



Richard Bland College

of WILLIAM & MARY

RBC Coronavirus FAQ's for Employees

Who is eligible to telework/work remotely?

Positions that are eligible to telework must be identified as having job duties and responsibilities that can be performed remotely and will support the agency's mission and strategic goals. The employee can effectively and efficiently perform work duties from the alternate work location; the employee has working equipment to include computer, internet connection, wifi access) from the remote location.

What forms are required for temporary telework?

Forms can be located on the website by clicking on the following link, <https://www.rbc.edu/human-resources/forms/> and searching under "current employees".

What determines when regular work schedules should be resumed?

Telework agreements will have established start and end dates. Telework agreements are not permanent and your RBC department director or designee can eliminate this option at any time.

What if I come in contact with someone who tested positive for the coronavirus?

If you have come in contact with someone who has tested positive for the coronavirus, you should contact your treating physician immediately, self-quarantine and contact RBC Human Resources. **Do Not** report to work! It is important that we limit direct exposure and practice social distancing.

What if someone in my household is displaying symptoms but has not been tested?

If someone in your household is displaying symptoms of the coronavirus, you should self-quarantine, monitor your health and contact RBC Human Resources. If you begin to display symptoms, please contact your treating physician for next steps.

What if I have recently traveled to a location that has confirmed cases of the coronavirus?

If you have recently traveled to a location with confirmed cases of the coronavirus, you are encouraged to monitor your health and continue to take steps to protect yourself to minimize the spread of the virus. Resources are available on the [RBC website](#) and updates are provided daily as they become available.

What is Public Health Emergency Leave (PHEL)?

As outlined in *DHRM Policy 4.52 Public Health Emergency Leave*, “its intent is to protect the health of state employees and the public and to provide continuity of services to the citizens of the Commonwealth during times of pandemic illness”. The full policy can be found by clicking on the following link <https://www.dhrm.virginia.gov/hrpolicies>

Who is eligible to use Public Health Emergency Leave (PHEL)?

All state employees are eligible for Public Health Emergency Leave. During this declaration, agencies must award paid leave to wage employees and adjunct faculty. This leave provides up to 80 hours of paid leave per leave year. Wage pay will be pro-rated based on the number of hours normally scheduled to work, not to exceed that maximum. Hours paid will be counted towards the 1500 threshold.

Can I use Public Health Emergency Leave (PHEL) while in self-quarantine related to the coronavirus?

Employees may use PHEL as long as the illness being treated is related to the declared communicable disease threat.

Can I self-monitor or self-quarantine and still receive pay?

Employees may use PHEL to cover the absence and receive pay if the employee has been exposed to someone who is displaying symptoms or the employee has been exposed to a high-risk population related to the declared communicable disease threat.

Can I use Public Health Emergency Leave (PHEL) to pick up a student from another public or private educational institution?

No. PHEL cannot be used to pick up students from schools K-12, public or private colleges/universities.

Can I use Public Health Emergency Leave (PHEL) to care for my child(ren) out of school due to closures related to coronavirus?

PHEL shall not be used to cover the absence of workers to care for a child(ren) unable to report to school or daycare due to closures. Eligible employees may request to use personal leave (i.e. annual, family personal and recognition) to cover the absence. Parents caring for children that are ill as a result of the coronavirus will be eligible to use PHEL to cover the absence from work.

What if my co-worker is showing signs of illness, can I take leave to self-quarantine?

Employees may use PHEL to cover the absence and receive pay as long as the illness is related to the declared communicable disease threat. Employees shall not attempt to diagnose co-workers or colleagues with an illness.

Consult the Virginia Department of Health and Centers for Disease Control and Prevention at <http://www.vdh.virginia.gov/surveillance-and-investigation/novel-coronavirus/> and <https://www.cdc.gov/coronavirus/2019-ncov/index.htm/> for information and guidance on how to take responsibility for limiting the spread of disease.