COVID-19: Responding to Workplace Challenges
Topics to Be Covered

• Responding to a **Positive** COVID-19 Employee
• Responding to a **Suspected** COVID-19 Employee
• **Resources** Available
• Q&A
Case Study 1

Employee A works in a small office with three (3) other co-workers. At Lunch, Employee A informs his supervisor that his wife tested positive for COVID-19. Employee A only has had direct contact with his 3 co-workers during the workday.
What do you Do?

- The staff member who’s wife tested positive should self-quarantine throughout the duration of his wife’s illness plus an additional 14 days after she is considered recovered.
- No one else is required to self-quarantine
- Ensure that the staff member’s supervisor completes the TAMU COVID-19 Tracking Form
What Leave is Charged?

The Employee qualifies for the following:

1. Sick Leave or

2. Emergency Paid Sick Leave (EPSL).
Benefits of EPSL VS Sick Leave

Benefits of using EPSL
1. Paid Leave with No charge to leave accruals
2. University may reimbursed time

Benefits of using Sick Leave
1. Counts toward the 80 hours requirement to qualify for sick leave pool
Case Study 2

Employee A works in a small office with one (1) co-worker, Employee B. At Lunch, Employee A informs his supervisor that he is not feeling well and leaves work. Employee A only had direct contact with his 1 co-worker. The next day, Employee A calls his supervisor and informs him he has tested positive for COVID-19.
What do you do?

- Supervisor should assist in determining close contacts of Employee A.
  - CDC Definition of Close Contact
    - Within 6 feet
    - For more than 15 minutes
    - In the 48 hours prior to symptoms developing

- Close contacts must self-quarantine for 14 days; a negative test result does not shorten the duration of self-quarantine.

- Supervisor must complete TAMU COVID-19 Tracking Form
What Leave is Charged?

• Employee A
  1. EPSL or
  2. Sick Leave
• Employee B
  1. AWL
  2. Special Project
  3. (State) Emergency Leave

*Special Note: This is a potential Workers Comp Case and should be documented.*
1. Visit https://employees.tamu.edu/covid-19/FFCRA

2. All leave-related questions concerning the coronavirus, including the use of EPSL or EFMLA, should be emailed to benefits@tamu.edu for TAMU or hschr@tamu.edu for HSC

Question & Answer Session

Please type your questions in the chat and refer to the slide number if needed. If you need to articulate your question verbally, then go to the participant panel and raise your hand.
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employees.tamu.edu

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