# UWSP Human Resources Question about Coronavirus-19

## What do I do if...

<table>
<thead>
<tr>
<th>I have a sick family member who needs my care?</th>
<th>You should contact your immediate supervisor and utilize department call-in procedures if you cannot work your scheduled shift. Any such absence must be properly reported on your timesheet/leave report. Sick leave can be utilized for scheduled days absent for the care of an immediate family member for up to five consecutive workdays per <strong>UWS 1212</strong>. Additional sick leave may be approved by the institution (a Certification of Medical Necessity will be required after five consecutive workdays missed). If available, any accrued paid leave or leave without pay may be utilized for scheduled days absent per <strong>UWS 1212</strong>. Eligible employees may apply for Family and Medical Leave (FMLA). Definition of a serious health condition under the FMLA will apply.</th>
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<td>Cases and news of infection continue to increase and I’m afraid to go to work?</td>
<td>When campus is not closed under <strong>emergency conditions</strong>, you are expected to report to work <strong>unless the absence is approved by supervisor</strong> (<strong>UWSP Inclement Weather/Emergency Conditions Policy</strong>). Any such absence must be properly reported on your timesheet/leave report. If you are permitted to work remotely and your position allows it, you may do so you’re your supervisor’s approval. Refusal to report to work may result in disciplinary action; you are required to report leave for all scheduled absences. Such a policy is respectful of the services that our students and University need. As a reminder, faculty and IAS are in pay status during spring break week, if needed for University continuity. The Employee Assistance Program (EAP) is available for all employees, to include student employees. They are able to help any of us work through anxieties and devise solutions and strategies that will allow us to be successful as employees and for our personal wellness and well-being.</td>
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<td>I have been quarantined by a Public Health Official (exposed, but not symptomatic – may telecommute, if an option for their work)?</td>
<td>You should contact your immediate supervisor and utilize department call-in procedures if you cannot work your scheduled shift. Any such absence must be properly reported on your timesheet/leave report. Per <strong>UWS 1212</strong>, if sick or other leave is utilized in excess of 5 consecutive workdays, you must submit a written certification from a health care provider of the medical necessity of the absences (need to present a return to work note). This certification can come from the Public Health Department upon release from quarantine. If eligible, you may apply for Family and Medical Leave (FMLA). Definition of a serious health condition under the FMLA will apply.</td>
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<td>I have been placed in isolation by a Public Health Official (symptomatic and very ill – unavailable for work)?</td>
<td>You should contact your immediate supervisor and utilize department call-in procedures if you cannot work your scheduled shift. Any such absence must be properly reported on your timesheet/leave report. Sick leave can be utilized for scheduled days absent per <strong>UWS 1212</strong>. If available, any accrued paid leave or leave without pay may be utilized for scheduled days absent per <strong>UWS 1212</strong>. If eligible, you may apply for Family and Medical Leave (FMLA). Definition of a serious health condition under the FMLA will apply.</td>
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<td>Campus or worksite is closed (work remote, if an option; use leave options, if no work can be performed)?</td>
<td>You may be directed not to report to work (exceptions may apply to certain positions essential to deliver essential services to those remaining on campus) as afforded in the <strong>Emergency Conditions Policy</strong>. If you are already at work, you may have the option of remaining at work or leaving the worksite, as conditions permit. You must use accrued paid leave or leave without pay to cover any absences in accordance with <strong>UWS 1212</strong> and <strong>UWSP Leave Without Pay</strong>.</td>
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*Please understand that every attempt to be responsive to the needs of our employees, students, and the University will be taken. As authority may be granted through emergency powers, such as may be granted by the Governor, revisions will be necessary to ensure that we protect our people and organization while also ensuring order and compliance.*

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*Created March 5, 2020  
Revised March 6, 2020*
**Definitions:**

**Immediate Family Member (as per UWS 1212 – Sick Leave)**
- Employee’s legal spouse, domestic partner
- Children, grandchildren, parents, grandparents, brothers and sisters, aunts and uncles, sons-in-law or daughters-in-law, other relatives residing in same household of the Employee’s or the employee’s spouse or domestic partner
- Note that Family and Medical Leave regulations define “family member” differently than that of above.

**Isolation (CDC)**
Separates ill people with a contagious disease from people who are not ill

**Quarantine (CDC)**
Separates and *restricts the movement* of people who were exposed to a contagious disease to see if they become ill.

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<th>Authority. The department or the local health officer acting on behalf of the department may require isolation of the patient or an individual, quarantine of contacts, concurrent and terminal disinfection, or modified forms of these procedures as may be necessary, and which are determined by the department by rule.</th>
<th><strong>Wis. Stat. § 252.06 (1)</strong></th>
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<td>Penalties. No person, other than a person authorized by the public health authority or agent of the public health authority, may enter an isolation or quarantine premises. A violation is subject to a fine not to exceed $10,000 or imprisonment not to exceed nine months, or both.</td>
<td><strong>Wis. Stat. § 252.06 (4)(b)</strong></td>
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<td>Police Power and Limitations. Expenses for necessary medical care, food and other articles needed for the care of the infected person shall be charged against the person or whoever is liable for the person's support.</td>
<td><strong>Wis. Stat. § 252.06 (10)</strong></td>
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**Policies/Procedures:**

- **Emergency Conditions (UWS 1235)**
  [https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/inclement-weather-emergency-conditions/](https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/inclement-weather-emergency-conditions/)

- **Emergency Conditions (UWSP GEN 15)**
  [https://www.uwsp.edu/hr/Documents/Inclement%20Weather-Emergency%20Conditions.pdf](https://www.uwsp.edu/hr/Documents/Inclement%20Weather-Emergency%20Conditions.pdf)

- **Family & Medical Leave (UWS 1213)**

- **Sick Leave (UWS 1212)**
  [https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/sick-leave/](https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/sick-leave/)

- **UWSP Telecommuting Policy**
  [https://www.uwsp.edu/hr/Documents/Telecommuting%20Policy.pdf](https://www.uwsp.edu/hr/Documents/Telecommuting%20Policy.pdf)

- **Employee Assistance Program (EAP)**
  [https://www.uwsp.edu/hr/Pages/Employee%20Relations/Additional-Resources.aspx](https://www.uwsp.edu/hr/Pages/Employee%20Relations/Additional-Resources.aspx)