



Subject: Temporary Leave and Telework Guidelines – COVID-19

Approved By: Jennifer DeMent, Chief Operations Officer

Effective Date: March 2, 2020 – April 30, 2020

Mt. Hood Community College is providing temporary leave and telework provisions with the intention of promoting employee, student, and community public health and safety to prepare for and prevent the spread of COVID-19 in our community.

These temporary guidelines will remain in effect through April 30, 2020, unless an extension is approved by the College President or designee. These temporary guidelines apply to all full and part-time employees, excluding student employees. Where provisions of an applicable collective bargaining agreement directly conflict with this policy, the provisions of that agreement will prevail.

Temporary Guidelines

1. Leave Usage: During the time that this policy is activated, the College will relax its normal policies regarding leave usage in the following manner:
 - a. Employees may use any type of accrued leave (i.e., sick, vacation, personal time off, business/emergency leave, compensatory time) for any COVID-19 related absence.
 - b. Health care provider notes for all COVID-19 related leave usage will not be required.
2. Advanced Leave: The College will allow employees who have exhausted all accrued leave options to borrow against future sick leave accruals up to 40 hours for part-time employees and up to 80 hours for full-time employees. Such leave may be used for any COVID-19 related absence.
3. Telework: During the time that this policy is activated, the College will follow the requirements below regarding telework:
 - a. Certain eligibility requirements will be temporarily suspended and employees may be able to telework on a case-by-case basis for a COVID-19 related absence. However, the following eligibility requirements will remain in effect during the COVID-19 period:
 - i. Prior supervisory approval is required
 - ii. The work is of a nature wherein face-to-face interaction is minimal or may be scheduled to permit telecommuting
 - iii. The need for specialized material or equipment is either minimal or flexible
 - iv. The work is of a nature that allows the employee to accomplish the essential functions of their job remotely
 - b. All other telecommuting guidelines governed by [Administrative Regulation 5160-A](#) remain in effect during this temporary period.

Responsibilities

1. Employees:
 - a. Protect yourself, your family, your household, and your community by washing your hands often with water and soap, using hand sanitizer, covering your cough or sneezes, and throwing away used tissues immediately after use.

- b. Go home and stay home if you start to feel sick. Do not return until you have been free of fever for 24 hours.
 - c. If you feel you may have been exposed to COVID-19, contact your healthcare provider and follow their advice whether or not you should return to work. If they advise you to stay home, please do so. We have asked all managers to be as flexible as possible surrounding the need for employees to stay home.
 - d. If you or a family member are immunocompromised or have other underlying health conditions and worry about coming to work due to possible exposure, but are still available to work, we encourage you to contact your healthcare provider and follow their advice. You may also reach out to Human Resources to work on alternate solutions.
2. Supervisors:
- a. Code COVID-19 related absences as sick leave event in NovaTime and/or paper timesheets and include a comment stating this is a “COVID-19 related absence” Contact TimeSheets@mhcc.edu if you need assistance with NovaTime.
 - b. Evaluate and approve telework requests in light of employee and workplace health and safety.
 - c. Ensure plans and accountabilities are in place to ensure non-exempt employees who telecommute are taking their breaks and lunches.

Definitions

1. COVID-19: Coronavirus Disease 19 is officially referred to as COVID-19. It is the condition caused by the coronavirus and appears to present with flu-like symptoms including fever, cough and/or difficulty breathing.
2. Symptoms: Flu-like symptoms, fever (100.4° F or greater using an oral thermometer), cough and/or shortness of breath. CDC guidance: <https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html>
3. Advanced Leave: Up to 80 hours of leave (up to 40 hours for part-time employees; up to 80 hours for full-time) borrowed against an employee’s future sick leave accruals.
4. COVID-19 related absence: Any absence from the workplace necessitated by COVID-19 including but not limited to: employee’s own health condition, health condition of a family or household member, school closure required by COVID-19, event cancellation due to COVID-19 that affects work schedules, employees who are asymptomatic but have been exposed to COVID-19, or where an employee has concern of exposure to COVID-19 at work.