

Employee COVID-19 Inquiries Guide

Purpose: To provide employees with a guide for COVID-19 questions and concerns.

Human Resources inquiries will continue to be received via the HR Connect help desk with the following methods:

1. Send an email to hrhelp@bloomu.edu ; or
2. Visit <https://intranet.bloomu.edu/hrconnect> to enter a HR help request; or
3. Call the HR Help Desk at 570-389-4415.

COVID-19 inquiries received in Human Resources Monday through Friday by 2:30 PM will be acknowledged within the same business day.

COVID-19 inquiries received Monday through Friday after 2:30 PM will be acknowledged at the start of the next business day.

COVID-19 inquiries received on holidays or weekends will be acknowledged at the start of the next business day.

Urgent COVID-19 inquiries outside of normal business hours should be directed to the employee's supervisor.

The following guidance should be used by employees for requesting help with COVID-19 concerns.

Category	Inquiry Type	Responsible for Actions
Leave	Exposure to COVID-19	Human Resources (*FFCRA) Phone: 570-389-4415 Email: hrhelp@bloomu.edu
Leave	Experiencing COVID-19 Symptoms	Human Resources (*FFCRA) Phone: 570-389-4415 Email: hrhelp@bloomu.edu
Leave	High Risk Employee	Human Resources Phone: 570-389-4415 Email: hrhelp@bloomu.edu
Leave	Leave Usage associated with Work Status	Human Resources Phone: 570-389-4415 Email: hrhelp@bloomu.edu
Leave	Current Work Status	Employee Supervisor
Leave	Return to Work	Employee Supervisor
Universal Precautions	Social Distancing Recommendations	Office of Workplace Safety Phone: 570-389-4792
Universal Precautions	Social Distancing Implementation	Dean, Director or Assistant/Associate Vice President
Universal Precautions	Disinfecting – Standard and After Exposure or Potential Exposure	Office of Workplace Safety & Facilities Management Phone: 570-389-4792
Universal Precautions	Contact Tracing	Office of Workplace Safety & Facilities Management Phone: 570-389-4792
Communication	Rumors	Office of Workplace Safety & Employee Supervisor Phone: 570-389-4792
Communication	Workplace Safety & Universal Precautions	Office of Workplace Safety & Employee Supervisor Phone: 570-389-4792

***Families First Coronavirus Response Act (FFCRA)** - The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

Time Sensitive Determinations

1. Supervisors will provide employees with a management call tree to be followed for time sensitive decisions where the supervisor is not immediately reachable, such as appropriateness of sending a sick or potentially exposed employee home.
2. If the leaders on the call tree are not available, any supervisor can make the determination if it is appropriate to send an employee home from work if they are experiencing symptoms of COVID-19 or have been potentially exposed to COVID-19.
3. If neither step 1 or 2 are successful in reaching a supervisor and an employee becomes ill at work with COVID-19 symptoms, the employee may leave work and notify the supervisor via cell phone immediately upon arriving home.

In all cases where an employee leaves work due to COVID-19 reasons, the employee must also contact Human Resources for counseling on the process for applying and determining eligibility for Emergency Paid Sick Leave.