

Division of Human Resources

To: Faculty and Staff
From: The Division of Human Resources
Subject: COVID-19/Coronavirus Human Resources Update

CUNY and CCNY continue to closely monitor the latest developments regarding COVID-19 also known as the Coronavirus. At this time, it is unclear how the virus will progress. Given this uncertainty, and the fact that we are also in the midst of the influenza (flu) virus season, we are taking proactive steps to address a number of Human Resources (HR) related concerns. First and foremost, we want to maintain a safe workplace and encourage protecting the health of employees, students and visitors of our campus. We also want to ensure the continuity of business operations in the event that we are unable to gain access to the campus.

We ask all employees to cooperate in taking steps to reduce the transmission of communicable diseases such as the Coronavirus and the flu in the workplace by keeping in mind the following precautions:

Safety & Prevention

1. Stay home when you are sick.
2. Cover your mouth and nose with tissues whenever you cough or sneeze, and discard used tissues in the trash.
3. Wash your hands frequently with warm, soapy water for at least 20 seconds.
4. Refrain from touching your face.
5. Avoid people who are sick with respiratory symptoms.
6. Clean frequently touched surfaces.
7. Employees are encouraged to use telephone and video conferencing instead of face-to-face meetings as much as possible during this outbreak. IT support services are available to employees who need assistance with this technology. For more information, please contact iMedia at (212) 650-5480.
8. It is critical that employees do not report to work while they are experiencing symptoms of acute respiratory illness such as fever, cough and shortness of breath. Employees

experiencing these symptoms should call their primary care physician and notify their supervisor immediately via phone or email. Such employees should not report to work until they are free of fever using an oral thermometer and any other acute symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines. For the health and safety of all employees, staff members who report to work exhibiting these symptoms may be sent home by HR.

9. Staff and faculty are strongly advised to take every precaution and limit travel to affected areas. For a list of the affected areas and the latest guidance and travel advisories visit <https://wwwnc.cdc.gov/travel/notices>.
10. Employees returning from a country designated as Level 2 or Level 3 by the Center for Disease Control (CDC) must contact HR by phone at (212) 650-7226 or email at humanresources@ccny.cuny.edu before returning to work. Please note that while employees may be asymptomatic, quarantine will be mandated for a minimum of 14 days. Additionally, proof of travel will be required. Employees are permitted to work from home during the period of quarantine if their position permits, and they have the necessary access to do so.
11. Employees who are caring for someone who tested positive for the Coronavirus must notify their supervisor and HR and will be expected to self-quarantine for the 14-day period.
12. Employees who fall within categories 8, 10 and 11 (above) will be paid and their leave balances will not be reduced for the 14-day quarantine period. Medical clearance from a physician may be required in order to return to work.

Telecommuting

While CUNY does not offer formal telecommuting arrangements, the College will consider, on a case-by-case basis, Reasonable Accommodation requests from employees to work from home during this time. While not all positions are conducive to work from home, those positions with primary job duties that can be effectively performed remotely will be given consideration. Such requests must be submitted to HR at humanresources@ccny.cuny.edu for review and approval. Reasonable Accommodation request forms are available on the HR website at <https://www.ccny.cuny.edu/hr/forms>.

Employee Assistance Plan

During this time, some employees may be experiencing heightened levels of anxiety. We want to remind you that CUNY's Employee Assistance Plan (EAP) is available to you and your family. CUNY's EAP may be reached at 1-888-993-7650 or www.deeroaks.com.

Information & Resources

We will continue to communicate HR updates as they develop. In the meantime, for up-to-date information regarding the Coronavirus please visit <https://www.ccnycuny.edu/hr/coronavirus-covid-19-update>.

Additionally, you may contact your HR representative with any questions or concerns using the contact information provided below.

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