

Return-to-Work Reminders from the Office of Human Resources

Daily Health Screening Form

The Oakland County Health Department has required all business to have a screening mechanism in place for any employees who are onsite. This is a daily screening requirement that must be completed for every day you are on campus. The information on the [Daily Health Screening Form](#) is protected by privacy laws, monitored by HR and will only be made available to those required by the order.

Employees Who Have Definitely Been Exposed to the Virus

Employees who show symptoms can use available paid sick days as usual; and may qualify for FMLA depending on the duration of the illness. Refer to both the [Employee Handbook Addendum](#) (i.e., policy 509) and [Employee Handbook for Administrators, Faculty and Staff](#) (i.e., policy 1013) for more information. FMLA Source, our third party administrator, created a special bulletin to share with our employees regarding Leaves of Absences - see attached.

Leaves of Absences

One of the primary questions related to the coronavirus outbreak is whether leaves taken due to COVID-19 qualify for protection under the Family and Medical Leave Act (FMLA). The answer depends on a few factors. In the event that an employee has been quarantined at home or elsewhere, the key question will be: Is that employee symptomatic and showing signs of the illness? FMLA Source, our third party administrator, created a special bulletin to share with our employees regarding Leaves of Absences - see attached.

Employees Who May Have Been Exposed to the Virus

Employees that are not feeling well are reminded to seek treatment for non-emergency illness through their medical provider or Telehealth Services, which is offered to Health Alliance Plan (HAP) participants - see attached.

K-12 School Closures and Its Affects on Employees

Parents with kids in grades K-6 can use available paid personal and vacation days at their discretion, as usual. Refer to the [Employee Handbook Addendum](#) (i.e., policies 506 and 510) for more information.

Work-Sponsored and Personal Travel

International work-sponsored travel by faculty and staff is prohibited without approval from their direct Vice President or Provost. Employees who have personally traveled to or from [CDC designated countries listed as Level 3](#) (or have plans to) are required to notify their direct supervisor and [submit this form](#).

Working Remotely

Lawrence Tech is pleased to announce a Telecommuting Policy and Procedure for staff and administrators. We consider telecommuting a viable, flexible work option for rare cases where it is mutually agreed upon that both the employee and their job is suitable for such an arrangement. Telecommuting may be appropriate for some employees and their jobs but not for others. Managers are responsible for making this determination.

Virus-Related Challenges

Employees who are reluctant to come to work for personal reasons but are not ill are encouraged to reach out to our Employee Assistance Program - see attached.

The Office of Human Resources is here to answer your questions please contact Starlett Sinclair, Senior Manager Benefits and HRIS, at benefits@ltu.edu for employee benefit questions. Feel free to contact Deshawn Johnson, Associate Vice President and Chief Human Resources Officer, at djohnson@ltu.edu for managerial issues related to this matter.