your plan for equity of impact on employees?

Has the employee filled out the request form and provided documentation indicating they have a COVID related reason they cannot return to work on-site, or does the employee have any documented accommodations that limit their ability to work on-site?

Yes

Consult with Human Resources to discuss alternative work or leave without pay options.

No

Consult with Human Resources for leave options

Does the employee qualify for any paid leave options?

Yes

Employee returns to the workplace with modifications

No

Employee returns to the workplace as needed

Is employee able to work onsite?

Yes

Employee returns to the workplace as needed

No

Has the employee filled out the request form and provided documentation indicating they have a COVID related reason they cannot return to work on-site, or does the employee have any documented accommodations that limit their ability to work on-site?

Yes

Consult with Human Resources to discuss alternative work or leave without pay options.

No

Consult with Human Resources for leave options

Does the employee qualify for any paid leave options?

Yes

Employee returns to the workplace with modifications

No

Consult with Human Resources to discuss alternative work or leave without pay options.

Yes

Is employee able to work onsite?

Yes

Employee returns to the workplace as needed

No

Consult with Human Resources for leave options

Has the employee filled out the request form and provided documentation indicating they have a COVID related reason they cannot return to work on-site, or does the employee have any documented accommodations that limit their ability to work on-site?

Yes

Consult with Human Resources to discuss alternative work or leave without pay options.

No

Consult with Human Resources for leave options