

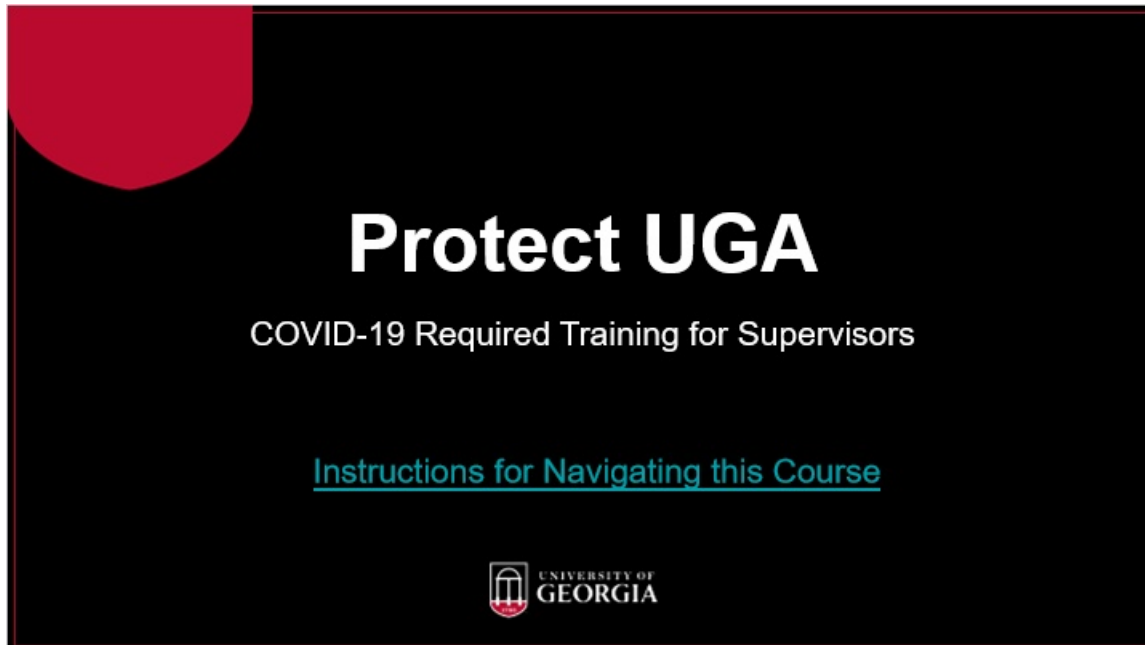
Content from the course “Protect UGA: COVID-19 Required Training for Supervisors”

Contents

1.0 Protect UGA: COVID-19 Required Training for Supervisors	3
1.1 Message from the President.....	4
1.2 Purpose of This Training	4
1.3 Creating a Safe Working Environment.....	5
1.4 Creating a Safe Working Environment.....	5
1.5 COVID-19 Basic Information	6
1.6 What is COVID-19 and How Does it Spread?	6
1.7 What is COVID-19 and How Does it Spread?	7
1.8 Self-Monitoring and Symptoms of COVID-19	7
1.9 Self-Monitoring and Symptoms of COVID-19	8
1.10 How to Prevent SARS-CoV-2 Infection.....	8
1.11 How to Prevent SARS-CoV-2 Infection.....	9
1.12 Proper Handwashing Technique.....	9
1.13 Important Terms	10
1.14 Important Terms	10
2.0 Planning for Return to Campus	11
2.1 UGA's Return to Campus Plan: Phase 1	11
2.2 UGA's Return to Campus Plan: Phase 2.....	12
2.3 UGA's Return to Campus Plan: Phase 3.....	12
2.4 Conducting a Risk Assessment.....	13
2.5 Examples of Social Distancing: Signage	13
2.6 Examples of Social Distancing: Partitions	14
2.7 Examples of Social Distancing: Sanitation	14
2.8 Examples of Social Distancing: Technology	15
2.9 Best Practices for Cleaning/Disinfecting	15
2.10 Cleaning/Disinfecting Non-Porous Surfaces.....	16
2.11 Cleaning/Disinfecting Porous Surfaces.....	16
2.12 Cleaning/Disinfecting Technology Equipment	17
2.13 Cleaning/Disinfecting Technology Equipment	17


2.14 Personal Protective Equipment (PPE).....	18
2.15 Personal Protective Equipment (PPE).....	18
2.16 Personal Protective Equipment (PPE).....	19
2.17 Personal Protective Equipment (PPE): Ordering Face Coverings	19
2.18 Personal Protective Equipment (PPE): Ordering Face Coverings	20
2.19 Personal Protective Equipment (PPE): Ordering Face Coverings	20
2.20 Personal Protective Equipment (PPE): Ordering Face Coverings	21
2.21 Personal Protective Equipment (PPE).....	21
3.0 Managing Employee Leave & Alternative Work Arrangements	22
3.1 COVID-19 Related Leave & Absences From Work	22
3.2 Leave Options: FFCRA.....	23
3.3 Leave Options: FMLA	23
3.4 Telecommuting (Telework).....	24
3.5 Telecommuting (Telework).....	24
3.6 Flexible Work Schedule	25
3.7 Flexible Work Schedule	25
3.8 COVID-19 Related ADA Accommodations Requests.....	26
3.9 COVID-19 Related ADA Accommodations Requests.....	26
3.10 Returning to Work After Illness.....	27
3.11 Employee Travel.....	27
3.12 Employee Travel.....	28
3.13 Employee Travel.....	28
3.14 Employee Travel for Research.....	29
3.15 Employee Travel.....	29
3.16 Further Training for Employee Travel	30
4.0 Additional Assistance and Resources for Supervisors	30
4.1 Contacts for Assistance	31
4.2 Other Resources for Supervisors.....	31
5.0 Appendix: More Disinfection Information	32
5.1 Other Enhanced Disinfection Processes	32
5.2 Other Enhanced Disinfection Processes	32
5.3 Other Enhanced Disinfection Processes	33

1.0 Protect UGA: COVID-19 Required Training for Supervisors



Protect UGA
COVID-19 Required Training for Supervisors

[Instructions for Navigating this Course](#)



UNIVERSITY OF
GEORGIA


1.1 Message from the President

Video Transcript:

As the University of Georgia begins a phased, gradual reopening of our campuses, we must continue to prioritize the health and safety of our community. As someone who supervises fellow employees, you have a very important leadership role to play in our efforts. This training module was developed specifically for you. It covers a range of information, guidelines, responsibilities, and resources that will help you and the members of your team during the reopening process. I urge you to pay close attention to the content and to serve as a role model of best practices for your workplace.


Protecting our community is a shared responsibility, one that will require the cooperation of all faculty, staff and students; and, your ongoing leadership will be critical to our success. I want to thank you for all that you are doing to help our university effectively navigate this challenging situation. I'm grateful for your hard work, your diligence and your flexibility. Remember, we remain a strong and connected university community, and we need to work together as we reopen our campus. Thanks again for your leadership.


1.2 Purpose of This Training



The Purpose of this Training is to:

- Prepare supervisors for their critical role in the phased reopening of campus
- Provide basic information about COVID-19 and how it is spread from person-to-person
- Educate supervisors and employees on the important measures UGA is implementing to create a safe and healthy environment
- Provide COVID-19-related Human Resources policies and procedures, checklists, and resources to support supervisors in promoting a safe and healthy environment for their employees



 UNIVERSITY OF GEORGIA

[UGA Coronavirus \(COVID-19\) Info & Resources](#)

1.3 Creating a Safe Working Environment

Ways UGA is Creating a Safe Working Environment

1. Following best practices from the University System of Georgia, the Georgia Department of Public Health and the Centers for Disease Control and Prevention
2. Taking a gradual and phased approach for employees returning to work
3. Providing training modules for supervisors, employees and students
4. Issuing two (2) reusable and washable cloth face coverings to all students, staff and faculty and strongly encouraging their use while on campus



UNIVERSITY OF GEORGIA

[UGA Coronavirus \(COVID-19\) Info & Resources](#)

1.4 Creating a Safe Working Environment

Ways UGA is Creating a Safe Working Environment

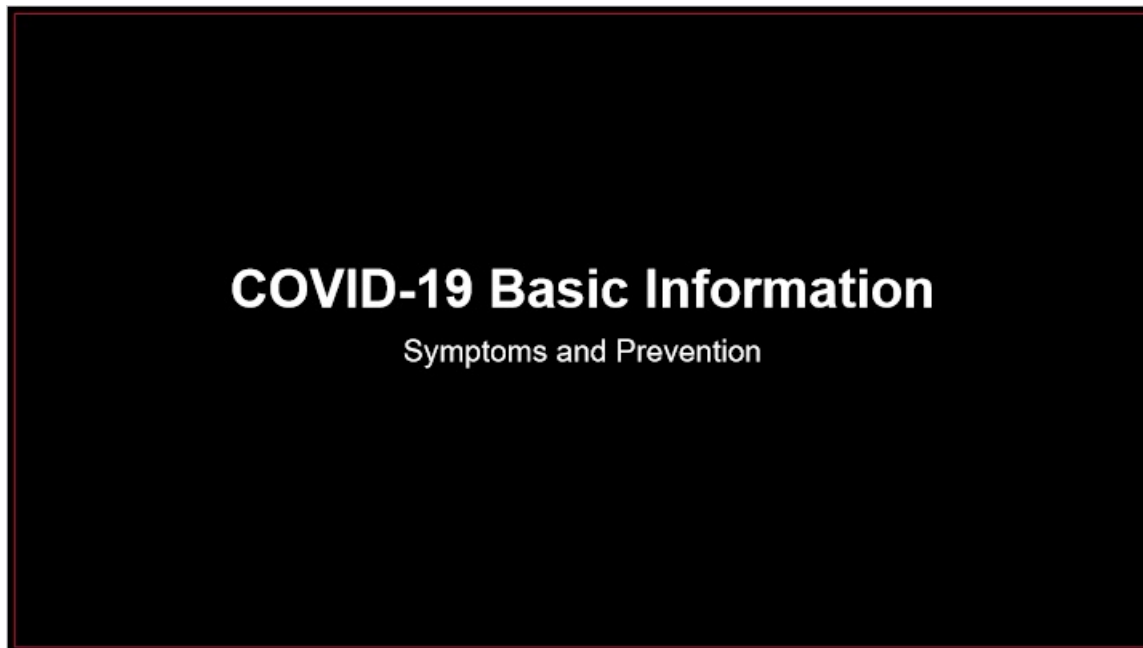
5. Requiring all employees to self-monitor and acknowledge that they are not aware they have signs and/or symptoms of COVID-19 before coming to campus each day; as this includes asking each employee to take their own temperature each day before reporting to work, the University of Georgia will be providing a digital thermometer to all students, staff and faculty
6. Implementing enhanced cleaning and disinfection protocols across campus
7. Use of reminder signage and other communications to encourage all members of our community and visitors to help prevent the spread of COVID-19 by practicing good hygiene
8. Establishing a Preventative Measures Advisory Board available to answer questions from supervisors



UNIVERSITY OF GEORGIA

[UGA Coronavirus \(COVID-19\) Info & Resources](#)

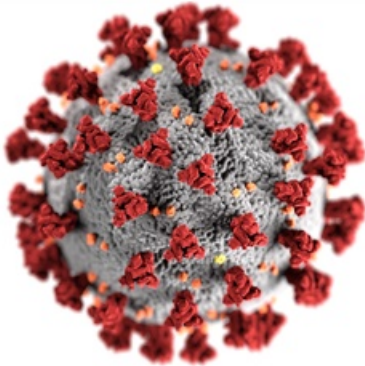
1.5 COVID-19 Basic Information



1.6 What is COVID-19 and How Does it Spread?

What is COVID-19 and How Does it Spread?


COVID-19 is a mild (or no symptoms) to severe respiratory illness caused by Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-CoV-2).



COVID-19 is primarily spread from person-to-person through respiratory droplets, generated when an infected person coughs, sneezes, talks, shouts or sings.

You may become infected by touching your mouth, nose or eyes after sharing or handling any object or touching a public surface contaminated by the virus.

Source: Georgia Department of Public Health

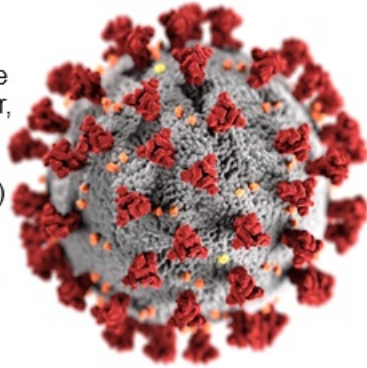
 UNIVERSITY OF GEORGIA

[UGA Coronavirus \(COVID-19\) Info & Resources](#)

1.7 What is COVID-19 and How Does it Spread?

What is COVID-19 and How Does it Spread?

Since SARS-CoV-2 spreads between people, who are in close proximity to one another, it is important to avoid contact and physically distance (at least 6 feet) from others when possible, and all employees are strongly encouraged to wear a face covering while on campus.



Since SARS-CoV-2 can be spread through contact with surfaces and objects, frequent handwashing, use of hand sanitizer and cleaning and disinfection of public surfaces also are critical to prevention of disease spread.

Source: Georgia Department of Public Health



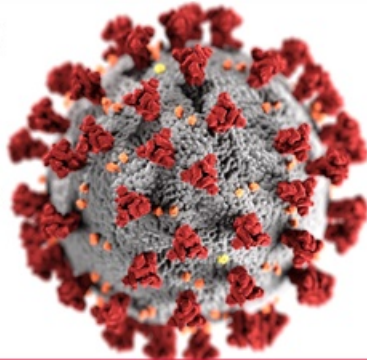
UNIVERSITY OF GEORGIA

[UGA Coronavirus \(COVID-19\) Info & Resources](#)

1.8 Self-Monitoring and Symptoms of COVID-19

Self-Monitoring and Symptoms of COVID-19

According to the CDC, people with COVID-19 have reported a wide range of symptoms, ranging from mild to severe. Symptoms may appear 2-14 days after exposure to the virus and include:



- Cough
- Shortness of breath or difficulty breathing
- Fever (>100.4 degrees)
- Chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell (without a stuffy nose)

You must self-monitor and acknowledge that you are not aware that you have signs and/or symptoms of COVID-19 before coming to campus each day.

Source: Georgia Department of Public Health



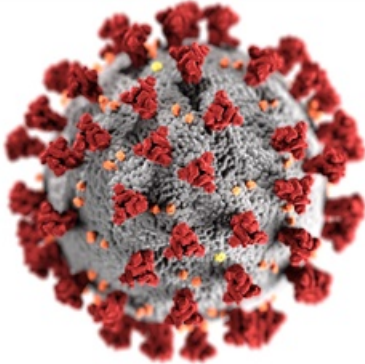
UNIVERSITY OF GEORGIA

[UGA Coronavirus \(COVID-19\) Info & Resources](#)

1.9 Self-Monitoring and Symptoms of COVID-19

Self-Monitoring and Symptoms of COVID-19

This list does not include all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting or diarrhea.



For the most up-to-date information on COVID-19 symptoms, check the [CDC's website](#).

By coming to campus, an employee is acknowledging that they have completed the self-monitoring requirements earlier that day and confirmed that they do not have signs/symptoms of COVID-19.

Source: Georgia Department of Public Health

UNIVERSITY OF GEORGIA [UGA Coronavirus \(COVID-19\) Info & Resources](#)

1.10 How to Prevent SARS-CoV-2 Infection

How to Prevent SARS-CoV-2 Infection

- Wear a cloth face covering while on campus
- Wash your hands often with soap and warm water for at least 20 seconds. Use an alcohol-based hand sanitizer (at least 60% alcohol) if soap and water are not available.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Stay home if you are sick. If you become ill at work, go home immediately.
- Avoid close contact with people who are sick.

Source: Georgia Department of Public Health

UNIVERSITY OF GEORGIA [UGA Coronavirus \(COVID-19\) Info & Resources](#)

1.11 How to Prevent SARS-CoV-2 Infection

How to Prevent SARS-CoV-2 Infection

- Get a flu shot. A flu shot will not protect against COVID-19, but if you do get the flu, your symptoms will be less severe, easing the burden on healthcare facilities. It will also reduce your chances of being mistakenly quarantined for COVID-19 when you have an unrelated illness.
- Avoid sharing common office supplies such as pens and notebooks.
- Develop sanitizing procedures for work areas with commonly used or shared equipment, tools, computers, copiers, etc.

Source: Georgia Department of Public Health



UNIVERSITY OF GEORGIA

[UGA Coronavirus \(COVID-19\) Info & Resources](#)

1.12 Proper Handwashing Technique

Video Transcript:

Are you washing your hands **properly**? It's the easiest way to **kill germs** and **prevent sickness**. **First**, wet your hands and apply soap. **Lather** and **rub** your hands together for 20 seconds. Enough time to sing "**Glory, Glory to Ole Georgia**." **Scrub** the backs of your hands. **Between** your fingers and **under** your nails. **Rinse** and **dry** your hands with a clean towel.

Hand sanitizer is almost as good. Use enough to cover **both hands** front and back. Rub together until hands are dry (about 20 seconds).

And don't forget this little guy. Your phone is harboring all sorts of **germs**. Even a quick wipe with disinfectant helps. Be sure to let it **air dry**.

Stay healthy, Dawgs!!!

1.13 Important Terms

Important Terms to Know During a Pandemic

Pandemic: a global epidemic or one that has spread over several countries or continents, affecting many people	Social distancing: remaining out of congregate settings and maintaining 6 feet distance from others	Congregate settings: public places where close contact with others may occur	Isolation: the separation of those who are sick with a contagious disease from those who are not to avoid transmission
--	---	--	--

Source: Georgia Department of Public Health

UNIVERSITY OF GEORGIA [UGA Coronavirus \(COVID-19\) Info & Resources](#)

1.14 Important Terms

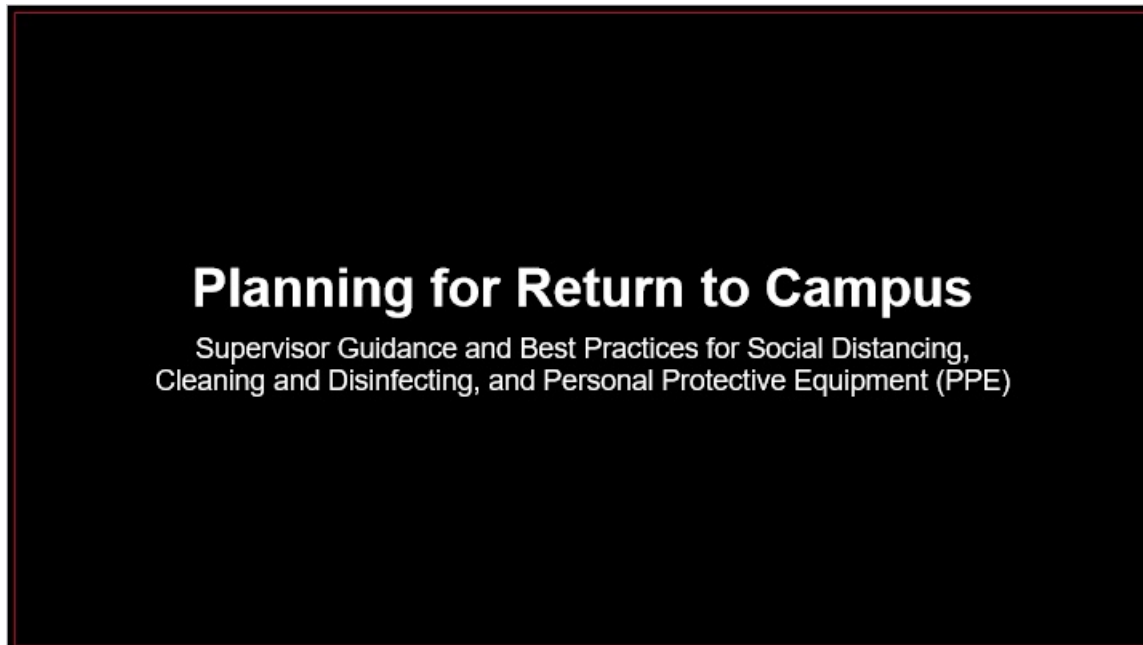
Important Terms to Know During a Pandemic

Quarantine: to separate and restrict movement of people who may have been exposed to a contagious disease, but do not show symptoms	Incubation period: the time from exposure to an agent, like COVID-19, to the onset of symptoms	Asymptomatic carriers: individuals, who are infected with an infectious agent, such as Sars CoV-2, who may spread the illness without showing symptoms of the disease	Contact tracing: a strategy where public health officials work with a patient to help them recall everyone with whom they have had a close contact during the timeframe while they may have been infectious
---	--	---	---

Source: Georgia Department of Public Health

UNIVERSITY OF GEORGIA [UGA Coronavirus \(COVID-19\) Info & Resources](#)

2.0 Planning for Return to Campus




2.1 UGA's Return to Campus Plan: Phase 1

UGA's Phased Employee Return to Campus Plan

Phase 1: On June 15, 2020, the following return to campus:

- Supervisors designated by their Dean, Director, or Department Head return to ensure that the work environment under their purview is configured to decrease health risks to their employees
- Personnel who perform mission critical/time sensitive functions
- Personnel who need to support supervisors or those with mission-critical/time-sensitive functions

 UNIVERSITY OF GEORGIA [UGA Coronavirus \(COVID-19\) Info & Resources](#)

2.2 UGA's Return to Campus Plan: Phase 2

UGA's Phased Employee Return to Campus Plan

Phase 2: Preparation to return to regular operations in July 2020 with date to be determined

- Supervisors (including administrative faculty) who did not return to campus during Phase 1
- Personnel who perform mission critical/time sensitive functions who have worked remotely during reduced operations
- Appropriate support personnel for the groups listed above
- Staffing will be adjusted to support returning faculty, staff, and students who are preparing for full operations in Phase 3

UNIVERSITY OF GEORGIA [UGA Coronavirus \(COVID-19\) Info & Resources](#)

2.3 UGA's Return to Campus Plan: Phase 3

UGA's Phased Employee Return to Campus Plan


Phase 3: Coincides with the Fall semester in August 2020 with date to be determined

- All faculty and staff return to campus for the 2020 Fall semester
- Individuals in those populations defined as at risk, who have applied with appropriate documentation for accommodation and have been approved for such, should remain in a teleworking/rotational schedule or other accommodation as approved by the University's workplace accommodation process detailed later in this training module

UNIVERSITY OF GEORGIA [UGA Coronavirus \(COVID-19\) Info & Resources](#)

2.4 Conducting a Risk Assessment

Conducting a Risk Assessment of Your Work Environment



Supervisors should use the [Risk Assessment Tool and Checklist](#) to assess health risks in their work environment.

Intent: Identify and manage situations in a facility and its work processes that may place personnel at risk for transmission of COVID-19 during the normal course of operations

Includes: Detailed instructions, examples of risk areas, possible mitigation strategies and other resources

Use: For internal use by departments to assist supervisors. If you have questions regarding the risk assessment process, please contact the UGA Preventative Measures Advisory Board (PMAB@uga.edu).


UNIVERSITY OF GEORGIA UGA Coronavirus (COVID-19) Info & Resources

2.5 Examples of Social Distancing: Signage

Examples of Social Distancing in the University Environment

Signage

Reminders to practice and reinforce social distancing in shared areas, including break rooms, rest rooms, and conference rooms



Many of these considerations may not be applicable to your area, and this is not an exhaustive list. Use the [risk assessment process](#) to determine specific considerations you may need to implement.

UNIVERSITY OF GEORGIA UGA Coronavirus (COVID-19) Info & Resources

2.6 Examples of Social Distancing: Partitions


Examples of Social Distancing in the University Environment

Partitions

Partitions, where needed and as available, for customer-facing areas

Possible closure of alternate sinks and urinals in multi-occupant restrooms

Many of these considerations may not be applicable to your area, and this is not an exhaustive list. Use the [risk assessment process](#) to determine specific considerations you may need to implement.



UNIVERSITY OF GEORGIA

UGA Coronavirus (COVID-19) Info & Resources

2.7 Examples of Social Distancing: Sanitation


Examples of Social Distancing in the University Environment

Sanitation Procedures

Sanitizing procedures for common work areas with shared equipment, tools, computers, copiers, etc.

Appropriate sanitization of shared department vehicles between uses

Many of these considerations may not be applicable to your area, and this is not an exhaustive list. Use the [risk assessment process](#) to determine specific considerations you may need to implement.



UNIVERSITY OF GEORGIA

UGA Coronavirus (COVID-19) Info & Resources


2.8 Examples of Social Distancing: Technology

Examples of Social Distancing in the University Environment

Distance Communication

Continued limitation of large group meetings and use of distance communication tools like Zoom

Many of these considerations may not be applicable to your area, and this is not an exhaustive list. Use the [risk assessment process](#) to determine specific considerations you may need to implement.



UNIVERSITY OF GEORGIA

UGA Coronavirus (COVID-19) Info & Resources


2.9 Best Practices for Cleaning/Disinfecting

Best Practices for Cleaning and Disinfecting Surfaces

Campus community members can use these basic guidelines in their personal and shared work spaces to reduce pathogen exposure.

Cleaning:	Disinfection:
Removes dirt/impurities that can interfere with the success of disinfection procedures to kill germs. Cleaning alone may not kill germs.	Kills germs with the use of chemicals and is most effective after first cleaning a dirty surface.

(Source: [CDC](#))



UNIVERSITY OF GEORGIA


UGA Coronavirus (COVID-19) Info & Resources

2.10 Cleaning/Disinfecting Non-Porous Surfaces

Cleaning and Disinfecting Surfaces

Non-Porous (Hard) Surfaces

- Use a disinfectant to wipe down metal/plastic (or other non-porous) surfaces.
- Wipe all typical contact points: door knobs & handles, light switches, counter surfaces, file drawer handles, desks, chairs, tables, or sink faucets and handles.
- **Use caution when spraying any aerosol chemical. Do not spray close to face (i.e., eyes, mouth, nose).**




UNIVERSITY OF GEORGIA [UGA Coronavirus \(COVID-19\) Info & Resources](#)

2.11 Cleaning/Disinfecting Porous Surfaces

Cleaning and Disinfecting Surfaces

Porous (Soft) Surfaces

- Remove visible contamination or waste on porous surfaces such as carpet flooring, fabric chairs, rugs or drapes.
- Clean with appropriate cleaner for use on these surfaces.




UNIVERSITY OF GEORGIA [UGA Coronavirus \(COVID-19\) Info & Resources](#)

2.12 Cleaning/Disinfecting Technology Equipment

Cleaning and Disinfecting Surfaces

Technology Equipment

- For keyboards and other types of technology equipment, alcohol-based wipes may be used.
- Do not allow cleaning product to pool on the surface during cleaning. Wipeable computer covers are recommended, if applicable.



UNIVERSITY OF GEORGIA

UGA Coronavirus (COVID-19) Info & Resources

2.13 Cleaning/Disinfecting Technology Equipment

Cleaning and Disinfecting Frequently Touched Surfaces

Facilities Management Division Services (FMD) and other departments, who have their own building services personnel, will clean touch surfaces on a more frequent basis.

When supplies are available, FMD will provide sanitizing wipes that may be used by faculty and students to disinfect classroom surfaces they might touch, including classroom tabletops, chair armrests, and computer workstations.

Additional cleaning supplies can be obtained by contacting FMD Work Request Center:
fmdwork@uga.edu | (706) 542-7456

Additional disinfection between classes can be performed by faculty and students as desired using provided materials.


[Click to View Details on Enhanced Disinfection Processes](#)

UNIVERSITY OF GEORGIA

UGA Coronavirus (COVID-19) Info & Resources

[Click for View Details on Enhanced Disinfection Processes](#)


2.14 Personal Protective Equipment (PPE)



Personal Protective Equipment (PPE)


In the best interest of the health and safety of our community and based on instructions from the USG, all UGA employees are strongly encouraged to wear a cloth face covering on campus to minimize the potential for COVID-19 virus spread.

This includes all public spaces and spaces used by multiple people, with an even greater expectation for those who traverse campus to work in multiple buildings on a routine basis.

 UNIVERSITY OF GEORGIA

[UGA Coronavirus \(COVID-19\) Info & Resources](#)


2.15 Personal Protective Equipment (PPE)



Personal Protective Equipment (PPE)


The USG instructions acknowledge that there may be unique scenarios under which employees would be required to wear a face covering and allow institutions to establish a process for documenting and approving such scenarios.

UGA's Preventative Measures Advisory Board, composed of faculty and staff with appropriate expertise, are establishing this process and will evaluate these situations on a case-by-case basis.

 UNIVERSITY OF GEORGIA


[UGA Coronavirus \(COVID-19\) Info & Resources](#)

2.16 Personal Protective Equipment (PPE)




Personal Protective Equipment (PPE)

All students, staff and faculty will be issued two (2) reusable and washable cloth face coverings.

 UNIVERSITY OF GEORGIA [UGA Coronavirus \(COVID-19\) Info & Resources](#)


2.17 Personal Protective Equipment (PPE): Ordering Face Coverings



Personal Protective Equipment (PPE): Ordering Face Coverings

To order cloth face coverings for your department or college, supervisors will submit an order in the UGAmart PPE punch out. Additional instructions on ordering the face coverings will be available in UGAmart. Although a speedtype or chart string is a requirement for your UGAmart order, the face coverings are \$0.00 and the system will not charge your account.

Please only order the face coverings needed for employees returning on June 15th. Departments can order face coverings at a later date for employees returning in July when the date is announced.

 UNIVERSITY OF GEORGIA [UGA Coronavirus \(COVID-19\) Info & Resources](#)

2.18 Personal Protective Equipment (PPE): Ordering Face Coverings



Personal Protective Equipment (PPE): Ordering Face Coverings

Mail and Receiving will deliver all face coverings to the department/college, unless the supervisor notates in their order that they need face coverings mailed to their employees' home addresses. Another option is for a supervisor to pick up their department's face covering order from Mail and Receiving Services.

If supervisors opt to have the face coverings mailed to their employees' home addresses, then the supervisor should remind their employees to update their home address information in the OneUSG Connect via the employee self-service portal. Human Resources will provide employees' home addresses to departments to utilize for the mailing option.

2.19 Personal Protective Equipment (PPE): Ordering Face Coverings



Personal Protective Equipment (PPE): Ordering Face Coverings

Departments/units may order additional face coverings (in black), in addition to the two being provided by the University, and other types of PPE if needed via regular Procurement purchasing processes using their own departmental funding. The additional face coverings are available in the UGAmart PPE punch out.

2.20 Personal Protective Equipment (PPE): Ordering Face Coverings



Personal Protective Equipment (PPE): Ordering Face Coverings

Graduate students and student workers will receive their two face coverings along with the other students through a mail distribution in July. For graduate students or student workers that will be returning to campus prior to July 1st, their supervisor may pick up a face covering from the Environmental Safety Division or the Office of Emergency Preparedness.

2.21 Personal Protective Equipment (PPE)



Personal Protective Equipment (PPE)

Masks and face coverings protect others from asymptomatic shedding of the virus, but they do not lessen the importance of social distancing.

- Staff do not need to wear goggles and face shields on campus unless their normal work environment requires this type of enhanced protection (e.g., teaching laboratory)
- According to the CDC, gloves are not necessary for general use and do not replace good hand hygiene.

3.0 Managing Employee Leave & Alternative Work Arrangements

Managing Employee Leave and Alternative Work Arrangements

Supervisor Guidance for Leave Options, Reasonable Accommodations, Fitness for Duty and Employee Travel

3.1 COVID-19 Related Leave & Absences From Work

COVID-19 Related Leave and Absences From Work

Employees experiencing COVID-19 type symptoms should not report to work.


If an employee experiences such symptoms while at work, they should:

- Report to their supervisor that they are ill
- Leave work immediately

Employees should use accrued sick or vacation leave or other available leave options in the next two slides.

COVID-19 Related Symptoms
A supervisor has the authority to send an employee home if that employee exhibits one or more of the symptoms identified by the CDC.

Fitness for Duty
A supervisor has the authority to send an employee home if that employee is unable to perform the essential functions of the position due to a medical condition that has been observed by that supervisor or acknowledged by the employee.

 UNIVERSITY OF GEORGIA [UGA Coronavirus \(COVID-19\) Info & Resources](#)

3.2 Leave Options: FFCRA

Leave Options: FFCRA

Supervisors should refer employees to Human Resources for questions and information regarding COVID-19 related leave request options.

Families First Coronavirus Response Act (FFCRA)

The FFCRA provides employees up to two (2) weeks of paid emergency sick leave for those situations when an employee is required to be in quarantine or isolation due to COVID-19 exposure.

The FFCRA also provides expanded FMLA coverage for employees that are unable to work due to a need to care for a child if the school or place of care has been closed due to a public health emergency associated with COVID-19.

[More about FFCRA](#)

3.3 Leave Options: FMLA

Leave Options: FMLA

Supervisors should refer employees to Human Resources for questions and information regarding COVID-19 related leave request options.

Family Medical Leave Act (FMLA)

Eligible employees may be granted up to 12 work weeks of job-protected leave during a 12-month period for certain health-related and/or military deployment situations.

FMLA leave eligibility is not performance-based. An employee is required to exhaust their sick and personal leave balances while on FMLA.

[More about FMLA](#)

3.4 Telecommuting (Telework)

Telecommuting (Telework)

An arrangement to permit an employee to perform essential job functions at a designated alternate location.

Telecommuting is not an employee right, benefit, or requirement, but rather a work arrangement that can be terminated by the supervisor at any time without notice.



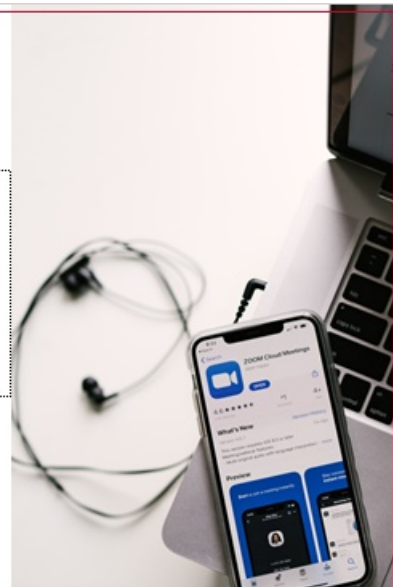
3.5 Telecommuting (Telework)

Telecommuting (Telework)

Supervisors should consider a telecommuting arrangement only when it is beneficial to the individual unit and the University.

Approvals should be based on the position's duties and responsibilities, as well as the employee's record of performance and other factors, each independent of one another.

[More about UGA's Telecommuting Policy](#)





3.6 Flexible Work Schedule

Flexible Work Schedule

Flexible work schedules are alternative work schedules that differ from the University's regular business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday.

The goal should be to enhance the business operations of the department while at the same time providing enhanced flexibility to employees.



 UNIVERSITY OF GEORGIA

[UGA Coronavirus \(COVID-19\) Info & Resources](#)

3.7 Flexible Work Schedule


Flexible Work Schedule


Supervisors should consider:

- Can the job duties be performed during hours other than core hours?
- Can the job duties be performed independent of others who may not be working the same shift?

University supervisors may use flexible work arrangements to meet present and future departmental needs and challenges, better manage workflow, control the use of overtime, or lengthen the hours of service.

More about Flexible Work Arrangements



 UNIVERSITY OF GEORGIA

[UGA Coronavirus \(COVID-19\) Info & Resources](#)

3.8 COVID-19 Related ADA Accommodations Requests


COVID-19 Related ADA Accommodations Requests

The Centers for Disease Control and Prevention (CDC) has determined that older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19.

Requests from faculty and staff for an accommodation due to COVID-19 will be handled through the University's existing Americans with Disabilities Act (ADA) accommodations process.

Please contact the HR Liaison for your respective unit or the Office of Faculty & Staff Relations in University Human Resources if you have any questions regarding a COVID-19 workplace accommodation question or request.

You may also visit the [UGA ADA accommodations website](#) for more information.

 UNIVERSITY OF GEORGIA [UGA Coronavirus \(COVID-19\) Info & Resources](#)


3.9 COVID-19 Related ADA Accommodations Requests

COVID-19 Related ADA Accommodations Requests

Faculty seeking an accommodation are asked to submit their COVID-19 related ADA accommodation request by Thursday, June 18, 2020. This deadline will assist the campus in planning for the delivery of instruction this fall semester.

Staff seeking an accommodation are asked to submit their COVID-19 related ADA accommodation request by Wednesday, July 1, 2020. Faculty and staff may submit an accommodation request at any time as the need arises or circumstances change.

Please note the University accommodations process addresses workplace accommodations directly related to the employee (one's self) and their job functions. Based upon guidance from the USG, the University's accommodation process can only be used to address COVID-19 related concerns related to your own medical conditions and risk factors. If you wish to seek leave related to the care of others, please refer to employee leave options, including the Families First Coronavirus Response Act (FFCRA) and the Family Medical Leave Act (FMLA).

 UNIVERSITY OF GEORGIA [UGA Coronavirus \(COVID-19\) Info & Resources](#)

3.10 Returning to Work After Illness


Returning to Work After Illness


In some cases, medical certification that validates that the employee is able to perform all the essential functions of their position may be required.

Employees are required to follow CDC guidelines for quarantine or isolation prior to returning to the workplace.

The supervisor must contact Faculty & Staff Relations to coordinate the request for medical certification.

Under the ADA, supervisors are not permitted to directly contact an employee's medical authority.



 UNIVERSITY OF GEORGIA

[UGA Coronavirus \(COVID-19\) Info & Resources](#)

3.11 Employee Travel

Employee Travel

Non-essential, business-related travel of any kind is currently prohibited for USG employees.



 UNIVERSITY OF GEORGIA

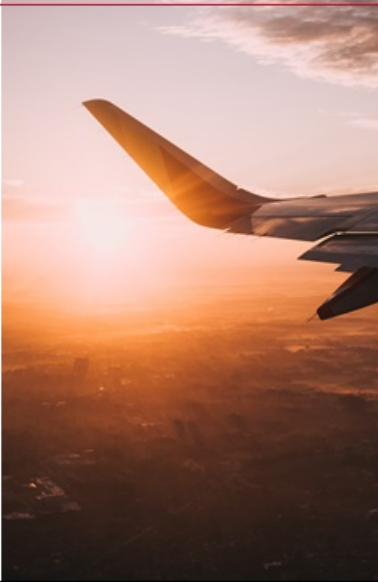
[UGA Coronavirus \(COVID-19\) Info & Resources](#)


3.12 Employee Travel

Employee Travel

During the pandemic timeframe, UGA faculty and staff are limited to essential business travel only; this will require the completion of a travel authorization (TA) as a pre-approval for all essential travel (in-state and out-of-state) regardless of destination, cost, level of reimbursement, or funding source.

Blanket authorizations (for up to one fiscal year) are available for employees with frequent and reoccurring in-state essential travel.



 UNIVERSITY OF GEORGIA

[UGA Coronavirus \(COVID-19\) Info & Resources](#)

3.13 Employee Travel

Employee Travel

Any prospective traveler must justify that the proposed travel, whether domestic or international, is essential by documenting the consequences of not traveling.

This justification must be included in the travel authorization and approved by the immediate supervisor.



 UNIVERSITY OF GEORGIA

[UGA Coronavirus \(COVID-19\) Info & Resources](#)

3.14 Employee Travel for Research

Employee Travel for Research

Research-related travel should depend on the work itself being or approved under the Office of Research guidelines.

If the research meets the criteria set forth by the Office of Research, then the travel automatically will be approved.

The email communication approving the research should be included with the travel authorization.



 UNIVERSITY OF GEORGIA

[UGA Coronavirus \(COVID-19\) Info & Resources](#)

3.15 Employee Travel

Employee Travel

Because of the shifting epidemiology of the coronavirus, a destination considered relatively safe now may not be considered safe this fall and vice versa.

Faculty, staff, or students who travel on University business or as a part of a University program to an area of significant activity will be required to quarantine upon return to campus.

Faculty, staff and students traveling on non-University related travel are strongly encouraged to follow relevant CDC and Georgia Department of Public Health post travel quarantine guidance and may be subject to quarantine requirements.



 UNIVERSITY OF GEORGIA

[UGA Coronavirus \(COVID-19\) Info & Resources](#)


3.16 Further Training for Employee Travel


Further Training for Employee Travel

Every employee and student must complete a centralized training module that will include guidelines for safe travel, such as wearing masks on airlines, number allowed to travel in one vehicle, handwashing, social distancing, etc.

Every employee and student who is traveling on University business must complete the basic training module as described above, as well as an additional travel module that includes the UGA/USG travel policy.

More instructions on this training will be forthcoming.



 UNIVERSITY OF GEORGIA

[UGA Coronavirus \(COVID-19\) Info & Resources](#)


4.0 Additional Assistance and Resources for Supervisors

Additional Assistance and Resources for Supervisors

4.1 Contacts for Assistance

Contacts for Additional Assistance

Faculty and Staff Relations Questions	General Human Resources Questions
Sige Burden Sr. Managing Director sburden@uga.edu (706) 542-9231	hrweb@uga.edu (706) 542-2222
Tracey O'Malley Assistant Director tomalley@uga.edu (706) 542-0251	Workplace Environment, Risk Assessment and PPE Questions
Aдриanna Creech Sr. Managing Consultant acreech@uga.edu (706) 542-7342	Preventative Measures Advisory Board: PMAB@uga.edu

 UNIVERSITY OF GEORGIA [UGA Coronavirus \(COVID-19\) Info & Resources](#)

4.2 Other Resources for Supervisors

[UGA Coronavirus Website](#)

[UGA COVID-19 Prevention Sign Templates](#)

[UGA Human Resources Employee Leave FAQs](#)

[UGA Employee Assistance Program](#)

[Research Operations at UGA](#)

[Georgia Department of Public Health](#)

[Centers for Disease Control & Prevention](#)

[CDC High Risk Conditions](#)

5.0 Appendix: More Disinfection Information

5.1 Other Enhanced Disinfection Processes

Other Enhanced Disinfection Processes

For the protection of the campus community and staff, FMD cleaning staff will modify existing cleaning practices to incorporate disposable mopheads and cleaning cloths. This will decrease possible cross-contamination in cleaning practices and minimize potential exposure to staff and building occupants.

In areas with known COVID-19 exposure, cleaning/disinfecting procedures will be handled by a select, trained group of employees with oversight from their safety professionals. Scope of cleaning will be assessed based on the infected person's location, travel, and duration in spaces.



UNIVERSITY OF GEORGIA

[UGA Coronavirus \(COVID-19\) Info & Resources](#)

5.2 Other Enhanced Disinfection Processes

Other Enhanced Disinfection Processes

Enhanced disinfection procedures will pay specific attention to restrooms; entry ways; doorknobs, water fountains; lounges; classroom/lab touch surfaces; corridors and public circulation areas (elevator, interior handrails).

The disinfectants used in these areas will comply with CDC-approved COVID-19 products including those used with electrostatic sprayer equipment.



UNIVERSITY OF GEORGIA

[UGA Coronavirus \(COVID-19\) Info & Resources](#)

5.3 Other Enhanced Disinfection Processes

Other Enhanced Disinfection Processes

Restrooms will be cleaned daily with disinfectant:

- Doors & door handles/push plates, if applicable
- Light switches
- Countertops
- Faucets handles
- Soap dispensers
- Seat cover dispensers
- Paper towel dispensers
- Toilets/fixtures
- Urinals/fixtures
- Hygiene containers
- All partitions (inside/outside)
- Hand dryers
- Baby changing stations



UNIVERSITY OF GEORGIA

[UGA Coronavirus \(COVID-19\) Info & Resources](#)