

Coronavirus (COVID-19) Manager(s) and Staff FAQs?

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General

[Is San Francisco State Open?](#)

Yes. San Francisco State remains open; however, efforts to mitigate the spread of COVID-19 have been put in place, including reducing the population on our campuses by limiting on-campus operations to necessary offices and moving the majority of staff and faculty to work using remote modalities.

For the most up-to-date information on operating hours and to see which offices will remain physically open, visit the webpages for each respective office or find links at the [University's COVID-19 website](#), under the [Offices Open on Campus](#) section. When in doubt, call the office to confirm operating hours.

[Face Covering Requirements](#)

New Face Covering Requirements (April 21, 2020) In light of health updates issued recently by the city and county of San Francisco, members of the San Francisco State University community are now required to wear something that covers their nose and mouth when on campus. For more information visit: <https://news.sfsu.edu/covid-19#face-covering-req>

[Should managers and staff come to work during this time of COVID-19 pandemic?](#)

Please contact your direct supervisor. Appropriate on-campus employee levels are necessary to maintain campus operations. However, in efforts to mitigate the spread of COVID-19, campus leadership has asked staff and managers to use alternative work arrangements, where possible.

Managers and staff members have different jobs and responsibilities and the modifications that can be made to their work will vary based on those differences. For managers who may need to shift work responsibilities for staff members, please contact Human Resources for further guidance.

[Are there employees that are required to stay home?](#)

Yes. Employees who are 65 and older or vulnerable to #COVID-19 must practice home isolation. Effective immediately, all CSU employees so categorized *must* stay off-campus. Please complete the [Special Consideration Leave form](#) and submit it to the appropriate administrator

What if a manager or staff member is sick?

Managers and staff who are sick should stay home. If a manager or staff member is sick and staying home, they should follow normal protocols for contacting their direct supervisor to indicate the type of leaving being used (COVID-19 temporary paid leave bank, sick vacation, CTO).

Those over 60 and those with health conditions that might increase the risk of contracting COVID-19 are encouraged to contact their health care providers for recommendations and then contact their direct supervisor and Human Resources.

What if a manager or staff member believes they have been directly exposed to COVID-19?

If you have been in close contact with an individual who has a confirmed COVID-19 diagnosis, San Francisco State urges you to stay home even if you do not have symptoms. Please contact your direct supervisor to address your concerns.

If you have had close contact with a confirmed COVID-19 patient, or your symptoms seem serious or are of concern to you, email or call your health care provider for advice. Do not go into a health facility without first contacting it for advice. For a description of symptoms, please visit <https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html>.

Those over 60 and those with health conditions that might increase the risk of contracting COVID-19 are encouraged to contact their health care providers for recommendations.

Can a campus require employees diagnosed with COVID-19 to disclose their test results?

Yes. a. The Americans with Disabilities Act (“ADA”) permits an employer to require that an employee disclose health information with respect to whether the employee poses a direct threat to the health or safety of themselves or others. The Equal Employment

Opportunity Commission states that there are four factors to consider in determining whether there is a direct threat: (i) the duration of the risk, (ii) the nature and severity of the potential harm, (iii) the likelihood that the potential harm will occur, and (iv) the imminence of the potential harm.

b. This information is considered confidential, and it is the campus' obligation to take reasonable steps to protect the confidentiality of the positive test result by (i) not identifying the employee by name, and (ii) avoiding, to the extent reasonably feasible, making other references that would permit a manager or co-workers to guess that an employee has been infected. While a campus cannot prevent speculation in the workplace, it must take reasonable steps not to contribute to it. It is a campus' responsibility to inform co-workers who may have had contact with the employee that they may have been exposed and who may wish to see a health care provider to monitor their health.

c. It is permissible under the ADA to allow an employee to voluntarily disclose their diagnosis. However, disclosure to the Department of Health in the state/city where the employer is located or the Centers for Disease Control and Prevention ("CDC") may be mandatory. In this instance, the Department of Health or CDC would make contact with any individuals who may have been exposed. If the employee refuses to allow a voluntary disclosure, the campus must maintain the confidentiality of the individual and their health information with respect to colleagues.

Pay and other Paid Leave Benefits

[What is Non-Telecommuting Workers Leave \(NTWL\)?](#)

NTWL is to provide additional paid leave of up to 304 hours for workers who are not assigned to work on-site, who cannot work remotely based on their duties, and who have exhausted the time available to them under COVID Temporary Paid Administrative Leave (CPAL). These hours can be used as early as May 1, 2020, and expire on June 30, 2020, or until such time as the employee is required to return to work, whichever occurs first.

[Can I apply for unemployment insurance if I have lost my job or have had a reduction in hours for reasons related to COVID-19?](#)

Yes. Employees may be eligible for unemployment insurance due to lost wages for reasons related to COVID-19. To learn more about Unemployment Insurance, please visit [California Employment Development](#) website or to file an Unemployment Insurance claim, please visit California Employment Development: [File an Unemployment Insurance Claim](#)

[Where can i find the Temporary Paid Administrative Leave Request Form](#)

The Temporary Paid Administrative Leave Request Form is now available on:

Staff Temporary Paid Administrative Leave Request – [DocuSign](#)

Faculty Temporary Paid Administrative Leave Request – [DocuSign](#)

Temporary Paid Administrative Leave Request Form – [PDF](#)

[What is Temporary Paid Administrative Leave and how can employees use it?](#)

Temporary Paid Administrative Leave (PAL) means that for a limited period of time, employees on that status will receive their normal rate of pay while neither reporting to work nor working remotely.

The Chancellor has granted use of paid administrative leave up to 128 hours (prorated for those who do not work full-time) effective March 23 through December 31, 2020, for employees unable to work for COVID-19 related reasons. Effective April 1st, the Chancellor's Office granted an additional 128 hours of PAL, for a total of 256 hours.

All benefits-eligible employees can continue to be paid through the use of Temporary Paid administrative leave hours if they are unable to work due to COVID-19 related reasons.

- employee's own COVID-19- related illness or that of a family member who the employee would normally be able to use sick leave for;
- employee is unable to work because the employee has been directed by their supervisor or healthcare provider not to come to the worksite for COVID-19-related reasons and/or it is not operationally feasible for the employee to work remotely;
- employee is unable to work due to a COVID-19-related school or daycare closure and the employee is required to be at home with a child or dependent, and it is not operationally feasible for the employee to work remotely or in conjunction with the childcare commitment.

Please contact your immediate supervisor if you wish to use the PAL hours. For employees who will continue to work on campus or remotely, these PAL hours will be available for your use through December 31, 2020, if you should need them for any of the reasons above.

[What if I do not meet the criteria to take this Coronavirus Pandemic \(COVID-19\) Temporary Paid Administrative Leave, but still want to take time off?](#)

Employees are free to use their available leave credits (Vacation, Sick Leave, Personal Holiday, CTO) to cover their period of absence if working remotely is not possible.

How do I code my timesheet for this Coronavirus Pandemic (COVID-19) Temporary Paid Administrative Leave?

As of March 23, 2020, the process of coding time for the Coronavirus Pandemic (COVID19) Temporary, For now, Human Resources will properly code the temporary PAL hours until such time that we have a different mechanism to provide to employees.

What happens after I exhaust this Coronavirus Pandemic (COVID-19) Temporary Paid Administrative Leave entitlement?

Employees may use their available leave credits (Vacation, Sick Leave, Personal Holiday, CTO) to cover their period of absence if working remotely is not possible.

How long do I have to use this Coronavirus Pandemic (COVID-19) Temporary Paid Administrative Leave?

All hours must be used by the close of business on December 31, 2020, at which time the remaining allotted hours will expire. The hours may be used at any time during this designated period including intermittently, either before or after the use of any accrued leave or other paid leave, at the request of the employee, in consultation with the supervisor, provided that such use shall not adversely affect the delivery of essential university services

Will managers and staff lose pay if they need to be out of the office due to reasons related to COVID-19?

No, not at this time. Based on new guidance from the Chancellor's Office as of March 23, 2020, San Francisco State employees have been granted use of paid administrative leave up to 128 hours* effective March 23 through December 31, 2020, for employees unable to work for COVID-19 related reasons.

San Francisco State will ensure that sick time and other paid leave benefits, including vacation, CTO, and Personal Holiday are applied until balances have been exhausted. Human Resources will work with managers and staff who have exhausted their leave balances.

*128 hours of paid administrative leave for employees who work less than full time shall be prorated according to the percent of the appointment.

This does not apply to SF State employees who are 65 and older or vulnerable to #COVID-19. If questions, please contact Human Resources.

For information related to Student Employees, please visit <https://dos.sfsu.edu/covid-19/basic-needs-employment>.

[Who's eligible to receive Emergency Pay during the Governor's "Stay at home directive?"](#)

Emergency Pay provisions are available for individuals in the following CBIDs: CSUEU (Units

2, 5, 7 and 9), and Teamsters 2010 (Unit 6), and being implemented retroactively to March 20, 2020. Represented employees in CBIDs not listed above, as well as non-represented employees, are not eligible for emergency pay.

Emergency Pay should be paid in accordance with the provision language in the employee's respective collective bargaining agreement.

Emergency pay provisions of a collective bargaining agreement (CBA) are only available to

those employees assigned to work on campus during the governor's stay at home order. In

addition to emergency pay provisions of these CBAs, the following will apply;

- i. Employees who are able to telecommute 100% will be paid their regular salary.
- ii. Employees assigned to work on campus will receive emergency pay pursuant to their CBA for the time they were assigned to work on campus.
- iii. Employees scheduled to work on campus but only need to go into the office part of the week are eligible for emergency pay for the time worked on campus.

Employees are paid regular pay for days they telecommute. If unable to Telecommute, employees may be eligible to receive CSU paid administrative leave policy, state or federal law, or use accrued leave balances.

iv. Employees who are unable to telecommute are eligible for CPAL 128 hours paid administrative leave and any other applicable enacted CSU paid administrative leave policy, state or federal law, or accrued leave balances.

v. Employees who are not assigned duties on campus and are unable to telecommute are eligible for (CPAL 128) leave under the provisions of any applicable enacted CSU paid administrative leave policy, or state or federal law or use accrued leave Balances.

What form should I use to report Emergency Pay during the Governor’s “Stay at home directive and how to report the hours?”

The Emergency Pay Form is now available on [DocuSign](#) and in PDF format. The Emergency Pay Form must be submitted to the Human Resources Payroll Office (ADM 252) by the 5th of the following month. This form can be initiated by Employee, the Direct Supervisor or Department Payroll Liaison.

Use of sick leave and paid leave benefits

For specific guidance on the use of sick leave and paid leave benefits as well as the Family Medical Leave Act during extended periods of absence, please contact [Human Resources](#).

What if I am 65 and older and have a chronic health condition and cannot work remotely, will I get paid?

Yes. Employees who are 65 and older or who have a chronic health condition and who are unable to work remotely will be placed on paid administrative leave during this time.

Who needs to approve this Coronavirus Pandemic (COVID-19) Temporary Paid Administrative Leave?

Temporary Paid Administrative Leave must be approved by an employee’s Appropriate Administrator.

Employees can request this Temporary PAL by filling out a request form and providing the completed form to their supervisor and the appropriate administrator. The form is located on the Human Resources website.

Alternative Work Options

Do staff and managers need to create another telecommuting agreement given the new direction for employees to continue to work remotely?

No, the telecommuting agreements will be automatically extended. Please contact your supervisor for further guidance on your day-to-day work and/or work plans as necessary.

Are there employees that are required to stay home?

Yes. Employees who are 65 and older or vulnerable to #COVID-19 must practice home isolation. Effective immediately, all CSU employees so categorized *must* stay off-campus.

[Where can managers and staff find the temporary telecommuting agreement to discuss with their supervisor?](#)

The Temporary Telecommuting Agreement form can be accessed below. These will be forwarded to Human Resources for review.

Temporary Telecommute Form – [DocuSign](#)

Temporary Telecommute Form – [PDF](#)

When allowing employees to telecommute, keep in mind the safeguarding of [confidential data](#).

[If the need arises, what are alternative work arrangements for managers to consider?](#)

- Staggering shifts and allowing flexible schedules (work on-site coupled with remote work assignments for the time not spent on-site);
- Allowing temporary telecommuting for those staff who need to work from home.

Examples of situations when staff may need to telecommute include:

- taking care of self and family members who are ill;
- school closures;
- members of vulnerable populations.

In situations where work needs to temporarily be performed remotely, managers and their staff members should work together to develop a [remote work plan](#) to complete their day-to-day work assignments, special assignments, projects, job-related reading or training if staff cannot report to their normal work locations. In developing a remote work plan, managers should review with the staff what is needed to perform work remotely.

Managers are asked to consult with Human Resources to ensure that these arrangements are documented and do not place an undue burden on staff who are required to remain on campus.

If employees in one of the categories above are unable to telecommute, will they continue to be paid?

Yes. Employees should contact their direct supervisors. In consultation with Human Resources, these specific employees will be placed on administrative leave with pay at their current rate and for their normal scheduled work hours. This is not the same as the temporary PAL hours.

Health and Wellness

Where can employees get information to help cope with non-work-related effects of COVID-19?

a. Employees may use their Campus employee assistance program. If your campus uses Life Matters by Empathia, employees may call Life Matters at (800) 367-7474 for direct assistance (free and confidential); employees will be asked to identify their campus.

Employees may also log on to www.mylifematters.com, and will be required to provide an access code. Your campus benefits office should have this information available.

b. Empathia has also provided helpful resources to help employees cope with the effects of COVID-19. These resources can be found on the www.mylifematters.com website as well as the following link (https://www.empathia.com/promos/COVID19_Pacific.php).

How should managers and staff practice social distancing at work?

Increasing the space between people and decreasing the frequency of contact among them is known as social distancing. There are several ways that managers and staff members can practice social distancing at work including:

- Canceling or rescheduling nonessential meetings
- Using technology such as [Zoom teleconferencing](#) and other mediums of virtual communication to hold meetings
- Sitting at a distance from others in a cubicle-style or open work environment

Other

Campus Parking Options

Faculty and staff can purchase daily or weekly permits online at a reduced rate. The cost will be based on the employee's bargaining unit's permit rates instead of the \$8/day rate. For assistance, please contact parking@sfsu.edu or call (415) 338-1441

Can I make updates to my Commuter Check benefits?

In light of the issued shelter-in-place orders to mitigate the spread of COVID-19 and as many of you are changing your commute to campus, we would like to let you know that you can adjust your commuter check deduction or temporarily opt-out of specific months through the **Commuter Check website** (<https://login.commuterbenefits.com/>). This will ensure you do not accumulate excess funds on your Clipper Card or Commuter Check MasterCard.

What are SF State's sanitation efforts?

The University has been frequently sanitizing all public spaces and high touch areas including classrooms, bathrooms, entryways and dining commons with cleaning products designed to kill viruses (including COVID 19).

I have virtual parking permit, can I cancel or stop payroll deduction since I am working remotely.

Employees may request to stop payroll deduction or request for reimbursement or credit for future prepaid permit purchase. Please don't hesitate to contact our Parking & Transportation Office by calling 415-338-1441 or by email parking@sfsu.edu to see which option works for you.

Refunds are issued per Auxiliary and Business Services (ABS) 87-36 and will be prorated based on a parking refund schedule.

Please be aware that once a request has been submitted, the assigned virtual permit to your vehicle(s) will be deactivated immediately. For a payroll deduction, employees will need to sign up and restart the automatic payroll deduction in order to purchase a new virtual permit.