



Coronavirus (COVID-19)

Ohio Department of Health - **Amended** Director's Stay At Home Order

(Effective April 7 - May 1st)

Heidelberg University Employees

Heidelberg University's primary focus continues to be the safety and well-being of all members of the campus community, including students, faculty, staff and visitors. Thank you to all Heidelberg University employees for your hard work and dedication during this stressful time. Thank you all for following Dr. Amy Acton's order to stay home! That compliance, even though it is hard, is so important in preventing the spread of COVID-19. Please continue to take care of yourself and those around you as you are able.

[Amended Director's Stay At Home Order](#)

On Thursday, April 2, 2020, Dr. Amy Acton, Director of the Ohio Department of Health, extended the original Stay At Home Order signed on March 22nd to prevent the spread of COVID-19 into the State of Ohio. Notably, this directive orders residents to stay at home or in their place of residence except as allowed in the Order. The Order continues to allow persons to leave their homes for Essential Activities, Essential Governmental Functions, or to participate in Essential Businesses and Operations and the Order further defines each one of those items.

Pursuant to the extended order, Heidelberg University full- and part-time employees who are not completing approved essential functions (described below), should stay at home beginning Tuesday, April 7th through May 1st, 2020. Essential employees should work from home to the greatest extent possible.

Consistent with the original Order, Heidelberg University, an educational institution, is permitted to remain in operation with only essential personnel under three specific functions. Those functions where employees are permitted to report to work are:

- Facilitating distance learning;
- Performing critical research; or,
- Performing essential functions.

Essential employees are highly encouraged to work remotely (telecommute) to the greatest extent possible. If you must complete work on campus, please be aware of the following specific guidelines, including all of the previous health and prevention directives issued by Governor Mike DeWine and the Ohio Department of Health, that permit you to work on campus:

- Employees should take their temperature each day prior to reporting for work. If a person has a temperature of 100.4 F or higher, they should stay home.
- All persons must practice social distancing which includes six-foot spacing between employees.
- Hand sanitizing products must be readily available and used frequently.

Please keep in contact with your direct supervisor if you will be coming to campus to complete work. You should contact your direct supervisor and identify your temperature that day, the time frame you anticipate being on campus, and the work that needs to be completed.

All telecommuting requests previously submitted and approved are automatically extended to May 1st. Employees who do not need to be at work, whether they can telecommute or not, should not be on our campus. To be clear, all instances of remote work (telecommuting) must have the approval of the direct supervisor and the appropriate SLT member and all instances of on-campus work must be reported to your direct supervisor for approval.

Will I get paid? How long will I get paid?

Heidelberg University will pay employees their regular wages and benefits for the time period covered under the Amended Stay At Home Order. As included in a previous communication, it is the University's intent to ensure all employees receive their regular rate of pay and benefits during this pandemic crisis. As this situation evolves, this important topic continues to be at the top of each daily SLT briefing discussion and will continue to be at the top as we navigate through this pandemic. Any changes in Heidelberg's intent will be communicated with as much advance notice as possible. We are all in this together.

Do I need to complete my bi-weekly timesheet?

Yes! All employees can log into OASIS via any internet connection to complete their bi-weekly timesheet and supervisors can do the same to approve timesheets.

What can I do to support Heidelberg at this time?

Stay healthy! Follow the order. Care for yourself and those around you. This is a tough time for all of our campus community -- which now includes students, faculty, and staff who are spread throughout the state and the nation. Check in with the Heidelberg community when possible. Check on each

other. Think about Heidelberg's mission and how each one of us can contribute to its success -- today, tomorrow, and every day following. Send your ideas to your supervisor or to the [Office of Human Resources](#).

Please take care of yourself and your family at this time. This is a stressful time. The Office of Human Resources is here to help. Don't hesitate to reach out with any additional questions or concerns via hr@heidelberg.edu.

Please check your email and the [Campus Update](#) frequently to see the most recent information and keep yourself informed and up to date.

Thank you to all of the campus community for the work you are doing in this challenging time. As our campus, local, state, and federal health officials have stated, actions we take now could save lives!

Sincerely,

The Office of Human Resources

Important Links and Information for Your Use:

[Guiding You Through Turbulent Times](#) (provided by TIAA)

[Understanding the Director's Stay at Home Order](#) - Ohio Department of Health

[The Benefits of Journaling for Stress Management](#)

[Seneca County General Health District](#)

[Ohio Department of Health](#)

[University Policies Handbook](#)

[University Benefits Handbook](#)

[Summit Employee Assistance Program \(EAP\)](#) -- please note that telecounseling options are now available

and additional counseling staff is ready to assist.

Office of Human Resources: 419-448-2111 or mrudolph@heidelberg.edu