

# STAFF SENTINEL *MONTHLY*

Newsletter of the Allegheny College Staff Advisory Committee

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*Welcome to our  
NEWEST STAFF MEMBER!  
(through October 2020)*

*Jack Gladysz  
Public Safety (p/t)*



## ACHA & HR address Staff FAQs on COVID

In recent weeks, SAC has collected some of the staff’s most frequently asked questions about COVID-related policies and procedures and posed them to representatives of the Allegheny College Health Agency (ACHA) and the Department of Human Resources (HR).

Their responses follow.

**Employee Health Screen: What happens if we click “Yes” on this form?**

*ACHA: Employees should stay home until they discuss these symptoms with their primary care provider (PCP).*

**Are there guidelines defining how long a non-exempt employee has to be off if someone reports symptoms?**

*ACHA: This should be discussed with the person’s physician.*

**Does this employee have the option of working from home rather than using a sick day since they are being mandated to stay home?**

*HR: Sick days should only be used if the employee is actually sick or caring for someone who is ill per the College’s sick time policy. Otherwise, they should be working with their supervisor to determine how work can be accomplished.*

# ACHA & HR address Staff FAQs on COVID (cont.)

## Positive Test Results:

> Are there any employment guidelines in place for non-exempt employees who test positive?

HR: *The College's sick time policy applies.*

> Will employees be required to use and exhaust sick leave as defined by the Short-Term Disability policy?

HR: *The College's sick time and short term disability policies apply.*

> Are employees able to work from home if they should feel well enough to do so?

HR: *No, the College's sick time policy applies.*

> How does this affect PT staff not covered under this policy?

HR: *If there is no sick time available, sick days will be unpaid.*

> Being that some employees already have the option to work from home, would any type of "COVID Clause" be considered given this unique situation?

HR: *No, the sick time policy applies.*

> Are there guidelines in place if a member of an employee's household is exposed or tests positive?

ACHA: *Possible exposures should be discussed with the PCP. For definite exposures, quarantine per the DOH (Dept. of Health) & CDC (Centers for Disease Control) guidelines. Dr. Morrow is available to advise staff on this from the perspective of keeping the campus safe. E-mail ACHA with questions on unique situations.*

## Will insurance options be available if staff are furloughed or positions are cut?

*(In the October 29 email from President Link and on the college furlough information webpage <https://sites.allegheny.edu/hr/campus-shutdown-and-furlough-period/> it is stated that during the two week furlough period recently mandated for all employees, "current benefits will continue during your furlough period, subject to the terms and conditions of the applicable benefits plans and programs." -ed.)*

## Are there guidelines regarding family members visiting campus? (ie spouses dropping off items or children in buildings as a stop gap before or after school).

ACHA: *There are no visitors allowed on campus so neither of these situations should be happening.*

We are aware that there is a procedure in place for visitors on campus such as deliveries, contractors and technicians. It seems that not all employees are aware of these procedures or where to find the form and procedures. For non-campus employees like Staples delivery people and Hagan technicians, do they need documentation to be here? Are we supposed to be notifying someone or a particular office if they will be on campus?

ACHA: *This is handled by public safety.*

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The Staff Advisory Committee (SAC) represents the interests, opinions, and concerns of the non-exempt staff by communicating these concerns to the Allegheny Executive Committee (AEC). For more information on the purpose of this committee, please refer to BYLAWS, Section 1 on the SAC website.

Visit the SAC website :



[sites.allegheny.edu/sac](https://sites.allegheny.edu/sac)

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