

COVID-19 FAQs FOR EMPLOYEES

July 2020

Q: What measures is UEI taking to help protect our employees during the COVID-19 epidemic?

A: *In order to minimize the spread of the virus at our workplace, we have updated our Injury and Illness Prevention Program (IIPP) to include additional measures such as enhanced cleaning and sanitation in our workplaces, providing guidance on using personal protection equipment such as masks, reducing on-site workforce to essential employees, allowing employees to work from home when possible, educating employees about how to minimize the spread of COVID-19 through proper hand-washing and social distancing, eliminating non-essential travel, and more. For more information, please review the recent [addendum to our IIPP](#).*

Q: Do I need to wear a mask in the workplace?

A: *Yes. As per a CA state mandate and campus safety guidelines, all employees **must** wear a mask when:*

- *Interacting in-person with any member of the public*
- *Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time*
- *Working in any space where food is prepared or packaged for sale or distribution to others*
- *Working in or walking through common areas, such as hallways, stairways, open office areas, elevators, breakrooms, restrooms, and parking facilities*
- *In any room or enclosed area where other people are present when unable to physically distance*
- *While outdoors in public spaces when maintaining a physical distance of six feet from persons who are not members of the same household or residence is not feasible*

You may remove your mask when in your private office (when no other person is present) or while in a semi-enclosed personal office/desk area when at least six feet of social distancing is possible.

If you do not have a mask, please reach out to your supervisor and a mask may be provided to you.

If you have an underlying medical condition that prevents you from wearing a mask, please reach out to Human Resources for further guidance.

Q: Will UEI be conducting temperature checks or screening our employees for illness?

A: *No. At this time, UEI will not be conducting health screenings or temperature checks on our employees. However, as per the COVID-19 addendum to our Illness and Injury Prevention Program (IIPP), vendors and employees are being asked to self-assess daily for any COVID-19 symptoms and if any are present, to not report to work.*

Q: What should I do if I feel sick?

A: *Employees should **immediately** go home or seek medical care, as needed if they demonstrate a frequent cough, fever, difficulty breathing, diarrhea, vomiting, chills, muscle pain, headache, sore throat, or recent loss of taste or smell. Be sure to let your supervisor know if you are exhibiting any of the symptoms described or if you need to go home sick. **Do not report to work** if you are experiencing any of these symptoms.*

Q: I was recently sick. When can I return to work?

A: As per Cal/OSHA and the CDC requirements, any employee out sick with fever or acute respiratory symptoms must not return to their work site until both the following occur:

- At least three days (72 hours) have pass with no fever (without the use of fever-reducing medications) and no acute respiratory symptoms (e.g., cough or shortness of breath); and
- At least 10 days* pass since the symptoms first appeared.

**While your symptoms resolve, you may work with your supervisor to determine if working remotely during this 10-day period is an option for you.*

Depending on the severity, duration, and nature of your absence, you may be asked to present a release note from a medical provider before returning to work.

As per our IIPP, we are asking employees who return to work following an illness to promptly report any recurrence of symptoms.

Q: I was sent home because I was exhibiting flu-like symptoms. Do I have to use sick time?

A: Yes, you should use sick time, or, if you have no sick time remaining, you may use vacation time in lieu of sick time.

Q: I have had close contact with someone who has contracted COVID-19. Should I tell my employer?

A: Yes. If you believe you have been exposed to COVID-19, please reach out to your supervisor or HR to further discuss the issue before coming into the work site, even if you are not exhibiting symptoms.

The CDC states it is important to remember that anyone who has close contact with someone with COVID-19 should stay home for 14 days after exposure based on the time it takes to develop illness.

Q: I've contracted COVID-19. Should I tell my employer?

A: Yes. If you believe you have contracted COVID-19, seek medical attention or stay home, as needed. **Do not report to your work site.** When safely able to do so, contact HR immediately; we will contact the Director of the Health Center who will contact the local health authorities. This is permitted during specific pandemic conditions, which include the current COVID-19 pandemic, and enables us to take steps to reduce the risk of spreading COVID-19.

Q: What should I do if I am not comfortable working on-site during the pandemic?

A: During the pandemic, we will make every effort to accommodate teleworking, whenever possible. If you think teleworking is a good option for you, please discuss this with your supervisor.

If you or someone in your household is at high risk/ has underlying health condition and you would like to discuss possible accommodations, please reach out to Human Resources.

Important Tip: It is important to acknowledge that the emotional impact of dealing with a pandemic like COVID-19 is very real. Please do not hesitate to seek help as needed. We encourage you to utilize resources such as our Employee Assistance Program for benefited employees or your campus Student Health Center for student employees.

Q: What if I feel I am being treated unfairly or being harassed or discriminated against in connection with COVID-19?

A: *UEI does not tolerate discrimination, harassment, or retaliation. (Please see the [Centers for Disease Control and Prevention](#) site to learn the facts about COVID-19 and how to prevent the spread of rumors and bias.)*

Employees who feel they are being treated unfairly should contact UEI Human Resources.

Resources & Contact Information

For **General COVID-19 related inquiries**, please reach out to your supervisor or:

Patricia Lau - jacksonp@csus.edu (916) 278-5444

Dena Roberts - dena.roberts@csus.edu (916) 278-4383

To report that you have been **exposed to or diagnosed with COVID-19**:

Trina Knight - trinak@csus.edu (916) 278-7370

Patricia Lau - jacksonp@csus.edu (916) 278-5444

Student Health Center

(916) 278-6461

<https://www.csus.edu/student-life/health-counseling/>

Employee Assistance Program (EAP)

Cigna Life Assistance Program (for benefitted employees) includes the following services:

- Behavioral Health counseling and referrals – 3 complimentary in-person counseling sessions per person, per issue, per year
- Online Work-Life Resources
- Resources for Caregivers
- And more

Benefitted employees can access the Cigna Life Assistance Program by calling 800-538-3543 or visiting the website at www.cignalap.com.

If you have any questions about our EAP, please contact Ari Williams at ari.williams@csus.edu or (916) 278-4726, or contact Jennifer Campbell at jennc@csus.edu or (916) 278-7057.