



Coronavirus (COVID-19)

Heidelberg University's primary focus is the safety and well-being of all members of the campus community, including students, faculty, staff and visitors. This FAQ has been developed to provide important information and support resources for faculty and staff.

As the situation continues to evolve, the Office of Human Resources will update this information. For example, university policies and practices may need to be adjusted to account for changing circumstances. These adjustments will be determined by the Senior Leadership Team in consultation with the COVID-19 Planning & Response Committee, and appropriate national, state, and local health officials.

For specific questions not covered in this FAQ, faculty and staff are encouraged to contact their Dean, supervisor, or the Office of Human Resources. Questions may also be submitted [HERE](#).

All members of the campus community should focus on preventive and personal hygiene practices including:

- Cover your nose and mouth with tissues when you cough or sneeze and throw the tissue in the trash after use.
- Wash hands often with soap and water, especially after coughing or sneezing. Alcohol-based hand sanitizers are also effective.
- Avoid touching your eyes, nose, and mouth to avoid spreading germs.
- Improve your immune system by getting enough rest (8 hrs is ideal), exercising regularly, and eating healthy.
- Stay home if you are sick and avoid close contact with sick people.

General Questions:

Where can I find the latest information about 2019 Novel Coronavirus (COVID-19) and the situation at Heidelberg University?

- The Heidelberg University website [HERE](#).
- Centers for Disease Control and Prevention (CDC) [HERE](#).
- Ohio Department of Health [HERE](#)

What are the symptoms of COVID-19?

- Fever
- Cough
- Shortness of breath, difficulty breathing
- Gastrointestinal problems

It is important to note that these symptoms are similar to many common respiratory illnesses, including influenza. Having these symptoms does not mean that you have COVID-19. Current estimates suggest that symptoms may appear in as few as 2 days or as many as 14 days after exposure to the virus.

What should I do if I develop symptoms consistent with COVID-19?

To limit the potential for exposure to other people, if you have a fever greater than 100 degrees Fahrenheit and a cough, do not come to work. Take the following actions:

- Notify your supervisor as soon as possible that you are ill and will not be able to work.
- Isolate yourself to keep from potentially exposing other people.
- Seek medical advice from your primary care physician (but call ahead first).

What should I do if I think I have been exposed to or infected with COVID-19?

- Alert your primary care physician immediately by phone call.
- If you do not have a primary care provider, contact the general health district for your county. For Seneca County, that is 419-447-3691
- It is important to call ahead before visiting your doctor.

When can I return to work if I have been diagnosed with COVID-19?

You will be given specific instructions by your health care provider and/or local health officials based on the most current CDC guidance. Please understand that this guidance continues to evolve and may change several times as more information is obtained.

What if my child's school/day care is closed? I have no other childcare arrangements. Can I bring my child to work with me?

Bringing a child to work under these circumstances is not recommended or advisable. Paid or unpaid leave may be available if you must stay home with your child.

Can my supervisor make a change to my work schedule or assignment? Can I work from home?

Schedules and work assignments may need to be temporarily changed to meet operational demands, based on business needs and circumstances, so that Heidelberg University can appropriately respond to the situation and protect the safety, health, and well-being of the campus community. These adjustments, including remote working, will be made on a case-by-case basis depending on operational considerations. Your supervisor will work closely with you to discuss any changes to your assigned schedule or assignment. Working from home may not be applicable in all circumstances due to the nature of the job or the equipment required to work.

What types of leave are available during this time?

For staff, the use of accrued sick and/or vacation leave is appropriate when used per Heidelberg policy (i.e., use of sick leave when sick or caring for an immediate family member who is sick. Documentation may be required.).

What would happen to my pay if I have no sick leave or vacation leave available and I need to be off work?

Unpaid leave may be requested and granted consistent with current policy and practice.

Does FMLA apply to COVID-19?

It could. If you meet the eligibility for FMLA and have an FMLA-qualifying medical condition or event, FMLA will apply. Please contact the Office of Human Resources with FMLA related questions or leave requests.

Are healthy employees allowed to stay home to avoid possible exposure/infection?

If a healthy employee chooses the stay home to avoid possible exposure, they are expected to follow their departmental processes to request time off. To be approved, the request must be approved by a supervisor in advance of the absence.

Will the work-study students in our office be allowed to work?

Yes. No changes in campus work schedules have been made at this time. All employees, including student workers, are expected to report to work as scheduled. Supervisors who need to make a change in a student workers schedule should communicate that change as you normally would in any other circumstance.

More Information & Resources:

- [Campus Updates](#)
- [Seneca County General Health District](#)

- [Ohio Department of Health](#)
- [Centers for Disease Control & Prevention](#)
- [University Policies Handbook](#)
- [University Benefits Handbook](#)
- [Summit Employee Assistance Program \(EAP\)](#)
- Office of Human Resources: 419-448-2111 or mrudolph@heidelberg.edu