



## Coronavirus (COVID-19)

### Ohio Department of Health - Director's Order to Stay At Home

#### 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. Please take care of yourself and those around you as you are able. Please pause, breathe in and out, and remain calm.

#### Director's Stay At Home Order

On Sunday, March 22, 2020, Dr. Amy Acton, Director of the Ohio Department of Health issued a [Stay At Home Order](#) 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 allows 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.

For Heidelberg University, an educational institution, the Order identifies the three functions that are permitted to remain in operation. Those functions where employees are permitted to report to work are:

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

Employees with essential functions were notified via email on Friday, March 20th. If you were not notified, but believe your functions are essential, please consult with your direct supervisor or the Office of Human Resources. Under the Order, Heidelberg offices are NOT open to the public and an office should only have a physical presence (i.e., keep someone in the office each day) with the specific approval of the appropriate SLT member.

**Thus, pursuant to the Director's order, Heidelberg University full- and part-time employees who are not completing one of the above essential functions, should stay at home beginning Tuesday, March 24th to April 6th. Essential employees should, if at all possible, work from home.**

If you are able to work remotely (telecommute), please fill out and submit the [Telecommuting Request Form](#) to complete your work responsibilities at home if you have not already done so. Employees who do not need to be at work, whether they can telecommute or not, should not be on our campus unless absolutely necessary to complete one of the three essential functions listed above. Under the Director's Order, student employees should not be on our campus. Remote student work is extremely limited to the above essential functions and must have the appropriate SLT members' approval. Graduate Assistants may have an option for remote work and should consult with their direct supervisor to determine what is appropriate and what can be done. To be clear, all instances of remote work (telecommuting) must have the approval of the direct supervisor and the appropriate SLT member.

**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 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.

**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 time sheet and supervisors can do the same to approve time sheets.

**What do I need to be aware of if I do come to campus to complete work under any of the three essential functions?**

All of the previous health and prevention directives issued by Governor Mike DeWine remain in effect including:

- 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.

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](#).

Please take care of yourself and your family at this time. If you are listening to Dr. Acton each afternoon during the Governor's press conference, you can hear the deep concern that she has for all of Ohio and all of our nation. She is imploring each of us to take the steps that have been outlined each day to keep us safe and healthy - stay at home, keep social distancing a priority, wash your hands often, and follow all of the healthy prevention tips that are being communicated to us.

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

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](mailto:hr@heidelberg.edu)

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:**

[Dealing with Market Volatility](#) (provided by Financial Design)

[Do the Five](#) - World Health Organization

[Self-Care: 12 Ways to Take Better Care of Yourself](#)

[Seneca County General Health District](#)

[Ohio Department of Health](#)

[University Policies Handbook](#)

[University Benefits Handbook](#)

[Summit Employee Assistance Program \(EAP\)](#) - please note that tele-counseling options are now available and additional counseling staff are ready to assist.

Office of Human Resources: 419-448-2111 or [mrudolph@heidelberg.edu](mailto:mrudolph@heidelberg.edu)