

HR Community of Practice

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



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

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 in case the employee does not/cannot; and
- Contact Steve Stuckmeyer (stuckmyr@uoregon.edu) with EHS for recommendations on cleaning spaces.



Upon receiving the report in 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 JOELR@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.


