

ANR COVID-19

Frequently Asked Questions (Updated 3/9/2020 4:23 PM)

1. Should I cancel travel plans?

The University of California revised its instructions on travel on March 5 to [direct that employees avoid all non-essential travel](#) to any country designated with a CDC Level 3 or Level 2 Travel Notice. This currently includes China, Iran, Italy, South Korea, and Japan. Please consider the potential for additional countries to be added to the restricted travel list which could result in unplanned mandatory quarantine periods upon return to the U.S. It may well be advisable to limit nonessential domestic travel.

Stay up to date with [US State Department advisories](#) and [CDC's travel health](#) notices related to COVID-19. Anyone planning travel abroad for University-related purposes must register their international travel with the UC International travel registry program, [UCAway](#). See our [Business Travel](#) page for more travel safety information and links.

2. My employee has personal travel scheduled, what should I do?

UC employees traveling to countries designated CDC Level 2 (sustained community transmission) or CDC Level 3 (widespread sustained transmission) should be strongly encouraged to follow CDC advice and avoid their trip. Please encourage employees to [register personal trips](#), which provides them with information about health and travel restrictions that may arise before, during or after their trip.

Further, individuals with a recent travel history from a CDC Level 3 country must self-isolate for 14 days from the time they left the Level 3 country, and practice social distancing. CDC travel guidance for Level 3 countries applies to all travelers returning from a Level 3 country for any purpose, including personal travel.

3. Should we cancel events and program activities?

Consider postponing, canceling, or rescheduling events and programs. Factors to consider:

- Guidance from health authorities in your community and coordination with County and other local partners.
- Duration of event
- Venue type (open air vs. closed space, proximity of participants to one another)
- Demographics of participants – are they in a high-risk group? Are they required to travel?
- Complexity of event operations
- Types of onsite service and activities available

If event organizers choose not to postpone, cancel, or reschedule, they should be prepared to implement the following prevention strategies, based on the advice of public health officials:

- Distribute health messages about COVID-19 to event staff and participants ahead of event and on event materials distributed during the event. Encourage people to stay home if they are sick.

- Encourage eliminating handshakes or hugs when meeting event participants or catching up with colleagues.
- If possible, avoid buffet meals at events, use boxed lunches or packaged snacks to avoid potential cross-contamination.
- Make sure that hand-washing facilities are readily available and if possible, have hand sanitizer and disinfecting wipes available.
- Develop flexible refund policies for participants.
- Be prepared to separate those who become sick at your event from those who are well.
- Identify actions to take if you need to postpone or cancel.

Please see the CDPH [guidance for event organizers](#) or the CDC web site for the most current information about precautions and [prevention in the community](#).

4. What should my top priorities be as a supervisor?

- Make sure employees who are sick stay home until their symptoms resolve.
- Remind employees that work travel must be registered to provide protections for those doing business for UC, and some international travel is restricted.
- Encourage employees to follow simple precautions such as thorough handwashing to prevent the spread of disease, and to avoid touching their eyes, nose and mouth.

Sick employees should stay home

If your employee feels well enough to work, but has symptoms, you may approve teleworking if that's appropriate. Ultimately, we want our employees to get well fast and reduce the risk of exposing others to illness. In addition, employees who are sick do not need to validate their illness with a health care provider, as offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.

5. One of my employees appears to be sick, but refuses to leave work. What can I do?

Employees who are sick should follow [CDC guidance](#) and stay home and not go into crowded public places or visit people in hospitals. **All employees should stay home if they are sick** until at least 24 hours after their fever (temperature of 100 degrees Fahrenheit or 37.8 degrees Celsius or higher) is gone. Employees who are sick will use their available leave as appropriate for the absence. If an employee has exhausted their leave (sick leave, PTO, extended sick time) and they're concerned about not getting paid, contact [ANR Human Resources](#).

6. Are there steps that directors, managers and supervisors can take to prepare for an outbreak of coronavirus?

Leaders and supervisors should familiarize themselves with their individual department's business continuity and contingency plans. Encourage telework options for employees who voluntarily agree to quarantine or who need to care for family members. As part of any planning effort, managers and supervisors should make information available to employees concerning the steps employees can take to protect themselves and help prevent the spread of coronavirus in the workplace.

7. An employee may have had indirect contact with an infected person, what should I do?

As COVID-19 becomes more widespread in the U.S., the university is preparing for the possibility that employees will come into direct or indirect contact with someone infected. For employees who may have had tertiary contact – contact with someone who came into contact with an infected person – we are following CDC guidelines which would consider this a low-risk scenario, not requiring any restrictions or self-isolation.

We understand this can feel very scary and encourage managers and supervisors to help employees become informed and take precautions. UC ANR is maintaining up-to-date information on a [Health Alerts](#) website. UC Davis Health also has a very detailed [webpage](#) that includes information on how you can protect yourself and your family.

8. Should an employee who is out sick provide a health care provider's note?

No. Supervisors should actively encourage sick employees to stay home, but should not require employees who are sick to validate their illness. Health care provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.

9. What steps should be taken if an employee becomes ill with fever, cough or other concerning symptoms?

Managers and supervisors should direct employees who are sick to remain off duty (sick leave) until symptoms resolve, and that they seek medical assistance, as appropriate. In cases where an employee feels well enough to work, managers and supervisors should support employees to work remotely, if appropriate.

If an employee declines to take leave, managers and supervisors should consult [ANR Human Resources](#) for assistance in determining whether there is objective evidence of illness. Action should not be taken based solely on a manager's or supervisor's subjective assessment of an employee's medical condition.

10. May UC ANR prohibit an employee from coming to work if the employee is known to have contracted coronavirus themselves, or to have had close contact with someone who has?

Yes. UC is obligated to provide a safe workplace and may take necessary and reasonable steps to minimize health risks for its employees, such as requiring that employees not come to work if they have coronavirus. If any employment actions are taken as a result of coronavirus, such as requiring that employees not come to work, such actions must be consistent with policy, bargaining agreements and federal and state laws prohibiting discrimination in the workplace. Please consult [ANR Human Resources](#) should this situation arise.

11. May an employee use sick leave to care for an ill family member?

Yes. To the extent possible, the employee should make arrangements with their supervisor in advance of taking time off.

12. May an employee use sick leave to care for their child if their childcare center or school has been closed?

Yes. To the extent possible, the employee should make arrangements with their supervisor in advance of taking time off.

13. Does the Family and Medical Leave Act (FMLA) or California Family Rights Act (CFRA) entitle an employee to take leave to avoid contracting coronavirus?

No. The FMLA and CFRA entitle employees to job-protected leave when they have a serious health condition or when they need leave to care for covered family members who have a serious health condition. Leave for the purpose of avoiding exposure to the coronavirus is not protected under the FMLA or CFRA.

14. If an employee wants to work from home, what resources are available to them?

Contact [ANR IT Helpdesk](#) about making accommodations for employees to work from home. This could include systems access, equipment or other related needs. Work with the employee to confirm work expectations and agree on a regular check-in schedule. Consult [ANR Human Resources](#) for telework guidelines.

15. My employees are showing signs of anxiety about possible exposure, what should I do?

The news, and especially the uncertainty, can feel very scary. Encourage employees to focus on factual information from reliable sources. The [Academic and Staff Assistance Program](#) offers confidential, cost free assessment, intervention, consultation and referral services to all UC ANR academics, staff and their immediate families. If employees are experiencing extreme anxiety that is impacting productivity, supervisors should work with employees to provide flexible work options, such as teleworking.

16. Should we be issuing personal protective equipment (PPE) to protect employees?

Spread of respiratory viruses from person-to-person happens most often among close contact (within 6 feet). CDC recommends everyday preventive actions to prevent the spread of respiratory viruses, such as avoiding people who are sick, avoiding touching your eyes or nose, and covering your cough or sneeze with a tissue. The routine use of masks in non-clinical areas is not recommended by the CDC. See CDC [Frequently Asked Questions \(FAQs\) about PPE](#)