



**BALL STATE
UNIVERSITY**

Supervisors' Checklist for COVID-19

March 9, 2020

How to Prepare

- Identify what work is essential and what work might be delayed or suspended.
- Are there alternative ways to complete the essential work? Can it be done remotely? Can meetings be held virtually? Are proper VPN and security protocols in place for remote access?
- Are there travel, meetings, or activities scheduled for the next few weeks that could be rescheduled?
- To the degree possible, practice social distancing of 6 feet.
- Remind essential personnel of their importance to report to work unless they are ill or under quarantine due to possible exposure.
- Implement a backup plan in case designated essential personnel are unable to report. If possible, designate at least two alternative backup personnel to be called if needed.
- Ensure staff are cross-trained on carrying out the most essential tasks.
- Ensure you have current, multiple ways to contact and communicate with your employees (alternate email address, current phone numbers, etc.)

Illnesses

- Encourage employees to stay home if they or people they have been exposed to are ill.
- Practice good hygiene and supplement custodial services by ensuring commonly touched surfaces are frequently cleaned. Post and follow these recommendations: **CDC Fact Sheet** and **Stop Germ Spread**.
- Advise ill employees not to return to work until fever-free, without the use of fever reducing medications, for at least 24 hours.
- Currently no additional screenings have been implemented. Follow normal return-to-work protocols.
- Send an employee home if they report to work ill.

- Existing policies remain in effect regarding FMLA and how other leaves and absences are handled.
- If an employee has exhausted sick, vacation, and/or paid time off (PTO), department heads may authorize up to 10 work days (14 calendar days) of excused leave of absence. Consult with Human Resources if additional leave is needed.

Concerns and Communication

- Unless working directly with known patients or exposed individuals, the use of facemasks is not medically recommended.
- Failure to report for duty based on fear of exposure will be managed in accordance with existing policies with all due consideration given on a case-by-case basis, but these instances may not be excused if we are short-staffed or the work is essential.
- If an employee reports that a co-worker is demonstrating illness symptoms, investigate with the employee believed to be ill, while maintaining social distance, and evaluate whether they should be in the workplace.
- Encourage employees to bring concerns to you. If you perceive or receive information that employees are communicating with each other inappropriately, intervene as soon as possible.
- Respect employees' and students' right to medical privacy and be careful information is shared without personal identification. While public health concerns may legally trump privacy rights, information must only be shared on a strict need-to-know basis. Employees may have a need to know to be informed if there is a potential case exposure, but do not personally identify any one individual.

Still have Questions?

Please contact Employee Relations in the Division of Human Resources at 765-285-1823 or emprelations@bsu.edu.

For more information about the disease and safety measures Ball State has taken, visit [bsu.edu/coronavirus](https://www.bsu.edu/coronavirus).