Dear Faculty and Staff:

We understand that COVID-19 situation is unsettling and that our necessary response efforts involving the academic continuance plan, residence hall closures, and other changes represent a major disruption to our normal operations. As a follow up to President Hurley’s recent updates on the COVID-19 Response Plan and today’s announcement by the Erie County Executive, the Office of Human Resources wants to provide you with some important updates and clarifications.

- **Canisius College will remain open during the Academic Continuance Plan that was announced beginning on March 23rd and extending until at least April 13th.** We are continuously reviewing the most effective methods to mitigate the potential impact of COVID-19 in our workplace and to protect the health and safety of employees.

- **Effective Monday, March 16, 2020, the college will move to adjusted office hours:** 8:30 AM – 4:30 PM with 30 minutes for lunch.

- There are a number of organizations, including school districts, that are preparing for closure to mitigate interpersonal contact, and we understand that families are preparing for worst case scenarios. **Going forward, Canisius will permit all forms of time off to be used to deal with personal/family situations. This includes tending to ill family members, observing quarantine requirements, or taking care of students if schools are closed.**

- The college understands that our employees’ time off is limited and may not be sufficient to address all situations that may arise. There are governmental responses at the federal and state level that may provide the college with some additional flexibility and assistance that we will continue to monitor. In the meantime, employees who may require additional time off should submit the **Request for Additional Time Off** ([click here for form](#)). This will enable us to better assess the needs of our employees. But, we cannot say at this point that the college will be able to grant every request. Please be patient as we continue to work through these issues.

- Human Resources in coordination with the Vice Presidents and supervisors will assess concerns about social distancing in the workplace and recommend alternatives as appropriate or when possible. This may involve teleconferencing or telecommuting.

Of course, we will continue to monitor the rapidly changing situation and keep you informed of the ways in which Canisius intends to respond to various mandates and recommendations from local, state, and federal health authorities.

We appreciate the many efforts of our faculty and staff to keep our operations running and to do our best to support students during this tumultuous time.

I also want to provide you with some general information to prepare:
What to do When You Are Sick

Any employee who is showing symptoms of illness should remain home and contact their healthcare provider for additional advisement.

Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines.

Staff who become sick (with any illness) on campus or arrive on campus sick will be sent to their place of residence as soon as possible. Sick individuals will be kept separate from well individuals until they can leave.

For any individual who has a confirmed risk of exposure to COVID-19 or whose symptoms require that they be quarantined for a period of time, please contact the Office of Human Resources for information on how the college will support you through this period. The use of sick time may not be required.

Sick Leave Benefits

For anyone with a confirmed/diagnosed illness that must take sick leave, or for those caring for dependents, the college’s Human Resources Policies outline the sick leave benefits that are available to you:

Sick leave policies are located in the Policy Manual at: https://wiki.canisius.edu/display/HR/Volume+III%3A+3.4+Absences+and+Leaves+Policies#VolumeIII:3.4AbsencesandLeavesPolicies-3.4.11SickLeave(Staff)Policy.

- Be aware of the College’s Family Care Days Policy that are located in the Policy Manual at https://wiki.canisius.edu/display/HR/Volume+III%3A+3.4+Absences+and+Leaves+Policies#VolumeIII:3.4AbsencesandLeavesPolicies-3.4.1FamilyCareDaysPolicy
- Check your leaves balances through the Banner Self Service tab in the portal.
- Be aware of the process to file a disability claim in the event you are out sick beyond 5 days. (See the HR Coronavirus Updates tab).

The college is aware that there are a number of proposals under consideration to limit interpersonal contact, including suspension of traditional k-12 instruction in school buildings and other childcare centers. The Office of Human Resources will provide additional information in the event of any school closings that impact staff who need to be home to care for children.
Staff Working from Home

Some positions and departments may proactively assign people to work from home. You must request authorization to work from home from your supervisor. Your supervisor will consider a number of factors including:

- The service needs by the campus community;
- The nature of the work being performed;
- Whether the employee is exempt or nonexempt (eligible for overtime pay);
- The feasibility of using the home environment for work; and
- Whether campus health and safety or health and safety of the employee is at risk.

Not all roles at Canisius College are eligible for working remotely (including essential operating personnel) so communication with your supervisor and Human Resources is important.

CDC Guidelines

Your healthcare provider and public health staff will evaluate whether you can be cared for at home. If it is determined that you do not need to be hospitalized and can be isolated at home, you will be monitored by staff from your local or state health department. You should follow the prevention steps below until a healthcare provider or local or state health department says you can return to your normal activities.


Continue Best Practices

Continue to appropriately cover coughs and sneezes, clean frequently touched surfaces, and wash your hands often with soap and water for at least 20 seconds or using a hand sanitizer that contains at least 60% alcohol if soap and water are not available.

Travel Updates

All staff who intend to travel (whether for personal or professional reasons) in the coming weeks are asked to voluntarily self-report their travel plans. This will help us provide our community with relevant guidance as we continue to monitor the situation.

The college is urging anyone who has traveled abroad to self-monitor their health and, if they are returning from a CDC Level 3 country or region, to self-quarantine for 14 days. The voluntary
cooperation of all members of our community is critical to prevent disease transmission and to protect the health and safety of the university community.

**Resources Available to Assist You**

WorkLife Matters is the College’s Employee Assistance Program that offers services to help promote your well-being and can provide you and your family with support and guidance during these challenging times. Assistance is available online at [www.ibhworklife.com](http://www.ibhworklife.com) and by phone at 1-800-386-7055.


You are encouraged to speak with your supervisor and the Human Resources Department regarding any questions or concerns that you have.

Human Resources has created a page including several Q&A’s and other additional information to assist you. The HR Coronavirus resources page is located at [https://wiki.canisius.edu/display/HR/Coronavirus-HR+Updates](https://wiki.canisius.edu/display/HR/Coronavirus-HR+Updates).


Human Resources will have updated information as it becomes available through the Campus Coronavirus resources link in the portal. Please contact us at walleshl@canisius.edu with any questions you may have. We are committed to working together and supporting each other during this difficult time.