

COVID-19 (Coronavirus) FAQs

1. How will I know when new information about COVID-19 is available?

The Citadel will continue to update our campus community through all communication channels, including [The Citadel website](#), social media, as appropriate Bulldog Alert.

2. May I come on campus?

We ask that employees limit their time on campus to the minimum, however, employees may come to campus to retrieve files, pick up technology or gather materials in order to work remotely.

3. I am a faculty or staff member and I or an immediate family member have tested presumptive positive or are under quarantine. What do I need to do?

Employees should communicate with their supervisor and contact the Human Resources Office to initiate leave, discuss appropriate measures, and review available options.

4. Can supervisors send a sick employee home?

Yes. If an employee has symptoms of an infectious disease or virus such as COVID-19 or the flu, supervisors have the authority to require an employee to leave the workplace to prevent the spread of the illness to others. In order to avoid violating any privacy laws, the supervisor should have the employee contact HR.

If an employee believes his or her coworker is exhibiting symptoms, they should report their observations promptly to their supervisor and Human Resources. Supervisor should first seek approval from Human Resources before sending a sick employee home.

In consultation with Human Resources, departments may require the employee not to report to work and to use any available compensatory leave, sick leave, or vacation leave.

5. My doctor has stated I am at high risk due to other serious medical conditions and I need to discuss my options and consider remote work arrangements. Who do I contact?

Maintain contact with your supervisor and The Citadel's HR department. You may be eligible for leave, telecommuting options, or other appropriate work arrangements.

6. What actions has The Citadel taken related to employee travel?

To protect yourself and those around you, we recommend that for the foreseeable future you avoid international personal travel. If you do choose to travel to a high-risk location, please understand you may be subject to additional screenings and/or governmental-imposed quarantine requirements before you can return to campus. As the virus continues to spread throughout the world and the United States, we also encourage you to re-consider plans that could restrict freedom of movement (such as cruises) and monitor the CDC's website of domestic locations you may be considering. Please also complete the [Travel Registry](#) to provide us more details of your travel plans.

A note on official business travel: any employee not comfortable with traveling over the coming weeks may cancel the travel without financial penalty. Questions can be directed to Kristi Cowart, Director of Accounting Operations at 843-953-5028 or cowartk@citadel.edu.

The Citadel is monitoring and following Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), and county health officials' guidance to ensure its screening and response protocols remain fully aligned with the most current health care community recommendations.

Per the Executive Order issued by Gov. McMaster, all work-related state employee travel is halted until further notice.

7. Can I work from home or another location during this time?

For those that are able to work remotely, please consult with your supervisor on your availability to telecommute and the related responsibilities. Employees could be asked to provide tasks list and status reports to ensure accountability. Assignments may include checking/responding to email communications, online training, document processing, or execution of other project-based work. If applicable, employees will need to clock into Kronos to record time.

Temporary employees are not eligible for leave with pay for absences from work. To the extent possible, departments should be flexible and creative as they consider options for allowing employees to work remotely to maintain operations and services.

8. If I'm unable to telecommuting (work from home)?

Employees **may not** be compensated for time not worked. All employees that are not in the workplace must either be telecommuting, using accrued or advanced leave, or in a no pay status. Employees may also elect to use sick time, annual leave or leave without pay.

The SC Department of Employment and Workforce is allowing temporary unemployment benefits for those individuals who are unable to work during the COVID-19 pandemic. Additional information regarding unemployment benefits may be found [here](#).

9. Does the Family and Medical Leave Act apply to COVID-19?

Yes. If an eligible employee or a qualifying family member contracts COVID-19, it constitutes a "serious health condition" under the FMLA and a resulting leave of absence may be FMLA qualifying if the employee meets the other requirements to be covered by the FMLA. However, the FMLA generally does not cover staying home to avoid becoming sick.

10. If I am returning from a location under travel restrictions, whether for work or personal travel, am I allowed to return work immediately?

You may be required not to return to your workplace for the duration of one incubation period, approximately 14 days or as defined by the CDC. Please contact HR with any questions.

11. If I am stranded on personal travel in an affected location and do not have adequate leave to cover my absence, what should I do?

Maintain contact with your supervisor and The Citadel's HR department. You may be eligible for leave without pay or may be advanced leave if necessary.

12. Is it possible that an essential employee will be expected to report to work?

Yes. In the event of a public health emergency that requires essential employees to report to work, The Citadel will accommodate schedules accordingly. The Citadel deems the following essential for physical presence and operations on campus: Post Office, PSAF, F&E, ITS, and select student services departments. Essential employees who fail to report to work may be subject to disciplinary action, up to and including dismissal.

13. If I contract coronavirus, am I eligible for workers' compensation?

If you become ill and it is determined to be work-related in accordance with the Workers' Compensation Act, The Citadel's [Workers' Compensation Policy](#) applies. If your illness is determined not to be work-related, the Sick Leave Policy applies.

14. What counseling and support resources are available at The Citadel?

Reports of the impact of COVID-19 around the world can be troubling, especially for members of the community who are from or have friends and family in affected areas. Resources and support are available for students through The Counseling Center and for faculty and staff through the [Employee Assistance Program](#).

15. I'm not feeling well. How do I know I have coronavirus and how do I seek help?

Symptoms of COVID-19 can be very similar to other viral illnesses and influenza. At this time, there are no routine tests to see if you have novel coronavirus. If you have a sore throat, fever, cough and body aches, you may have the flu or other influenza like illness. Students with these symptoms or other symptoms of concern should call Infirmary Services at The Citadel. The Citadel faculty and staff should consult with their local primary care provider.

If you are experiencing symptoms of COVID-19, such as fever, cough or shortness of breath, we encourage you to take advantage of the MUSC Health Virtual Care telehealth service. MUSC Health is offering COVID-19 screenings free of charge to anyone experiencing COVID-19-like symptoms located in South Carolina. Use the code COVID19 when you [login](#) to take advantage of this free service. For the latest information about COVID-19, refer to the Centers for Disease Control and Prevention's [website](#). For the latest information about the spread of the disease in South Carolina, see the Department of Health and Environmental Control's [website](#).

16. How can I keep myself and others healthy?

- Influenza and similar viruses that cause colds are most prevalent at this time of year. All members of the community should routinely take the following steps to help prevent the spread of respiratory viruses:
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay away from work or class when you are sick.

- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- If you have not already done so, get a flu shot.

15. I am a temporary employee who does not earn sick leave and I believe I am exhibiting symptoms of coronavirus. I am afraid if I take time off. What should I do?

Do not come to work if you are sick and please contact HR to discuss options. If you think you are developing symptoms associated with COVID-19 and have reason to believe you have been exposed to the virus, follow the recommendation of the CDC and call your doctor or public health department, then notify your supervisor that you have taken this step.

If an employee with a temporary appointment is quarantined after having been exposed to a sick person, the employee should contact HR to discuss options.

16. What is the best way to contact HR?

Human Resources may be contacted via phone at 843-953-6922 and via e-mail at hr@citadel.edu. If you have general questions about The Citadel's response to COVID-19, please e-mail healthupdates@citadel.edu.