

## **University of La Verne**

The step-by-step instructions for students and employees found below apply both while normal campus operations are suspended and also once campus operations resume.

In addition to the instructions for students and employee listed below, you are encouraged to review this coronavirus exposure FAQs developed by Los Angeles County.

<http://publichealth.lacounty.gov/media/Coronavirus/FAQ-Exposure.pdf>

### Information for Students:

Below you will find step-by-step instructions that you are encouraged to follow to ensure the best educational continuity during ULV's response to novel coronavirus.

1. Contact your healthcare provider to assess your personal risk and provide any necessary testing or treatment. You are not required to provide a note, but your health and safety is our first priority.
2. Make sure that you are routinely checking your ULV email. Important information may be coming to you only via email.
3. If you haven't already done, please submit a [Novel Coronavirus Information Form](#). Please know you will be contacted by the Student Health Center with additional information and instructions.
4. You may be asked to self-quarantine for a set number of days. During that quarantine, you will not be allowed to be on-campus
5. If you are a student residing in the Res Halls, you will be asked to go home during the self-quarantine period. If you are not able to go home, you will be relocated into a quarantine space in separate res halls. The Student Health Center will notify both you and the housing office of the quarantine requirements.
6. The Student Health Center will work with you to inform your faculty that you have a health condition that will limit your ability to participate in classwork for the quarantine period.
7. To the extent you can, you are encouraged to routinely checking your Blackboard account for information and resource for your courses.
8. If you are a student-worker, please also review the instructions for employees listed below.

### Information for Employees:

Below, you will find step-by-step instructions that you are encouraged to follow to ensure the best work continuity during ULV's response to novel coronavirus.

1. Contact your healthcare provider to assess your personal risk and provide any necessary testing or treatment. You are not required to provide a note, but your health and safety is our first priority.

2. If you haven't already done, please submit a [Novel Coronavirus Information Form](#). Please know you will be contacted by Human Resources with additional information and instructions.
3. Human Resources will discuss with you the following items
  - a. Informing your supervisor and UMC member
  - b. Whether you are required to self-quarantine according the ULV's guidelines. Please note these guidelines may include more individuals than would be required by the public health agency. Please note that if you are required to self-quarantine you will not be permitted to be on-campus.
  - c. Whether you need to take leave due to personal illness or caretaking for a family member.
  - d. Whether you are considered an "essential" or "emergency" employee required to continue working on campus.
  - e. Whether your work is capable of being performed remotely. You and your supervisor may be encouraged to be creative in determining what contributions you may be able to make remotely, including adjustments in job duties.
  - f. Whether your personal circumstances are such that you are available to work from home. If currently unmet technology needs would allow you to work from home, your University Management Council member should submit a request to the Office of Information Technology for such items that would allow you to work remotely.
  - g. Any concerns you have regarding responsibilities and expectations during ULV's novel coronavirus response.
4. You will be asked to work with your supervisor to reach a mutual understanding with your supervisor regarding how you will be working going forward. This should include how you will check in with your supervisor during any period of telework.
5. Complete and sign a Telework Agreement based on your conversation with your supervisor and submit to your supervisor.
6. Your supervisor will report to Human Resources whether you will be teleworking or if you are considered essential or emergency personnel.
7. If you require vacation or sick leave unrelated to the novel coronavirus, you should submit requests according to normal procedures.
8. If you require leave related to the novel coronavirus, you may utilize the Request for Leave of Absence-During COVID-19 form available on the HR Portal under COVID-19 Information. This form does not need approval from your supervisor and should be submitted directly to Human Resources. Questions about this form and leave related to novel coronavirus may be directed to Human Resources.