



Office of Human Resources

COVID-19 and CSN Human Resources FAQs:

The Human Resources Department welcomes you back to campus. We hope your transition back is smooth and successful. We offer the following answers to frequently asked questions that we have received to assist you in the return to your physical work location:

Q: What if I am a high-risk employee or have someone in my home who is considered high risk?

A: In these instances, it will be important to work closely with your supervisor, keeping open lines of communication. And, it is encouraged to enlist assistance from Human Resources to understand leave benefits and possible solutions to each specific situation. The [NSHE/FFCRA – Families First Coronavirus Response Act Guidelines](#) published in Workday are an excellent source of information.

Q: Is the wearing of masks required, and, what happens if an employee is not wearing one?

A: All employees will be required to wear masks while on campus in public areas and when interacting with other employees or students, but not while working in an office alone. If an employee or student is not wearing a mask, it is advisable to gracefully remind the individual to please remember to put their mask on, and, if they do not have one, to work with their supervisor to obtain one.

Q: Is the college going to provide returning employees with masks?

A: Disposable or cloth masks will be provided by CSN, if needed. Employees are encouraged to bring their own mask or cloth covering to campus which helps CSN reduce the need to purchase additional masks.

Q: What can employees do if our office and workspace does not allow for social distancing?

A: *In these instances, a department will work with Facilities to arrive at strategies for social distancing or other mitigating measures. This may mean staggered work schedules, placing of plexiglass shields, etc. In addition, employees will be provided with personal protective equipment (PPE).*

Q: Where specifically will the hand sanitizer stations be placed?

A: *CSN Facilities will be placing hand sanitizing dispensers strategically in all buildings. If your work area needs hand sanitizer it will be important that your supervisor work with Facilities to request this.*

Q: I am high risk and want to continue to telecommute. What do I need to do?

A: *Please contact Human Resources. Human Resources will work with employees and supervisors on possible work arrangement or to start the interactive process under ADAAA.*

Q: I have concerns about returning to campus. How can I continue to telecommute?

A: *A. After employees have received their 10 day notification to return to campus, they can start a conversation with their supervisor stating the reasons for concern. In addition, if an employee would like to complete the confidential self-disclosure form and submit this to Human Resources, this can also initiate the process.*

NOTE: CSN is taking all necessary precautions to ensure the Campus has been cleaned properly and is adhering to OSHA guidelines. You can discuss different work schedules that may allow some telecommuting or flex times when not all employees are in the office.

Q: What if my position does not lend itself to telecommuting all of the time? Will I be required to come to campus?

A: *Yes, most positions will be phased back into working on campus. However, during the phased approach you and your manager encouraged to explore the possibility of innovative work arrangements should you both feel the need and the opportunity is present.*

Q: What do I do if my supervisor will not allow me to work from home even though I think I can?

A: *Telecommuting is ultimately driven by a position and it's essential job functions required to be performed. In this circumstance an employee and supervisor should discuss possible telecommuting arrangements. with the decision of the supervisor being made after the conversation has occurred. The supervisor will make the decision after the conversation has occurred and reflecting upon business needs.*

Q: Why do others get to telecommute, and I cannot?

A: *Telecommuting determinations were made after analysis of every position at CSN. The essential job functions of the position were used to determine if that position was not eligible for telecommuting, occasional telecommuting, or regular telecommuting.*

Q: How is it determined that an employee will be placed on COVID 19 Leave?

A: *This is determined by using the guidance of the FFCRA and NSHE. [This guidance](#) defines when COVID 19 leave is to be used.*

Q: I am out of sick leave and annual leave, but I feel sick, what should I do?

A: *In this instance, if the symptoms you are feeling are those associated with COVID-19 please leave campus immediately and seek medical guidance. Contact Human Resources or Wellness@CSN.edu to confidentially inform the college of your situation. It is also important to communicate proactively with your supervisor to inform them that you're not feeling well.*

Should any employee have questions that are not answered in these FAQ's, please email Human Resource at HRcustomerservice@CSN.edu