

Coronavirus (COVID-19) Manager(s) and Staff FAQ's?

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General

[Is San Francisco State Open?](#)

Yes. San Francisco State campus 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](#)

In light of health updates issued recently by the CDC and county of San Francisco, members of the San Francisco State University community are 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>

[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). The university has also placed sanitizing stations across the campus to provide continuous precautions for staff, students, and visitors.

[How should managers and staff implement safety measures and practice social distancing at work?](#)

Implementing safety measures such as avoiding touching things when unnecessary and other acts is critical to ensuring the safety of the SF State community. 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 implement safety measures and 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

- Where a face covering when interacting with others
- When walking or working alone, quickly wear a face mask when you see someone 30 feet away.
- Avoid touching your face
- Cover your cough or sneeze into your sleeve or elbow, not your hands.
- Keep 6 feet between you and everyone else at all times.
- Minimize how long you spend with people.
- Wipe any surfaces you need to touch with antibacterial wipes.

Workplace Checklist and Protocols

All staff and faculty will be required to complete a daily self-screening for COVID-19 symptoms before coming to work on campus. The following questions will be asked of each employee and staff member prior to their presence on campus:

1. Within the past 24 hours have you experienced a fever of 100.4 or greater?
2. Within the past 24 hours have you experienced coughing, shortness of breath, or chest tightness?
3. Within the past 24 hours have you experienced chills, repeated shaking with chills, muscle pain, or body ache?
4. Within the past 24 hours have you experienced new loss of taste and/or smell?
5. Within the past 24 hours have you experienced headache, sore throat, congestion, runny nose, nausea, vomiting, diarrhea, or fatigue?

If you experience any one or more of these symptoms, do not come to campus. Contact your health care provider immediately and promptly notify your manager. If your doctor has determined that you are not experiencing symptoms due to COVID-19 it is nevertheless best for you to stay home until you are symptom free.

Should managers and staff come to work during this time of COVID-19 pandemic?

SFSU continues to prioritize the health and safety of our faculty, staff, and students. Although, we continue to follow all county public health orders, we have limited on campus staff to those necessary in maintaining operational success. Furthermore, in efforts to mitigate the spread of COVID-19, campus leadership has asked staff and managers to use alternative work arrangements when possible. **Please contact your direct supervisor for specific instructions regarding your need to be on campus.**

Are there employees that are required to stay home?

No. The CDC has revised its guidance pertaining to individuals at higher risk for COVID-19. It no longer specifies “individuals age 65 or older” as being at greater risk for the virus, but rather it indicates that the risk for serious illness from COVID -19 increases as “individuals get older”. Additionally, the CO has changed its terminology for “individuals with chronic medical conditions” and now indicates that “individuals with underlying medical conditions” may be at greater risk for experiencing serious illness related to the COVID-19 virus.

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 must stay home, they are encouraged to contact their health care providers for recommendations. Thereafter, they should follow normal protocols for contacting their direct supervisor and Human Resources to indicate the type of leaving being used (COVID-19 temporary paid leave bank, sick vacation, CTO).

Symptoms of Coronavirus include cough, fever, chills, muscle pain, shortness of breath, sore throat, and new loss of taste or smell. Please review the list of official symptoms of COVID-19 issued by the CDC

here: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf>

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

Stay Home. If you have tested positive or have been in close contact with an individual who has a confirmed COVID-19 diagnosis, you must stay home *even if* you do not have symptoms.

Please contact your direct supervisor to address your concerns. You must also immediately contact the Emergency Operations Center by phone or email:

- (415) 269-9454,
- (415)405-3728,
- chelberg@sfsu.edu

If you have tested positive or have had close contact with a confirmed COVID-19 patient, or your symptoms seem serious or are of concern to you, SFSU urges you to immediately contact your health care provider for advice. Be advised not go into a health facility without first contacting it for advice and direction. For a description of

symptoms, please visit <https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html>.

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

Yes. Although, 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, this information is considered confidential.

The university will 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 will take reasonable steps not to contribute to it while ensuring the health and safety of all staff. It is the university’s responsibility to inform other staff who may have had contact with the employee that they may have been exposed and advise them to see a health care provider and monitor their health.

It is permissible under the ADA to allow an employee to *voluntarily* disclose their diagnosis. However, please note that 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.

Are employees allowed to bring their children to campus?

Employees are not allowed to bring their children to campus during this time. The University has only allowed limited staff to return to campus due to COVID-19 and continues to take the required precautionary measures to ensure the safety of students and employees who are required to be on campus.

Pay and other Paid Leave Benefits

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](#)

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?

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What is Temporary Coronavirus Paid Administrative Leave (CPAL) and how can employees use it?

The Chancellor has granted use of coronavirus paid administrative leave up to 256 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.

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 CPAL hours. For employees who will continue to work on campus or remotely, these CPAL hours will be available for your use through December 31, 2020, if you should need them for any of the reasons above. The hours may be used at any time during this designated period including intermittently, in consultation with the appropriate administrator, provided that such use shall not adversely affect the delivery of essential university services

[Where can I find the Temporary CPAL Form?](#)

The temporary Coronavirus Paid Administrative Leave Request Form is now available on:

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

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

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

[What is Families First Coronavirus Response Act \(FFCRA or Act\)?](#)

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19.^[1] The Department of Labor's (Department) Wage and Hour Division (WHD) administers and enforces the new law's paid leave requirements. These provisions will apply from the effective date through December 31, 2020.

Generally, the Act provides that covered employers must provide to **all employees**:^[2]

- *Two weeks (up to 80 hours) of **paid sick leave** at the employee's regular rate of pay* where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
- *Two weeks (up to 80 hours) of **paid sick leave** at two-thirds the employee's regular rate of pay* because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is

experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor.

A covered employer must provide to **employees that it has employed for at least 30 days:**[\[3\]](#)

- *Up to an additional 10 weeks of **paid expanded family and medical leave** at two-thirds the employee's regular rate of pay where an employee is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.*

Covered Employers: The paid sick leave and expanded family and medical leave provisions of the FFCRA apply to certain public employers, and private employers with fewer than 500 employees.[\[4\]](#) Most employees of the federal government are covered by Title II of the Family and Medical Leave Act, which was not amended by this Act, and are therefore not covered by the expanded family and medical leave provisions of the FFCRA. However, federal employees covered by Title II of the Family and Medical Leave Act are covered by the paid sick leave provision.

Small businesses with fewer than 50 employees may qualify for exemption from the requirement to provide leave due to school closings or child care unavailability if the leave requirements would jeopardize the viability of the business as a going concern.

Qualifying Reasons for Leave:

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (**or unable to telework**) due to a need for leave because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Under the FFCRA, an employee qualifies for expanded family leave if the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

Duration of Leave:

For reasons (1)-(4) and (6): A full-time employee is eligible for up to 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.

For reason (5): A full-time employee is eligible for up to 12 weeks of leave at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

Calculation of Pay:[\[5\]](#)

For leave reasons (1), (2), or (3): employees taking leave shall be paid at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).

For leave reasons (4) or (6): employees taking leave shall be paid at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).

For leave reason (5): employees taking leave shall be paid at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period—two weeks of paid sick leave followed by up to 10 weeks of paid expanded family and medical leave).[\[6\]](#)

Tax Credits: Covered employers qualify for dollar-for-dollar reimbursement through tax credits for all qualifying wages paid under the FFCRA. Qualifying wages are those paid to an employee who takes leave under the Act for a qualifying reason, up to the appropriate per diem and aggregate payment caps. Applicable tax credits also extend to amounts paid or incurred to maintain health insurance coverage. For more information, please see the Department of the Treasury's website.

Employer Notice: Each covered employer must post in a conspicuous place on its premises a notice of FFCRA requirements.[\[7\]](#)

Prohibitions: Employers may not discharge, discipline, or otherwise discriminate against any employee who takes paid sick leave under the FFCRA and files a complaint or institutes a proceeding under or related to the FFCRA.

Penalties and Enforcement: Employers in violation of the first two weeks’ paid sick time or unlawful termination provisions of the FFCRA will be subject to the penalties and enforcement described in Sections 16 and 17 of the Fair Labor Standards Act. 29 U.S.C. 216; 217. Employers in violation of the provisions providing for up to an additional 10 weeks of paid leave to care for a child whose school or place of care is closed (or child care provider is unavailable) are subject to the enforcement provisions of the Family and Medical Leave Act. The Department will observe a temporary period of non-enforcement for the first 30 days after the Act takes effect, so long as the employer has acted reasonably and in good faith to comply with the Act. For purposes of this non-enforcement position, “good faith” exists when violations are remedied and the employee is made whole as soon as practicable by the employer, the violations were not willful, and the Department receives a written commitment from the employer to comply with the Act in the future.

[1] Wage and Hour Division does not administer this aspect of the law, but notes that every dollar of required paid leave (plus the cost of the employer’s health insurance premiums during leave) will be **100%** covered by a dollar-for-dollar refundable tax credit available to the employer. For more information, please see the Department of the Treasury’s website.

[2] Employers of Health Care Providers or Emergency Responders may elect to exclude such employees from eligibility for the leave provided under the Act.

[3] Employers of Health Care Providers or Emergency Responders may elect to exclude such employees from eligibility for the leave provided under the Act.

[4] Certain provisions may not apply to certain employers with fewer than 50 employees. See Department FFCRA regulations (expected April 2020).

[5] Paid sick time provided under this Act does not carry over from one year to the next. Employees are not entitled to reimbursement for unused leave upon termination, resignation, retirement, or other separation from employment.

[6] An employee may elect to substitute any accrued vacation leave, personal leave, or medical or sick leave for the first two weeks of partial paid leave under this section.

[7] The Department will issue a model notice no later than March 25, 2020.

What if I do not meet the criteria to take this temporary CPAL, 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.

What is EPSLA and EFMLEA?

Generally, FFCRA provides employees the following benefits under specific conditions related to COVID-19, if unable to work (or unable to work remotely):

Emergency Paid Sick Leave Act (EPSLA)

- Two weeks (up to 80 hours) of paid sick leave when the employee is unable to work (or telework) because the employee is quarantined or has a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order, or advice of a health care provider), experiencing COVID-19 symptoms and seeking a medical diagnosis, and/or to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19, AND

Emergency Family and Medical Leave Expansion Act (EFMLEA)

- Up to an additional 12 weeks of expanded family and medical leave by adding a new reason to qualify for Family and Medical Leave Act (FMLA), of which 10 weeks are paid and when an employee, who has been employed for at least 30 calendar days, is unable to work (or telework) due to a bona fide need for leave to care for a child whose school or childcare provider is closed or unavailable for reasons related to COVID-19.

How do I code my timesheet for this temporary (CPAL)?

Please report any approved CPAL hours in Absences Management via [Employee Self-Services](#) , please select leave type “PAL/FFCRA”, and enter the reason in the comment section.

How long do I have to use this temporary CPAL?

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. Please consult with your supervisor,

provided that such use shall not adversely affect the delivery of essential university services.

For information related to Student Employees

Please visit <https://dos.sfsu.edu/covid-19/basic-needs-employment>.

Are employees still eligible to receive Emergency Pay during the Governor's "Stay at home directive?"

At one time Emergency Pay provisions were available for employees in CSUEU (Units

2, 5, 7 and 9), and Teamsters 2010 (Unit 6) for individuals required to worked on campus. This Emergency pay provision ended on May 31, 2020.

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](#).

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.

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?

Employees should contact their direct supervisors for further guidance.

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

1. 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.

1. 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).

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

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.

[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.

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.

[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);
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Examples of situations when staff may need to telecommute include:

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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.

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- 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
- Where a face covering when interacting with others
- When walking or working alone, quickly wear a face mask when you see someone 30 feet away.
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(<https://login.commuterbenefits.com/>). This will ensure you do not accumulate excess funds on your Clipper Card or Commuter Check MasterCard.

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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).

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Phased Limited Campus Return

[What should employees do if they are required to return to campus and need an accommodation?](#)

If you believe you have a disability and require reasonable accommodations based on disability to do your job, you are invited to register with the Disability Programs and

Resource Center (DPRC). All requests for accommodation are decided on a case-by-case basis; and in most cases, DPRC will require information from your medical provider as part of the accommodation request process. Please contact DPRC as soon as possible should you wish to make a reasonable accommodations request.

To find out about the accommodation process and/or to apply for accommodation, please visit DPRC's web site at <https://access.sfsu.edu/eas> or email dprcemp@sfsu.edu.