

# HR Community of Practice

April 16, 2020  
2:00PM-3:00PM



UNIVERSITY OF  
OREGON

Human  
Resources

# AGENDA

- **HR updates**

*Mark Schmelz, CHRO and Associate Vice President*

- **Reporting Positive Tests of COVID-19**

*Martin Stanberry, ADA Coordinator/Associate Director, Employee and Labor Relations*

- **UO Emergency Sick Leave and FMLA Expansion updates**

*Kaia Rogers, Senior Director, HR Programs, Services and Strategic Initiatives*

- **Talent Acquisition updates**

*Nancy Nieraeth, Director, Talent Acquisition*

- **Question & Answer**



# HR Updates

*Mark Schmelz, CHRO and Associate Vice President*



# COVID -19 Resources

- **University of Oregon**
  - [COVID -19 Information and Updates](#)
- **UO Human Resources specific**
  - [COVID-19 Resources for Faculty and Staff](#)
  - [COVID-19 Resources for Supervisors & HR Partners](#)
  - [Extended Benefits Program](#)
  - [Temporary FMLA Expansion](#)
  - [UO Emergency Sick Leave](#)
  - [Employee Exposure Grid](#)



# Reporting Positive Tests of COVID-19

*Martin Stanberry, ADA Coordinator/Associate  
Director, Employee and Labor Relations*



# **Process for UO Employees and Units to Report Positive Tests of COVID-19**



# Scenarios on [UO COVID-19 Website\\*](#)

SCENARIO 1: Employee discloses they tested positive for COVID-19

SCENARIO 2: Employee discloses they are exhibiting symptoms of

COVID-19	Fever over 100 degrees	Fatigue
	Dry (unproductive) cough	Soreness/achiness
	Sore Throat	Loss of smell/taste
	Shortness of breath	Nausea/diarrhea

\* <https://www.uoregon.edu/coronavirus-guidance#quarantine>



# Scenarios on UO COVID-19 Website\*

SCENARIO 3: Member of employee's household tests positive for, or is exhibiting symptoms of, COVID-19

SCENARIO 4: Employee reports potential contact with someone who tested positive or is exhibiting symptoms of COVID-19

SCENARIO 5: Employee reports positive test/symptoms of third-party who had contact with someone they were in contact with.

\* <https://www.uoregon.edu/coronavirus-guidance#quarantine>





# Process Objectives:

- Collect information from employee to assess potential risk of exposure to other members of campus community;
- Set expectations for employee and unit regarding:
  - Confidentiality;
  - Permitted disclosure to colleagues (if any);
  - Cooperation with Lane County Public Health contact tracing investigation (if any); and
  - Return to work.



# Upon learning an employee tested positive...

Employee is expected to....

- self-isolate until cleared to return to work;
- inform supervisor of positive test/suspect case; and
- email [UOELR@uoregon.edu](mailto:UOELR@uoregon.edu)

Supervisor should....

- Make a list of any employees who may have had contact with this employee from 48 hours *before* onset of symptoms to their last day at work;
- Make a list of any workspaces this employee may have occupied from 48 hours *before* onset of symptoms to their last day at work;
- Email [UOELR@uoregon.edu](mailto:UOELR@uoregon.edu) in case the employee does not/cannot; and
- Contact Steve Stuckmeyer ([stuckmyr@uoregon.edu](mailto:stuckmyr@uoregon.edu)) with EHS for recommendations on cleaning spaces.



# Upon receiving the report in [UOELR@uoregon.edu](mailto:UOELR@uoregon.edu) Employee and Labor Relations will...

- Contact the employee (or support person) by phone to collect relevant information;
- Follow-up with employee by email to memorialize conversation and clarify expectations;
- Contact the supervisor by email with applicable details, guidance/expectations, and next steps;
- Contact other university stakeholders, if applicable, including:
  - IMT's Case Management Team;
  - Steve Stuckmeyer, Safety Officer, Safety and Risk Services; and
  - Trish Lijana, Workers' Compensation Program Manager, Safety and Risk Services.



# What information will ELR communicate to the unit?

- List of campus spaces and colleagues employee identified in contact with employee 48 hours prior to symptom onset until the time they began isolation;
- Expectations to keep positive test result confidential and how to respond to inquiries from worried employees;
- Reminder to work with Lane County Public Health if contacted as part of their contact tracing investigation;
- Guidance regarding the employee's return to work; and
- Notice of referral to the IMT Case Management Team for an assessment of whether colleagues should be informed of positive test/suspect case in order to monitor for symptoms or self-quarantine.



# What about employees who are exhibiting symptoms but are not tested?

- These cases should also be reported to [UOELR@uoregon.edu](mailto:UOELR@uoregon.edu)
- ELR will also follow up with the employee, unit, and applicable stakeholders.
- ELR will refer these reports to the Case Management Team for a case-specific assessment to determine whether co-workers should be informed of a potential exposure.



# **UO Emergency Sick Leave and FMLA Expansion Updates**

*Kaia Rogers, Senior Director, HR Programs, Services  
and Strategic Initiatives*



# Talent Acquisition Updates

*Nancy Nieraeth, Director, Talent Acquisition*



# Questions and Answers

**Please use the chat function in Zoom to submit questions – default to everyone so your questions are visible to all. Thanks!**





**Thank you for attending today's  
HR Community of Practice meeting.**

**The next HRCP meeting is scheduled for  
Wednesday, May 6, 2020.**

