

## **REMOTE OPERATIONS POLICY GOVERNING THE COVID-19 CORONAVIRUS PANDEMIC PERIOD**

- A. Purpose. This policy serves as a follow up on and clarification to the President's March 13, 2020, and March 17, 2020, campus directives governing remote operations at Tennessee State University during the COVID-19 coronavirus pandemic period (COVID-19 period). Pursuant to the President's prior directives, TSU employees, except employees the President deems to be Essential Employees or Limited Access Employees, are required to work on a remote basis during the COVID-19 period until further notice.
- B. Effective Date of Policy. This policy is effective immediately and shall remain in effect until employees return to campus to resume regular operations. It shall supersede and serve as a follow up to the March 13 and 17, 2020, directives.
- C. Application. This policy shall be applicable to all TSU employees, except those employees designated as essential by their unit head under the terms set forth below.
- D. Definitions. For purposes of this policy:
- Essential Employees are defined as employees engaged in duties needed to ensure the continuing operation of the University or to provide the health, safety and welfare related services for the public, and the employees are not able to perform such duties remotely.
  - Limited Access Employees are defined as specified employees who are authorized to access the campus on a limited, periodic basis to carry out essential work related matters that the employee cannot perform remotely.
- E. Conditions Governing Remote Work Operations.
- Employees who work remote must continue to maintain confidentiality of data and documents they handle.
  - Employees shall utilize a reasonably private and safe work area to work remotely. Employees are advised to not use any public computers to access TSU confidential information.
  - Employees shall use university and personal equipment as intended, and hold harmless the University and its agents for any mishaps to equipment.
  - Employees shall coordinate with their supervisor to ensure they have internet, phone, and/or printer capabilities to adequately complete their work, to the extent their duties require internet access or other equipment.
  - Employees must maintain the regular daily work schedule (8:00 a.m. to 4:30 p.m.) and appropriately code the information on timesheets and leave reports.
  - If employees are not working on a particular day, they must communicate with their supervisor and complete a leave report for approval. Employees shall confer with their supervisor regarding out of office messages while they are out on leave.

- Tennessee State University Unit Heads may authorize the use of University-owned equipment for employees to utilize during the COVID-19 period. The employee must fill out the University-established equipment check out form prior to the receipt of the equipment. Employees must use and maintain the equipment in a safe manner and only to conduct university business.
- Non-exempt employees are expected to keep a strict record of time worked and may not work longer than the total hours in a work day/week. Work time includes making calls and responding to emails. A one-hour lunch break is still required when an employee is scheduled to work six or more consecutive hours in a day.
- Employees must provide a contact phone number for their respective supervisors to maintain communication during the remote operation period and for emergency situations.
- If using personal cell phones for business purposes, one may dial \*67 before dialing a number to block your cell number from the caller.
- Employees are required to check emails and voice mail messages on at least an hourly basis during work hours.
- **To access your voicemail from a remote phone:**

**The current voicemail system, Avaya VOIP phones:**

Dial the number 615-963-6107

When answered, press the \* key followed by the # key

You will be prompted to enter an extension – enter your 4-digit phone extension

You will be prompted for the security code

You should then be in the voicemail box

- F. Communications and Meetings between Unit Employees. Unit Heads (or, on occasion, Unit Head designees) shall hold regular (at least weekly) one-on-one and staff meetings with employees in their respective units, except under extenuating circumstances. Employees are required to participate in one-on-one and staff meetings, as scheduled by the Unit Head.
- G. Essential Employees Working on Campus during Remote Operation Period. Essential Employees shall continue to work on campus as directed by their Unit Head. Unit Heads shall also designate Limited Access Employees to work on campus on a limited, periodic basis. The designation of Essential Employees and Limited Access Employees shall be subject to the President's approval.
- H. Limited Access Employees Working on Campus during Remote Operation Period. In addition to access granted to Essential Employees, Unit Heads shall designate specified employees limited, periodic access to the campus for essential work related matters (Limited Access Employees). Limited Access Employee shall not bring any other individual with them to the campus, unless expressly authorized by the Unit Head. The designation of employees as Essential Employees or Limited Access Employees shall be subject to the President's approval.
- I. Unit Head Responsibilities Regarding Employee Adherence to Safety and Health Standards While on Campus. Unit Heads shall ensure that employees working on campus as an essential or limited

access employee adhere to COVID 19 pandemic safety and health guidelines, including social distancing and meeting size requirements.

- J. Employee Safety and Sanitation Practices While Engaged in Work Related Activities. Employees must practice appropriate safety and sanitation measures when on campus and while engaged in activities while working on a remote basis.
  
- K. Essential or Limited Access Employees Who Test Positive for or May Have Been Exposed to the COVID 19 Virus. Employees designated as essential employees or limited access employees shall not report to work on campus if the employee has tested positive for the COVID 19 virus or develops symptoms consistent with the COVID 19 virus. In addition, essential or limited access employees shall not report to work if such employees share a household with an individual who has tested positive for the COVID 19 virus, or has reason to believe they were directly exposed to someone who tested positive for the COVID 19 virus and the employee is within the fourteen-day quarantine period. If one of these situations exist, the employee shall contact the Human Resources office, and that office shall coordinate with the employee's unit head to determine how to proceed under the circumstances.

Effective Date: March 31, 2020 (supersedes and follows up on March 13 and 17, 2020, campus directives)