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**Updated Procedures for COVID-19-Related Absences**  
**March 16, 2020**

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*The updated absence procedures have been implemented effective immediately as part of the college's response to challenges related to the Coronavirus and are made in the spirit of assisting employees who are experiencing the impact of the Coronavirus directly or within their families. These updated procedures are based on a compilation of Governor Pritzker's mandates for public schools and other business closings in Illinois, guidelines issued by the Center for Disease Control, and decisions/actions of our neighboring colleges and community college sister institutions within the greater Chicago area. Please continue to monitor the COVID-19 web page regularly for additional information and updates.*

*The college appreciates your continued cooperation and patience as we and other institutions of higher education address the challenges and uncertainty that are occurring due to the Coronavirus threat. We will resume normal college operations as soon as it is reasonably safe to do so.*

Alternative Institutional Operating Procedures

- March 16-18, 2020
  - All college support staff and administrators should report for work during their normal work hours to prepare for working at home and to support alternative operating procedures, instructional delivery, and student services.
  - Employees are encouraged to make their own decisions in their best interests and the interests of their families regarding whether or not they should report to work.
    - If an employee experiences the symptoms of COVID-19, they should go home or stay home and call their healthcare provider.
    - If an employee suspects they were exposed to COVID-19, they should notify their local county public health department.
    - Employees should notify HR of COVID-19-related absences so we can monitor the percentage of absences.
  - Department managers and administrators should concentrate on determining core department functions and identifying positions whose functions allow them to perform the duties and responsibilities of their positions from home.
  - Employees whose duties and responsibilities lend themselves to working from home should work with their supervisors and IT to obtain the hardware and/or software and other equipment necessary to continue to perform their essential job functions while working from home.
  - Employees who consider themselves to be vulnerable to the Coronavirus due to age and/or underlying health conditions should contact their administrative supervisors about working from home and/or being absent through March 18, 2020.
  - The college will continue to pay employees who are impacted by the K-12 school closings, have been directly or indirectly affected by the Coronavirus, or fall within a category of risk due to age and/or underlying health conditions for their regularly

scheduled work assignments. This does not include pay for overtime or special/additional work assignments that are not performed. The employee will not be charged PTO or sick/vacation leave, if applicable.

- March 19-March 29, 2020
  - The college will be closed to limit exposure, to allow for additional sanitizing cleaning of all facilities at all campus locations, and to allow employees time to address the impacts Coronavirus may have on their families (K-12 schools closed, etc.).
    - The Drivers Safety Program (DSP) must comply with the judicial system the program serves. DSP employees will be asked to report to work if they are able.
    - All DSP courses have been canceled through March 31, 2020.
  - No college facilities will be available for student or employee use. This includes the Libraries, computer laboratories, and other laboratories.
  - The college will pay all employees for their regularly scheduled work assignments. This does not include pay for overtime or special/additional work assignments that are not performed. The employee will not be charged PTO or sick/vacation leave, if applicable.
  
- March 30-April 12, 2020
  - To the maximum extent possible, college faculty, staff, and administrators will work from home.
  - Senior Leaders will determine what limited faculty, administrators, and support staff members should report to work to support the alternative operating procedures and alternative instruction and student support services during this period.
  - Student Support Services will be available online as much as possible (for example, Counseling, Academic/Career Advising, Financial Aid Advising).
    - Face-to-face delivery of student support services at Aurora Fox Valley will be suspended.
  - Faculty will be provided with continuing support for alternative instructional delivery through Faculty Development and Engagement.
  - The college will pay all employees for their regularly scheduled work assignments. This does not include pay for overtime or special/additional work assignments that are not performed. The employee will not be charged PTO or sick/vacation leave, if applicable.

#### Employee Personal Travel

- Employees who travel for personal reasons out of state or internationally during the period March 17, 2020 through April 12, 2020 should report such travel to the Office of Human Resources utilizing the new form that will be created for this purpose.

#### Employee Events

- A representative from State Universities Retirement System (SURS) was scheduled for on-campus appointments on March 24-25, 2020. SURS is canceling the appointments and communicating directly with employees who had appointments scheduled. The Office of Human Resources will work with SURS to reschedule another date in accordance with their availability.

- The Health Screening scheduled on March 24-25-26, 2020 will be canceled and rescheduled for a later date in the spring semester. Additional information will be communicated to employees once alternate dates have been scheduled.
- The Retirement and Service Award Banquet scheduled on April 23, 2020 will be canceled. Employees receiving service awards will receive their awards via direct shipment to their home address.
  - The college will consider scheduling a separate retirement reception at the end of the semester if the Coronavirus guidelines are lifted.