

**Frequently Asked Questions Related to
College Operations Post-07/01/2020
Updated March 2021**

Coronavirus Protocols

1) **NEW: Do I need to record a leave entry if I decide to get the vaccination for COVID-19?**

No. In an effort to encourage employees to get the vaccine, you will NOT need to record a leave entry for the time off of work. Please work with your supervisor to ensure there is appropriate coverage for the department.

If you have already recorded a leave entry in the electronic timesheet system, please contact Lisa Kwarciany in Human Resources and provide the date(s) you recorded in the system when you received the vaccine.

2) I received a COVID-19 test, do I need to quarantine?

- ***If you received a test due to having COVID-19 symptoms or being in close contact with a known positive individual, you should quarantine in accordance with local department of health recommendations.***

You should work with your supervisor to make arrangements if possible. For employees who are unable to work from home, you should use available leave.

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 received a COVID-19 test due to routine testing, an upcoming procedure, or through a clinical training requirement and do not have COVID-19 symptoms, LTC does not ask you to quarantine.***

3) Will LTC require me to get a COVID-19 vaccine?

No, LTC will not require employees to get the COVID-19 vaccination.

4) I received a vaccine for COVID-19, do I still need to wear a face covering?

Yes, LTC will continue with our existing COVID-19 protocols, even for those who have received a vaccine.

5) I'm an employee who received the COVID-19 vaccination, how do I get reimbursed for the mileage to and from my appointment?

Employees should complete the [LTC Expense Voucher Form](#). This is also located on the Bridge → Administration → Financial Services and then available on the right-hand side of the page.

Please complete all the fields provided and reference the following:

Description field: Mileage to Vaccination

Account String: 5201-1001-96800-1127-112911

*A travel authorization form is not required. No supporting documentation is needed.
Supervisor approval is still needed.*

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Feel free to contact Financial Services if you have any questions.

6) If I am diagnosed with COVID-19, what does LTC expect of me?

Follow guidance of your healthcare provider or local county 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, based on CDC guidance. 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.

Click [HERE](#) for guidance from the CDC on close contact.

You will not be able to return to campus until your local county health department, 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.

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

7) 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 your local county health department. 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.

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.

8) 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.

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.

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9) 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](#).

10) 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](#).

11) 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.

12) 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.

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.

13) 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).

14) 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 15 minutes. If you are uncomfortable, you may delegate an individual to assist with communication to those whom you have come in close contact with. The communication can indicate to the close contact party that they may have been exposed to someone who has tested positive for COVID, please work with your local county health department and/or health provider on next steps.

15) 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.

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16) 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](#).

17) 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.

18) 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.*

19) 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*

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”](#)

20) **UPDATED: 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. Employees who seek to continue under an existing accommodation after May 17, 2021, will need to contact Human Resources.

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

As more students, faculty, and staff members return to campus, there will be an increased need for in-person, on-campus support. To provide this support, effective May 17, 2021, we will adhere to the [Off Site Work Options Policy](#). Prior to May 17, according to the policy, you will need to work with your supervisor, in consultation with HR and the respective leadership team member, to request a remote work arrangement, if needed.

22) 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.

23) 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.

24) 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.

25) 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.

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

Yes. Follow CDC guidelines for close contact, found [HERE](#)

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.

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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 guidelines for close contact can be found [HERE](#).

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. Follow DCD guidelines for close contact found [HERE](#). LTC will partner with the local health department upon their request. The college and college employees will not be providing self-quarantine orders.

5) 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](#).

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.

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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. 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. 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 applied from April 1, 2020 through December 31, 2020.

Please be reminded that our existing FMLA leave policy and other college leave policies apply to after December 31.

5) What happens after the Families First Coronavirus Response Act (FFCRA) ends on December 31, 2020?

The [Families First Coronavirus Response Act \(FFRCA\)](#) ends December 31, 2020, but we are still in a global pandemic. We will continue to support our team members and remain flexible with work schedules and work locations.

What this means specifically:

- All flexible work schedules will continue to require approval from managers.*
- Available leave can be taken for time you cannot work due to circumstances where you are unable to work a full day/week due to a bona fide need to care for a child whose school or*

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child care provider is closed. Available leave includes vacation and paid leave of absence (PLOA).

- *We are going to continue to allow flexibility with work schedules and work locations (i.e. work from home) assuming it does not interfere with our ability to serve our students and meets the needs of the college.*
- *Folks who work from home, even intermittently, will continue to track their hours on the Daily Log previously provided by HR. Please contact Shikara Beaudoin with any questions on the Daily Log.*
- *You must either be working or using available leave to continue to be paid. We cannot pay you when you are not working or when you are not using available leave.*

Please work directly with your manager to develop the best option to meet your needs and the needs of our students.

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

Please work directly with your manager to develop the best option to meet your needs and the needs of our students.

7) 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, please work directly with your manager to develop the best option to meet your needs and the needs of our students.

8) 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. Please contact Human Resources for more information.

Student Workers

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

Student workers will only be paid for hours worked.

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

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- **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) 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.*
- *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.*

7) 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

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

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

3) 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.

4) 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
- This short video may also be helpful "[Pinning a file as a favorite in OneDrive](#)"

5) 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.

6) Is there a Daily Log for 2021?

Yes. The [Daily Log for 2021](#) should have been shared by your supervisor. It is also available on the Bridge under Administration – Human Resources – HR Forms – Miscellaneous. The "Instructions" tab, provides more information on how to upload and share a file in OneDrive. Be sure your Daily Log is shared with your supervisor and respective leadership team member.