

**Frequently Asked Questions Related to  
College Operations Post-07/01/2020  
Updated 10.16.2020**

**Coronavirus Protocols**

**1) UPDATE: What do I do if I have taken a COVID-19 test and am awaiting results?**

*Whether you are getting a COVID-19 test as a preventative measure for an upcoming procedure, or you are getting tested through a local community event that is providing testing, you CANNOT report to campus to work until you have received a negative test result. You should work with your supervisor to make arrangements to work from home if possible. For employees who are unable to work from home, you should use available leave. You may also apply for family medical leave under the [Families First Coronavirus Response Act \(FFCRA\)](#) by contacting Human Resources.*

*Please report your situation through LTC's Community Health Emergencies link [HERE](#). You may continue to use this link to provide status updates. This information is only available to the College Nurse and appropriate privacy is maintained.*

*If you are completing routine COVID-19 testing, as part of a clinical obligation, you would not need to report the results unless you receive a positive test result.*

**2) UPDATED: If I am diagnosed with COVID-19, what does LTC expect of me?**

*Follow guidance of your healthcare provider or local health department. You should be required by the health department to isolate and reach out to those who you have been in contact with. However, if the health department fails to communicate this, we expect you to isolate and communicate to those you have been in contact with accordingly. A positive test result should be reported through LTC's Community Health Emergencies link [HERE](#). You may continue to use this link to provide status updates. This information is only available to the College Nurse and appropriate privacy is maintained.*

*Regarding being out for illness/PLOA, the employees should follow the college's usual process of notifying the supervisor.*

*CDC defines close contact as those who have been within 6' of an individual for more than 15 minutes.*

*You will not be able to return to campus until the county department of health, or other healthcare professional has approved your return to campus. You must provide a return to work note to Human Resources. If you are able, continue to work from home. If you are not able to work from home, use available leave. You may also apply for family medical leave under the [Families First Act Employee Rights](#).*

*The county health departments can be reached at 920-683-4155 for Manitowoc County and 920-459-4382 for Sheboygan County.*

**3) I came in close contact with a known case of COVID-19 and am self-quarantining per the order of the county health department. What does LTC expect of me?**

*Follow all instructions you receive from the county health officials. You will not be able to return to campus until the county department of health, or other healthcare professional has approved your return to campus. You must provide a return to work note to Human Resources. If you are*

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*able, continue to work from home. If you are not able to work from home, use available leave. You may also apply for family medical leave under the [Families First Coronavirus Response Act \(FFCRA\)](#).*

*Please report your situation through LTC's Community Health Emergencies link [HERE](#). You may continue to use this link to provide status updates. This information is only available to the College Nurse and appropriate privacy is maintained.*

- 4) **NEW:** I came in close contact with a known case of COVID-19. The individual themselves have made me aware of this positive test rather than the county health department. What does LTC expect of me?

*If you are able, work from home. If you are not able to work from home, use available leave. You may also apply for family medical leave under the [Families First Coronavirus Response Act \(FFCRA\)](#).*

*If you begin having symptoms, please consider getting tested for COVID-19.*

*Please report your situation through LTC's Community Health Emergencies link [HERE](#). You may continue to use this link to provide status updates. This information is only available to the College Nurse and appropriate privacy is maintained.*

- 5) **What should I do if I feel ill?**

*If you have COVID-19 symptoms, you should stay home and contact your healthcare provider for further guidance. See the list of symptoms [HERE](#).*

- 6) **If I start to have COVID-19 symptoms while I'm working at home, do I still need to contact anyone from LTC?**

*Yes, the college wants to be aware of anyone experiencing symptoms, when it may interfere with their ability to work from home, or on campus. Please report your situation through LTC's Community Health Emergencies link [HERE](#). You may continue to use this link to provide status updates. This information is only available to the College Nurse and appropriate privacy is maintained. See the list of symptoms [HERE](#).*

- 7) **If asymptomatic (no symptoms) and diagnosed with COVID-19, is the expectation the instructor teaches from home?**

*Yes, if the faculty can teach from home, and the course format/content allows, they should teach from home. They would not need to take PLOA in this case.*

*Non-faculty should work with their supervisor to determine off-site work possibilities.*

- 8) **UPDATED:** When is it OK to return after being diagnosed with COVID-19, do we need a medical return to work form?

*Individuals directed to isolate will receive communication (usually an email) from the local health department when able to return to work and exit isolation. The county health departments can be reached at 920-683-4155 for Manitowoc County and 920-459-4382 for Sheboygan County.*

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*Please upload the release through LTC's Community Health Emergencies link [HERE](#). You may continue to use this link to provide status updates. This information is only available to the College Nurse and appropriate privacy is maintained.*

**9) Someone in my area goes home from work not feeling well, how do I get the work area cleaned?**  
*A Maintenance Work Order may be submitted through the link [HERE](#). You will need your email address and password (forgot password option available).*

**10) NEW: If a person in my office area has been diagnosed with COVID, will I be notified?**  
*Possibly, depending on the county the person was tested in. For example, the Manitowoc County Health Department is no longer conducting contact tracing. Individuals are expected to contact those with whom they have been in close contact with. CDC defines close contact as those who have been within 6' of an individual for more than 15 minutes.*

**11) Can my supervisor let me know why my coworker is not at work?**  
*No, that is private information. There are various reasons an employee is not at work; do not assume an employee who is not on campus has COVID-19.*

**12) What should I do if a student or visitor is not wearing a mask on campus?**  
*The individual may have an accommodation that prevents them from wearing a mask. However, ask them to wear a mask and direct them to where they can get a mask if they do not have one. If the individual does not comply and does not have an accommodation, follow our non-compliance procedures, which are available [HERE](#).*

**13) What should I do if an employee is not wearing a mask on campus?**  
*The individual may have an accommodation that prevents them from wearing a mask. However, ask them to wear a mask and direct them to where they can get a mask if they do not have one. If the employee does not comply, please report the incident to your manager or Human Resource and they can determine if the individual has an appropriate accommodation.*

*Please note, failure to follow the COVID-19 protocols the College has communicated and/or blatant disregard for protocols the college has communicated will result in disciplinary action, including a written warning and up to, and including termination.*

**14) Are face shields available?**  
*Yes. Face shields are available in Human Resources and at the Student Customer Service desk. Face shields **must** be used in conjunction with a facemask. A face shield cannot be used by itself. Students will need an accommodation on file to receive a face shield.*

**15) What is the proper wearing, washing, frequency, and use for my face covering?**  
*According to the Centers for Disease Control and Prevention (CDC), cloth face coverings should*

- fit snugly but comfortably against the side of the face*
- be secured with ties or ear loops*
- include multiple layers of fabric*
- allow for breathing without restriction*
- be able to be laundered and machine dried without damage or change to shape*

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*A washing machine should suffice in properly washing a face covering. The face covering should be routinely washed depending on the frequency of use. Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately after removing.*

["Use of Cloth Face Coverings to Help Slow the Spread of COVID-19"](#)

**16) I have an accommodation and was previously allowed to work entirely remotely. Why am I being asked to return to work?**

*Under the original Safer at Home Order, we were legally required to shift to online operations. As the Safer at Home Order is no longer in effect and students are returning to campus, the college is beginning to scale up operations to meet student and business operation needs.*

**17) I have been working remotely and have been asked to return to campus. What happens if I choose not to physically return to work?**

*It is expected you will return to campus when asked to do so. Various safety measures are in place to protect your health. Reasonable accommodations, such as a high-walled office, will be made for those with an accommodation on file.*

**18) I am an employee, if I attended an event with a crowd of people or traveled personally, should I self-quarantine?**

*The College is not able to assess your need to self-quarantine as each situation is different. However, if you chose to self-quarantine, please contact Human Resources for applicable leave requirements.*

**19) UPDATED: If someone in my household is experiencing COVID-19 symptoms, am I able to come to campus ?**

*No, check with your supervisor if you are able to work from home. Once you have more guidance from the family member's medical provider, please report your situation through LTC's Community Health Emergencies link [HERE](#). You may continue to use this link to provide status updates. This information is only available to the College Nurse and appropriate privacy is maintained.*

**20) NEW: If someone in my household has been placed on quarantine, am I able to come to campus?**

*Yes, as long as neither you nor the person in your household are experiencing symptoms. Once you have more guidance from the family member's medical provider, please report your situation through LTC's Community Health Emergencies link [HERE](#). You may continue to use this link to provide status updates. This information is only available to the College Nurse and appropriate privacy is maintained.*

**21) NEW: If someone in my household has tested positive, am I able to come to campus?**

*No, check with your supervisor if you are able to work from home. Please report your situation through LTC's Community Health Emergencies link [HERE](#). You may continue to use this link to provide status updates. This information is only available to the College Nurse and appropriate privacy is maintained.*

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**22) Do I need to write down names of individuals I come in close contact with while on campus?**

*Yes. Close contact is defined as (1) having physical contact with another individual (i.e., shaking hands, hugging, etc.) or (2) being within 6' of an individual for more than 15 minutes. You do not need to keep track of people you see who you do not have close contact. In the event you contract COVID-19, this will help with contact tracing.*

**23) UPDATED: Are there any travel restrictions to other areas with a high volume of COVID-19 cases?**

*No, unless you are notified that you have had known contact or close contact with someone who has tested positive, have been ordered to self-quarantine, or are experiencing symptoms.*

**Coronavirus Protocols – Students & Faculty**

**1) How do students communicate positive COVID-19 test results with LTC?**

*Students should communicate any class absence directly to the faculty. Also, they should report their situation through LTC's Community Health Emergencies link [HERE](#). The student may continue to use this link to provide status updates. This information is only available to the College Nurse and appropriate privacy is maintained. Faculty should direct student to complete the online form.*

**2) Will I know if a specific student in one of my classes tests positive for COVID-19?**

*Maybe. A student might voluntarily disclose to you they tested positive for COVID-19. However, if a student only notifies the college through LTC's Community Health Emergencies link [HERE](#), we might not be legally allowed to share that health information with you.*

**3) Who in the class needs to self-quarantine?**

*Advice to quarantine will come from the county health department through their contact-tracing interview or in cases where the county health department is not conducting contact tracing, individuals are expected to contact those with whom they have had close contact with. CDC defines close contact as those who have been within 6' of an individual for more than 15 minutes. The college and college employees will not be providing self-quarantine orders. Lecture-based classrooms have been set up to ensure physical distancing.*

**4) How are students notified if they need to self-quarantine?**

*The county health department may provide official notification directly to the student or in cases where the county health department is not conducting contact tracing, individuals are expected to contact those with whom they have had close contact with. CDC defines close contact as those who have been within 6' of an individual for more than 15 minutes. . LTC will partner with the local health department upon their request. The college and college employees will not be providing self-quarantine orders.*

**5) UPDATED: Do students need a medical return to school form?**

*Yes, students should submit their release from quarantine or isolation to the LTC's Community Health Emergencies link report they initially submitted. That can be accessed [HERE](#).*

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**6) How am I going to be made aware that the student is cleared to come back to class?**

*Students should notify the instructor if they are going to be absent, the same as other illnesses for attendance reasons. The student should follow the guidance received from the health department or their healthcare provider.*

**7) A student in my face-to-face course is quarantining or isolating; can they temporarily switch to an online course if such an option is available?**

*Yes, a student may do so if they choose. We would not force a student to switch.*

**Leave**

**1) Will non-faculty positions continue to be paid throughout the 2020:2021 academic year?**

*Yes, but only for work performed. Non-faculty will need to take leave pursuant to our leave policy if they are not assigned enough work to fill their normal workweek. Once available leave has been exhausted, unpaid leave will need to be taken or you will need to apply for the Family First Act, if applicable. Please contact Human Resources for more information.*

**2) What are the expectations surrounding the leave I have available?**

*For those who are eligible for leave, the existing process should be followed: Prior approval from your supervisor is required.*

*If there is no work, eligible leave can be taken:*

- Voluntary Unpaid Leave (for those already requested & approved)*
- Non-scheduled/non-contract leave (as applicable)*
- Floating holiday*
- Vacation*

*Other leaves must be used for their intended purpose:*

- Paid Leave of Absence (sick)*
- Personal*
- These hours cannot be used for lack of work*

**3) What if I run out of leave?**

*You will be required to take leave without pay if you have exhausted your available leave, or you can apply for the Family First Act (FFCRA), if applicable. Please contact Human Resources for more information.*

**4) What is the Families First Coronavirus Response Act (FFCRA)?**

*The FFCRA provides employees with paid sick leave and expanded family and medical leave for specific reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020. The FFCRA temporarily amends the FMLA to provide employees of employers with fewer than 500 employees and government employers who have been on the job for at least 30 days with the right take up to 12 weeks of job-protected leave for Public Health Emergency*

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*Leave. To qualify for Public Health Emergency Leave, an employee must be unable to work or telework due to a need to care for the son or daughter under 18 years of age because the child's school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency.*

*Please refer to the "[Families First Act Employee Rights](#)" for more detail. For additional information, contact Human Resources.*

*Please be reminded that our existing FMLA leave policy and other college leave policies still apply to all other leave beyond that covered by the FFCRA.*

**5) I have children at home, which is making it difficult for me to follow my regular work hours, what should I do?**

*Employees are expected to be accessible during normal business hours. If childcare makes this not practical, you will need to apply for the Family First Act, if applicable. Please contact Human Resources for more information.*

**6) I have been asked to return to campus and I cannot work my regular schedule due to childcare issues as a result of COVID-19, what should I do?**

*If you are not able to work due to childcare, you are encouraged to contact Human Resources to learn more about the "[Families First Act Employee Rights](#)".*

**7) I am a part-time employee who does not accumulate any leave, will I still be paid for the 2020-2021 academic year?**

*Only for work performed, or you can apply for the Family First Act, if applicable. Please contact Human Resources for more information.*

**8) Can an employee work 4 – 10 hour days and then have Friday or another day off?**

*No, it is the expectation that you are available during your normal business hours. Vacation time can be used if you desire to take Friday or another day off.*

**9) I am an exempt employee, can I use my Paid Leave of Absence (PLOA) hours in one-hour increments?**

*Yes, the college has made the decision to allow exempt employees to use their PLOA time in one-hour increments, effective July 1, 2020.*

## **Student Workers**

**1) Will student workers still be paid during the 2020:2021 academic year?**

*Student workers will only be paid for hours actually worked, or they need to apply for the [Family First Act](#), if applicable. Hours must be worked on campus.*

**2) Can student workers work remotely?**

*Student workers are no longer allowed to work from home, they must work on campus.*

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**Work Expectations**

**1) How may my time be reallocated?**

*An employee's time may be reallocated to meet the needs of the college.*

**2) As an exempt employee, if I work over the weekend or after hours, can I take off during the week?**

*As an exempt employee, you are expected to work at least 40 hours during regular business hours unless your supervisor has previously approved a change. If you want to take time off during the week, applicable leave will need to be entered. Examples of this are as follows:*

- **I have a student who emails me at 11:00 pm. Am I expected to respond?**  
*This reply could wait until the next morning*
- **I worked at a college event on a Sunday, from noon-4:00. Can I take off Monday morning without entering leave?**  
*No, not unless your supervisor had approved this prior.*

**3) What if an employee refuses to work?**

*It is expected you will return to campus when asked to do so. Various safety measures are in place to protect your health. Reasonable accommodations, such as a high-walled office, will be made for those with an accommodation on file.*

**4) Do hourly (non-exempt) employees have to take a lunch?**

*As outlined in LTC's employee handbook, non-exempt (hourly) employees working more than six (6) hours per day will take a one-half hour unpaid meal period. In the event an employee works through their lunch, the employee will be paid accordingly. It is the supervisor's responsibility to ensure a lunchbreak can be taken when the employee will be working more than 6 hours.*

**5) If I work from home, what are the expectations of me in doing so?**

- *Be accessible during business hours*
- *Continue to perform your job functions*
- *Communicate with your supervisor*
- *Continue to follow the guidance on [Protection of Sensitive Information](#)*

**6) What if I need in-person or remote technology support?**

*Contact the Help Desk at 920-693-1767 or at [LTChelpdesk@gotoltc.edu](mailto:LTChelpdesk@gotoltc.edu) for assistance.*

**7) When should I set my out of office (automatic replies)?**

- *Only use out of the office messages if you are going to be out of the office for more than a day and will not be accessible.*
- *Here is an appropriate out of the office message:*
  - *"Thank you for your email. I am out of the office until [insert date] and will respond to your email when I return. If you need immediate assistance, please contact [insert contact information]."*
- *Do not set up an automatic reply stating you unavailable for select hours during a day.*



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- *Do not set up an automatic reply stating why you are unavailable.*
- *Do not set up an automatic reply stating you are working from home or remotely.*

**8) What are the dress guidelines?**

*Whether you are working remotely or on campus, the following are some “Dress for Your Day” guidelines (this is not a definitive list):*

***Pants (Appropriate):*** Dress pants, khakis, or corduroys, suit pants, jeans (clean and free of rips, tears, fraying; not excessively tight, revealing), capris

***Pants (Inappropriate):*** Sweatpants, exercise apparel, shorts, short skirts, ripped pants of any kind, low-rise

***Tops (Appropriate):*** Polo collared shirt or golf shirt, LTC logo shirts, button down shirts, sweaters, short-sleeve blouses or shirts, turtlenecks, blazers or sport coats

***Tops (Inappropriate):*** Shirts with offensive or large non-LTC logos, t-shirts or sweatshirts without LTC logos, beachwear, tank tops, exercise apparel, tops showing midriffs

***Shoes (Appropriate):*** Loafers, high heels, dress sandals with heel strap, deck shoes or dress boots, casual, low-heel, open back shoes

***Shoes (Inappropriate):*** Flip flops, athletic or tennis shoes (unless department specific), construction boots (unless department specific), slippers

## Daily Log

**1) What is the Daily Log intended for?**

- *For employees who are not working entirely on campus to have meaningful and impactful work to fulfill their hours*
- *To maximize our labor force to capacity to meet the mission and goals for the college*
- *To remain good stewards as a publicly funded institution*
- *To provide a review of employee resources and determine where time is being dedicated and if needed, reallocate the time to meet the needs of the college*

**2) Do student workers also need to complete a Daily log?**

*Yes.*

**3) As an exempt employee, can LTC require me to complete a Daily Log?**

*Yes. Tasks can be assigned at the discretion of the employer.*

**4) I already keep track of my work in a different format, do I need to use the Daily Log template provided?**

*Yes, the same format allows easy review by supervisors and leadership team members.*

**5) How can I pin my log through OneDrive as a favorite?**

- *You have your Daily Log in OneDrive*
- *Click on the “Favorite” star and it will be added to your list of favorites*

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- *This short video may also be helpful [“Pinning a file as a favorite in OneDrive”](#)*

**6) Do I still need to complete the daily log?**

*Maybe. Check with your supervisor. For those working remotely, even on a temporary basis, you will be required to continue the completion of a daily log.*