COVID-19 (Coronavirus)
Temporary Personnel Memorandum

Overview

In December 2019, the World Health Organization learned of unusual respiratory infections occurring in Wuhan, in the Hubei Province of China. On January 7, 2020, health authorities identified the cause as a new coronavirus (COVID-19). The Center for Disease Control (CDC) reports in confirmed cases of coronavirus (COVID-19) the severity of the illness has ranged from mild to severe illness, and in some cases has resulted in death. On March 19, 2020, Governor Gavin Newsom announced a statewide "Stay at Home" order, directing all individuals living in the State of California to stay at home or at their place of residence, except as needed to maintain continuity of operation of the federal critical infrastructure sectors.

In response to this serious health threat and in compliance with the Stay at Home order, Caltech is taking the measures outlined in this personnel memorandum to reduce the risk of infection on campus and in our off-campus locations.

Reduced On-Campus Operations

Effective March 20, 2020, in response to the state and similar local orders, Caltech implemented a reduced on-campus operation model that defers all but essential activities, and transitions most work to remote locations (home office, private space within your residence, etc.).

Only essential personnel are permitted on campus. On-site work should be carried out in a manner that is consistent with social distancing practices**.** Employees who are not fulfilling critical tasks on campus, should speak with their manager to determine whether specific tasks can be deferred or transitioned to a remote work location, and whether their skillsets can be redeployed outside their usual area.

Who Should Not Report to Work

According to the CDC, symptoms of the coronavirus (COVID-19) include:

Effective Date: January 31, 2020
Updated: March 4, 2020
Updated: March 25, 2020

- Fever
- Cough
- Shortness of breath

Volunteers, guests, and visitors are not to come to campus while the "Safer at Home" order is in effect. Those employees, postdoctoral scholars, vendors, and contractors who are authorized to come to campus under the reduced operations model should not report to work or come to Caltech if they are experiencing any of the above-noted symptoms or other respiratory illness. In addition, anyone who has had recent (i.e. within the last 14 days) exposure to anyone with, or exposed to, the coronavirus (COVID-19) should not report to work and/or Caltech. In keeping with CDC guidelines, anyone who has returned from travel to a country designated by the CDC as a "Level 3 Travel Health Notice" should stay home and monitor their health for 14 days.

Affected employees should contact their manager or the Disability and Leave Unit of Human Resources for further information.

Sick Leave Policy

Caltech's standard sick leave policy can be found in [Personnel Memorandum 15-2](). An individual who is ill, or is caring for a qualified family member who is ill, should use their accrued, unused sick leave. If the employee exhausts their available sick accruals, the employee may be eligible to use the other paid leave status that has been established for the COVID-19 emergency.

Excusing Employees from Work

If a manager identifies an employee who is ill, they will direct them to stop working, even remotely. Employees who are ill should contact their primary-care physician and contact the Disability & Leave Administration Unit.

If an employee has had a known, recent (i.e. within the last 14 days) exposure to anyone with respiratory illness or specifically with the coronavirus (COVID-19), and shares this with their manager, the manager should consult with the Disability & Leave Administration Unit, even if the individual is not actively exhibiting symptoms.

Managers must follow the Institute's guidelines regarding nondiscrimination as outlined

Effective Date: January 31, 2020
Updated: March 4, 2020
Updated: March 25, 2020

in the *Nondiscrimination and Equal Employment Opportunity* policy. Managers should pay particular attention to employee confidentiality.

Managers should contact the Disability & Leave Administration Unit (Campus extension 8382) to inform them of employees who have been instructed to not report to work due to respiratory illness. The Disability & Leave Administration Unit will record the names of employees who have been excused from work and will work with departments regarding appropriate time reporting, leave usage, and duration of time away.

In particular, those personnel over the age of 65 or with compromised health conditions should consider the guidance of public health authorities to self-isolate at home until further notice.

Time Reporting

Absences for employees not reporting to work pursuant to this policy are considered to be excused absences.

Other Paid Leave

As a result of the extraordinary circumstances presented by the COVID-19 health crisis, on March 16, 2020, Caltech authorized the use of other paid leave to temporarily continue to pay full-time and part-time benefit based employees, faculty and postdoctoral scholars whose jobs have been impacted by Caltech's reduced operations, regardless of funding source.

This policy will be reviewed periodically and Caltech will notify employees in advance of any change. This policy also applies to those members of our community who are self-isolating in compliance with public health requirements, or who are caregivers to young, elderly, or family members without other means of care.

Employees who are off work due to their own illness or to care for a spouse, dependent child, domestic partner, or parent with respiratory symptoms should use available sick leave for the duration of their absence.

If the employee exhausts their available sick accruals, the employee may be eligible to use the other paid leave status that has been established for the COVID-19 emergency. A manager or a Payroll Activity Monitor (PAM) should work with Payroll and Human Resources to activate the other paid leave status.

Effective Date: January 31, 2020
Updated: March 4, 2020
Updated: March 25, 2020

Employees whose childcare provider/facility or school is unavailable because of coronavirus (COVID-19) should work with their supervisor to arrange time off under the other paid leave status.

Employees whose hours of work have temporarily been reduced or eliminated and are unable to telecommute should work with their supervisor to arrange time off under the other paid leave status.

Medical Certification

Following Pasadena Public Health Department recommendations, until further notice, medical certifications specific to this policy will not be required for employee absences exceeding 10 days.

Telecommuting

Employees are encouraged to work remotely during the "Safer at Home" order. Please reference COVID-19 Guidance for Managers for additional information as well as Caltech's telecommuting website: https://telecommute.caltech.edu. Employees should work with their managers to ensure that they have the equipment, supplies, and other resources needed to work remotely.

Telecommuting options may also be available for employees who have been asked not to come to work due to exposure to the illness or are caring for a sick family member. Sick employees should not be required to work from home. Telecommuting is subject to manager approval and the manager should work with Employee & Organizational Development in Human Resources to set up temporary telecommuting guidelines. Faculty should work with their Division Chair.

Travel

Faculty, students, and staff who have questions or concerns about planned travel should reference the CDC recommendations.

Any exception to this policy for campus staff will require the approval of the Associate Vice President & Chief Human Resources Officer or their designee.

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