

TO: All Rhodes State College Employees
FROM: Dr. Cynthia E. Spiers, President
DATE: March 13, 2020
SUBJECT: COVID-19 Employee Guidelines

As the Coronavirus (COVID-19) outbreak takes center stage globally, we at Rhodes State, continue to monitor guidelines and recommendations from local, state and federal officials. Please review the following information concerning recent updates.

Working Remotely

1. Telecommuting options are available to all employees as deemed necessary by their appropriate Cabinet member or designee. Employees are still required to work their normal scheduled work week.
2. If employees want to have their office phone forwarded to their cell phone, they need to contact their Coordinator, Dean, Chair, Supervisor or Cabinet member for instructions.
3. Sick employees are not required to work from home; normal sick leave policy applies.

Business Travel

1. All out-of-state business travel is suspended until further notice.
2. In-state business travel has been suspended unless mission critical and approved by your Cabinet member.
3. Any employee who has business travel and/or professional development scheduled between now and the end of the semester, needs to contact the Business Office at ap@RhodesState.edu.

Basic Health Precautions

1. Rhodes State continues to cooperate with public health authorities (CDC and state and local health authorities).
2. Please remember to practice [basic health precautions](#) recommended by public health authorities.
3. As of March 2, 2020, employees should self-monitor if:
 - they have COVID-19 like symptoms,
 - have traveled to a COVID-19 affected area/county where there are CDC confirmed cases (as designated by the CDC and/or by Ohio), and/or
 - have come in contact with a person who has COVID-19.

Self-monitor means monitor for fever by taking your temperatures twice a day and remain alert for cough or difficulty breathing. If you feel feverish or develop measured fever, cough, or difficulty breathing during the self-monitoring period, you should self-isolate, limit contact with others, and seek advice by telephone from a healthcare provider or local health department to determine whether medical evaluation is needed.

4. If employees test positive for COVID-19, follow all CDC guidelines.
5. Employees with worsening symptoms should contact their primary care doctor (or if none, urgent care or other clinics) for instructions or advice about testing. If someone is displaying these symptoms while on campus, call Campus Security.
6. The College will follow current policy and procedures in regards to vacation, sick leave and FMLA and will review exceptions on a case-by-case basis.
7. The College leadership asks personnel to strongly consider not travelling to a location where COVID-19 has been confirmed.

Thank you for your patience and dedicated support during this difficult time. All new developments regarding COVID-19 will be updated on our College [website](#).