CORONAVIRUS DISEASE BUSINESS CONTINUITY POLICY

Emory University is closely monitoring the ongoing Coronavirus Disease pandemic. As the situation continues to change rapidly, our top priority remains the health, safety, and wellbeing of our community. We are planning for several contingency scenarios and taking decisive, informed action to limit the spread of COVID-19 while ensuring the continuity of our teaching, research and healthcare mission.

The purpose of this policy is to give guidance during the current anticipated duration of the “social distancing” protocols. The policy may be revised and updated as circumstances evolve.

All telecommuting employees perform essentially the same work that they would in the central workplace in accordance with their same performance expectations and other agreed-upon terms, unless they have been temporarily assigned to other duties.

An employee’s classification, compensation, and benefits will not change during this time.

This policy is in effect during this time when Emory University has declared the need for all staff who are not required to work on site at an Emory location to work remotely if they are able to.

Positions and Employees Eligible for Remote Work
Managers, in consultation with departmental Human Resources (HR), will analyze the nature of a position and how the work is to be performed and determine which positions are appropriate to designate or approve for remote work.

Exceptional Circumstances
We recognize that there may be times when employees require additional support that our current policies do not contemplate or accommodate. If you confront a particularly difficult circumstance, please contact your supervisor or departmental HR.

Employees Feeling Sick
Employees who are feeling sick should refrain from working until well. If an employee is concerned, they may have been exposed to COVID-19, they should seek guidance from their primary care provider. The Frequently Asked Questions section of Emory Coronavirus update page provides up to date guidance on how employees should notify Emory about illness and required procedures for being released to come back to work. Employees are required to follow this guidance to protect their own health and the health of others.

Child Care Needs
Typically remote work cannot be a substitute for ongoing child care needs. In light of COVID-19, remote work may occur while dependents are present if their school or childcare is closed and alternative care is unavailable.

Emory is not responsible or liable for the health and safety of your dependents while you are working remotely, or for your health and safety while you are delivering care to your dependents. It is up to the employee to determine whether work can be conducted safely. If a dependent is ill and requires ongoing attention, employees may need to use Sick Leave, as needed. Employees are expected to determine what they can reasonably accomplish while dependents are under their care (whether healthy or ill), and the amount of time they expect to be able to work.

Staff are not required to use leave when regularly scheduled care plans are interrupted due to a school, facility closure and/or the unexpected absence of a care provider during this period, regardless of whether they are
working remotely or required to be on site. Staff are expected to be as flexible as possible in maintaining work requirements during this time, and supervisors are expected to allow for flexibility in hours and may need to provide relief from assignments on a case by case basis. If you have questions, please contact your departmental HR for guidance.

**Nonexempt Clocking Guidance**
For regular employees who are healthy but unable to work because (a) their jobs are not suitable for remote work and (b) they are not essential to work on campus, should not clock in or out. The employee should have their supervisor or timekeeper use the pay code “Paid --Not Worked” equal to their weekly standard hours on the PeopleSoft HR job record. Shift differentials should continue to be included.

Examples:
- 40 Standard Hours (1 FTE) x 2 weeks = 80 hours Paid—Not Worked per pay period.
- 20 Standard Hours (.5FTE) x 2 weeks = 40 hours Paid—Not Worked per pay period.

**Sick and Vacation Leave**
Emory’s time off policies for staff are generally equipped to handle illnesses. Unless an employee is faced with an exceptional circumstance, employees should be instructed to follow the department’s standard practices for requesting time off. In addition to existing policies and in order to keep our community healthy, if an employee exhausts all of their available leave and is unable to work, the employee will be placed in a “Paid not Worked” status for the current anticipated duration of the “social distancing” protocols.

In addition to sick time off, staff may also use vacation leave for family care emergency absences.

If there is a need to submit a request for FMLA, normal procedures will apply during this time.

**Telecommuting during Coronavirus Epidemic**
Emory’s commitment to safely and effectively meet the public health challenge presented by coronavirus disease extends to ensuring that employees can work from home or another remote location whenever necessary in the coming weeks.

**Understand Relevant Guidelines and Policies**
Employees are expected to review the guidelines provided by Emory Work Life at [https://www.hr.emory.edu/eu/work-life/workplace-flexibility/flexible-work-options.html](https://www.hr.emory.edu/eu/work-life/workplace-flexibility/flexible-work-options.html). Also review the Vacation and Sick Leave Policies. Managers should verify that their employees have read and understood this information.

**Review Technology Needs and Resources**
Managers are expected to identify technology tools staff use in their daily work and determine whether the resources will be accessible when working from home and ensure employees know how to access technical support should they need assistance. Review HR guidance at [https://hr.emory.edu/eu/working-covid-19/preparing-to-work.html](https://hr.emory.edu/eu/working-covid-19/preparing-to-work.html)

**Equipment/Tools**
Emory may provide specific tools/equipment for the employee to perform his or her current duties. This may include computer hardware, computer software, email, voicemail, connectivity to host applications, and other applicable equipment as deemed necessary. Emory issued equipment such as dual monitors, keyboards, docking stations, and desktop computers generally may not be taken home. Please check with your organization's IT
department to see if this is possible. In most cases, Emory issued laptops and tablets can be used at home. School/unit approval is needed should anyone wish to take home Emory owned equipment such as monitors, keyboards, docking stations, etc. ALL equipment taken home from Emory offices is required to be tracked by the school/unit.

The use of Emory-owned equipment, Emory-licensed software, and/or data supplies when provided by Emory for use at the remote work location is limited to authorized persons and for purposes related to Emory business. Emory will provide for repairs to its equipment. When the employee uses her/his own equipment, the employee is responsible for maintenance and repair of such equipment. This Emory-owned property must be returned immediately upon request and when the university is operating normally.

**Workspace**

The employee should designate a workspace within the remote work location for placement and installation of equipment to be used while telecommuting. The employee shall maintain this workspace in a safe condition, free from hazards and other dangers to the employee, equipment, and others in the home.

Any Emory materials taken home should be kept in the designated work area at home and not be made accessible to others.

**Communication and Work Plan**

Generally, employees must be available by phone and email during scheduled workhours. Given the reality of childcare requirements during the crisis, managers must be flexible about exact work hours that are expected of employees with children at home, although units may set core hours to meet ongoing business needs.

Managers must inform employees how often they should send updates on work plan progress and what those deliverables should include. Managers should also communicate how quickly they expect the employee to respond while telecommuting and the best ways – including phone, video, or other media - for the employee to communicate with the manager while working remotely. All telecommuting employees must perform essentially the same work as they would in the central workplace, in accordance with their same performance expectations and other agreed upon terms.

**Security Practices**

University data stored on a computer you use at home, whether the computer is owned by you or the university, is subject to the same policies as data located on campus. Per Emory University policy, you are the custodian responsible for all Emory data on any computer you use. It is your responsibility to know what types of Emory data you have on your computer at home and to take steps to protect it as outlined here and elsewhere in this security guide.

**Computer Use**

If other members of your household use the same employee-owned personal computer, you are required to create a separate login account for your Emory work and data, with a strong password that only you know. Using a separate login ensures other users on your computer cannot view or access your Emory documents.

**Encrypt all confidential data**

If you have confidential data on an employee-owned or Emory-owned computer, that data must be encrypted, using encryption protocols established by your department.

**Use Emory’s Virtual Private Network (VPN)**

Connecting to Emory’s network from home increases the risk of data exposure or password compromise because such networks are not controlled by Emory. To minimize these risks, you should use Emory’s Virtual
Private Network (VPN) when working with sensitive Emory data. This will ensure that everything you do is encrypted as it goes over the network.

Secure Personal Wireless Networks and Computers
Personal wireless networks are easy to set up and extremely convenient to use. However, an insecure wireless environment poses several risks. Ensure that these personal networks are secured. In addition, if you are conducting Emory business on a computer at home, regardless of who owns the computer, you must take measures to secure your computer.

Performance Management
During the COVID-19 response, it is important to understand that performance management will not be affected by any of these measures. Supervisors should continue to manage employees and their day to day activities.

Clinical Faculty and Staff
Clinical faculty and staff will be subject to all expectations and requirements associated with their clinical facilities and practice plans.

Leave and Pay Guidance, by Situation

<table>
<thead>
<tr>
<th>Situation</th>
<th>Use of Leave</th>
<th>Impact on Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unable to work because there is no work assignment</td>
<td>Not required to use leave</td>
<td>Will continue to be paid for the current anticipated duration of the “social distancing” protocols, assuming return to availability for work when approved time off ends.</td>
</tr>
<tr>
<td>Unable to work because of childcare responsibilities</td>
<td>Not required to use leave; asked to be as flexible as possible to maintain work responsibilities (e.g., shorter workdays or alternative hours)</td>
<td>Will continue to be paid for the current anticipated duration of the “social distancing” protocols assuming return to availability for work when approved time off ends.</td>
</tr>
<tr>
<td>Requested to and able to perform essential on-site work functions but unwilling to do so for whatever reason.</td>
<td>Required to use vacation leave or floating holiday.</td>
<td>When leave is exhausted, will not be paid.</td>
</tr>
<tr>
<td>Required to self-isolate because of exposure or suspected exposure to COVID-19: essential to be on campus</td>
<td>Not required to use leave; may work remotely if appropriate and assigned by supervisor</td>
<td>Will continue to be paid for the current anticipated duration of the “social distancing” protocols assuming return to availability for work when approved time off ends.</td>
</tr>
<tr>
<td>Required to self-isolate because of exposure or suspected exposure to COVID-19: works remotely</td>
<td>Continue to work unless you get sick</td>
<td>Will continue to be paid for the current anticipated duration of the “social distancing” protocols assuming return to availability for work when approved time off ends.</td>
</tr>
<tr>
<td>Sick, or caring for sick family member</td>
<td>Use sick leave according to usual policies. Short term disability coverage may apply.</td>
<td>Will continue to be paid for the current anticipated duration of the “social distancing” protocols even if leave is exhausted. Pay may be...</td>
</tr>
<tr>
<td>Scenario</td>
<td>Action Description</td>
<td>Pay Source</td>
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<tr>
<td>Able to work, but taking time off</td>
<td>Use vacation leave or floating holidays according to usual policies</td>
<td>Will continue to be paid for the current anticipated duration of the “social distancing” protocols assuming return to availability for work when approved time off ends.</td>
</tr>
<tr>
<td>Birth or adoption, FMLA period</td>
<td>Use sick, vacation and/or parental leave according to usual policies. Short term disability coverage may apply for the birth mother.</td>
<td>Will continue to be paid for the current anticipated duration of the “social distancing” protocols <strong>even if leave is exhausted.</strong> Pay may be from Emory, or from the short-term disability benefit.</td>
</tr>
</tbody>
</table>

Emory reserves the right to change or modify this policy as necessary.

Updated March 20, 2020