# LCC Statement of Practice (SOP)

**Precautions Related to Coronavirus Disease 2019 (COVID-19) Issuance Date: March 16, 2020**

**Effective Immediately and Until Further Notice**

Lansing Community College (LCC) will take proactive steps to protect our employees and students from exposure to COVID-19. It is the goal of LCC during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that our campuses are safe.

LCC is committed to providing authoritative information about the nature and spread of COVID-19, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak. Therefore updates will continue to be provided in College communications, including The Star, myLCC posts and Operations email messages.

Accordingly, please be aware of the following practices:

## Employees who are directly affected by the coronavirus or similar medical issues:

* Employees with respiratory symptoms (coughing, sneezing, shortness of breath and/or a temperature above 100.4 degrees Fahrenheit) should stay home and report the absence and the reason for it to their Administrative Supervisor.
* Employees with these symptoms at work will be sent home by their Supervisors
* Employees with household members who are experiencing these symptoms should also stay home and report the absence and the reason for it to their Administrative Supervisor.

## At risk employees:

* Employees with underlying medical conditions which put them at risk if exposed to COVID-19 are strongly encouraged to stay at home. These employees should notify their Supervisor of their at risk status and make arrangements to work from home, if possible.
* Employees returning from travel to locations with a level 3 travel advisory, as determined by the U.S. Department of State (https://travel.state.gov/content/travel/en/international-travel.html ), or have been notified by the Centers for Disease Control and Prevention or a local Health agency that they have been exposed to the virus shall:
1. follow the Centers for Disease Control and Prevention directives before returning to work.( self-quarantine for 14 days or a negative coronavirus test)
2. report the absence and the reason for it, in accordance with department procedures

## Employees who can transition to remote/online work:

* To minimize the impact of COVID-19 related absences on College operations and academic progress, employees who are medically able may work from home during COVID-19 related absences, and will be provided the training and

resources to do so. Employees sent home should be instructed to take their laptops

with them, if appropriate.

## Impact of absences on pay:

* Employees who work remotely will continue to record all time worked as regular hours worked.
* All employees, including Student employees, will be eligible to receive special sick leave pay for scheduled working time missed, in conformance with applicable College collective bargaining agreements or policies, and such absences will not reduce any accumulated sick leave.
* A new, separate Emergency Operations Pay code will be used for these payments and will be available for timecard reporting.
* The propriety of continuing these payments will be reviewed and reconsidered every 30 days, or more frequently, if warranted.
* In most cases, no medical verification will be required to return to work during the period this SOP is in effect.
* Employees in areas where on-campus operations are shut down due to the coronavirus and who are medically able to work but are not able to work remotely due to the nature of their job (e.g., building receptionist) will be eligible to receive pay through the Emergency Operations Pay Code for hours normally worked.

## Employee absence reporting procedures:

* A designated employee in each division shall report numbers of all sick leave absences to Human Resources, daily, via College procedure.
* Employee initiated sick leave absences should be reported to the respective Administrative Supervisor, via College email. The Administrative Supervisor will, in turn, report the absence to the designated divisional recorder.
* Employer-initiated sick leave absences should be reported to the designated divisional recorder, via College email
* Faculty who will miss assigned class sections with face-to face components shall follow department processes regarding securing a substitute.
* Supervisors shall document and report all such absences in conformance with divisional reporting procedures, and consult with employees regarding the prospect of working from home.
* No attendance-related disciplinary action will be taken for absences related to this initiative.

## Faculty/Student issues:

* To minimize and document the impact of Student absences on academic progress, Faculty will report Student absences in conformance with divisional procedures, and consult with their Administrative Supervisor to develop and document an appropriate plan for each Student.
* If applicable, Faculty will:
1. inform Students of all available online resources to help with successful course completion, except that
2. provide all course work to impacted Students in D2L.
3. discuss the prospect of an incomplete grade if online options are not available (course work that requires hands on instruction and learning)

## Additional employee information:

* Employees who are working remotely must continue to adhere to all College policies, practices, and procedures in the remote environment, including confidentiality, time reporting, etc.
* Employees with LCC medical benefits will be encouraged to consider using virtual medical services.
* All recipients of medical information must, in conformance with College policy, treat this information as confidential, taking appropriate steps to maintain the confidentiality of the records/email messages.