

UPDATED AND REVISED AS OF MARCH 22, 2020

Office of Human Resources

Temporary Guidelines Regarding Workplace Assignments, Telework and Absences Due to COVID-19 Related Events and Building Access

Morgan State University continues to monitor the effects of COVID-19 and the impact this very serious pandemic may have on the University. It is our commitment to keep our University safe and informed. While the University remains open, the campus is now closed with limited operations available. All University employees who can perform their duties remotely, **MUST TELEWORK** and those who are unable to telework and are not deemed as mission critical employees, will be placed on administrative leave as determined in collaboration with the appropriate supervisors and the Office of Human Resources. Supervisors shall immediately revise any and all existing telework agreements consistent with these revised guidelines. The University has taken these steps to adhere to the guidelines of the Centers for Disease Control and Prevention (CDC) and Executive Orders of Governor Larry Hogan and directives from Secretary David Brinkley of the Maryland Department of Budget and Management. The welfare of the students, faculty and staff is the primary concern of the University.

As of this writing, there are no confirmed cases of COVID-19 at Morgan.

In addition to telework, Morgan State University has adopted the following guidelines. They are as follows:

I. Telework and Alternative Work Locations Or Assignments

Morgan State University has required all regular faculty, adjunct faculty, staff member, contractual employee, student workers or any other employees (collectively defined herein as “Employees”) who can perform their duties remotely to telework. **Although faculty are required to telework, they are not required to complete the Pandemic Telework Agreement and should continue to work with their Department Chair or Dean regarding their schedule.**

The restrictions on teleworking have been relaxed. For example, a restriction on teleworking from home when caring for children or dependent adults will be waived if the employee and supervisor believe they can safely telework while providing any necessary care. However, please be advised that while teleworking, all applicable University policies and procedures are in effect and must be adhered to.

Employees who are able to telework, but need time away from work are required to use accrued leave in accordance with standard university policies.

Employees who are not able to telework as determined by their supervisor, will be placed on Administrative Leave or any other appropriate leave required by state or federal law, unless they have been deemed mission critical.

Any Employee who is deemed mission critical is required to report to work on the campus and will be paid as usual.

Any Employee who is deemed mission critical and (i) is over the age of 60 or (ii) has other underlying health conditions will be placed on Administrative Leave or any other appropriate leave required by state or federal law.

In addition to any other form of leave, Employees may be entitled to leave under the Family First Coronavirus Response Act. (the “Act”). The Act takes effect on April 2, 2020 and will remain effective until December 31, 2020. Among the many economic stimulus measures contained in the Act, the focus is on the Emergency Paid Sick Leave and expanded FMLA provisions.

- Emergency Paid Sick Leave (EPSL) – Provides 80 hours of paid leave for a maximum of \$511 per day for an employee who is ill or unable to telework or \$200 per day for an employee caring for a family member. This leave is in addition to already provided leave and effective immediately upon employment.
- Expanded Family Medical Leave Act (FMLA) – Provides paid FMLA for employees unable to work or telework, to care for a child under the age of 18 due to school closure. The employee is eligible after 30 days of employment. The first 10 days may be unpaid, but thereafter, the leave must be paid at a rate of two thirds of the employee’s regular rate, capped at \$200 per day.

The Office of Human Resources will issue further guidance on the implementation of this Act.

II. Access to University Buildings

Employee access to University buildings shall be in accordance with President David Wilson’s Limited Operations Plan issued on March 22, 2020 and effective Monday, March 23, 2020.

III. Confidentiality and Nondisclosure

All employees and others in the campus community should be treated with sensitivity and respect regarding these measures and any other issues or actions related to COVID-19. The identities of persons directed to leave the campus or suspected of possible COVID-19 exposure or infection should be protected to the extent reasonably practicable under the circumstances. Morgan will take measures to ensure that no member of a particular group is discriminated against or ostracized due to circumstances related to COVID-19.

IV. Further Guidance

Should you have any questions regarding these updated temporary guidelines, please contact Armada W. Grant, Office of Human Resources at 443-885-3576 or Armada.Grant@morgan.edu.

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