

MARCH 15, 2020 - SENT

EMAIL TO ACADEMY EMPLOYEES

SUBJECT: IMPORTANT EMPLOYEE UPDATE

Thank you to the many of you who participated in the professional development training sessions on Friday. It was a productive day of learning and preparing for operating in a remote format. Here's a [link to a resource](#) about remote working that you may find helpful that identifies technology tools available as well as important employee considerations when working remotely, should that need arise. As we identify new information that may be helpful, we will keep this resource updated. All of these efforts are being undertaken for our community to be prepared *in the event* that you or one or more of the employees in your area are in a personal situation where they need to work remotely. We appreciate everyone for making our preparedness to continue with business continuity a priority *should the situation arise* where working remote is needed.

Personnel Policies and Questions

In this unique and rapidly changing situation, the institution has established the following personnel policies to help employees and the institution work during this period of time. If you have any questions about your specific work situation or need to request workplace accommodation, please contact Lynn Chappin in human resources at lynn.chappin@lipscomb.edu. You can review the CDC guidance for high-risk groups and special populations at <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/index.html>.

COVID-19 Precautions and Reporting

Employees who are sick should stay at home except to get medical care. Do not go to work, school or public areas. If you knowingly come to work sick, you may be subject to disciplinary action. This is an effort to keep your co-workers healthy. Please see guidance for what to do if you are sick:

<https://www.lipscomb.edu/student-life/health-wellness/coronavirus-covid-19/what-do-if-you-are-sick>.

Report your illness: Employees or students with COVID-19 symptoms and those with confirmed COVID-19 cases must be reported. Report your illness here:

<https://www.lipscomb.edu/student-life/health-wellness/coronavirus-covid-19>.

General Sick Policy for COVID-19 Situation

Employees who exhibit COVID-19 symptoms, those who have been exposed to a confirmed case of COVID-19 and those who are told to self-isolate by following CDC guidelines or medical advice, will take paid sick leave for the duration of the illness or 14-day isolation period, whichever is longer. In such a case, the employee will be placed on sick leave even when earned sick leave has been depleted (it will be extended during this circumstance), and should coordinate with the Office of Human Resources regarding how to replenish such used but unearned sick days.

Policy Exception: Employees who violate the University's travel restrictions noted below and who upon return from such trip are restricted from campus per University policy or require self-isolation (whether for exhibiting COVID-19 symptoms, being exposed to a confirmed case of COVID-19 or recommended to self-isolate by following CDC guidelines or medical advice) may use earned sick leave and vacation time to cover any needed time off for such isolation. If any additional time is needed for this isolation period or illness recovery, the time will be taken as unpaid administrative leave.

Updated Travel Policy

As we have seen in the last several days, this is a very fluid and quickly changing situation. As such, we are constantly reviewing our policies and procedures to ensure we have the best policies in place as the circumstances change. You can find the most current travel policy on the COVID-19 website [here](#). We want to share with you Lipscomb's slightly revised travel policy which is summarized below.

Until further notice, all school-sponsored international travel is fully restricted to any country or area that meets any of the following criteria:

- Has a rating by the CDC at a Level 3 or higher, or
- Is referenced in applicable CDC guidelines, or
- Is restricting or banning travel.

Any member of the Lipscomb community who travels to a location that meets any of these criteria or travels via a cruise to any location is restricted from campus for a 14-day period from the date the trip ends.

If this situation applies to you, employees should inform your supervisor and human resources. Additionally, **any employee or student who will be traveling outside of the United States during Spring Break is required to notify University officials of your plans using [this form](#)**. The list of affected countries and the warning level is dynamic. We encourage you to

monitor developments, including the list of countries that are at a Level 3 or higher, through the [CDC](#) website.

We will continue to send updates as we have new information to share. We encourage all employees to visit www.lipscomb.edu/covid19 often for the latest news and updates.