



UAPB COVID-19 FAQ

Communication

Q. How will the University communicate with Faculty, Staff, and Students?

A. Your **UAPB email address** will be the primary method of communication. We will also post information on the website, and on social media, and work through news outlets.

Travel

Q. What should I do if I have an upcoming trip?

A. University Related Travel

The University has suspended all non-essential university-related travel.

Human Resources

Q. Work Assignments

A. For purposes of determining our employees' work status during the COVID-19 pandemic, employees are designated into the following three categories:

1. Working Remotely/Work-From-Home Status

You will follow your standard work hours unless you and your supervisor specifically agree on an alternative schedule. If you are in an hourly/nonexempt position you are to record all hours worked and meal periods taken in accordance with regular timekeeping practices. Overtime hours are not authorized unless your supervisor approves the overtime in advance.

You will remain accessible during standard work hours and understand that the department retains the right to modify your assignment based on business necessity at any time. Your remote work assignment may include training assignments at the direction of your supervisor.



During this period of remote work, the following expectations are in place:

- ❖ You will maintain a normal workload. Your duties, obligations, responsibilities, and conditions of employment with the university remain unchanged.
- ❖ Your supervisor has the right to assign work to you.
- ❖ You must check-in with your supervisor on a regular basis or as directed.
- ❖ If you are unable to work due to illness, you are to notify your supervisor and use sick leave as appropriate.
- ❖ If you wish to be relieved of responsibility for work on a particular day or days, you must obtain advance approval from your supervisor and use annual leave.
- ❖ You are responsible for the safety and security of all university property and proprietary information.
- ❖ Employees working from home may only use equipment necessary for this purpose and that has been specifically approved by supervisors.
- ❖ Any university property provided to you must be documented with its serial number when you take possession and appropriate documentation of the location of the property must be completed and maintained.
- ❖ You must return the property in the same condition in which it was originally received, minus normal wear and tear.
- ❖ You are personally liable for missing or damaged property.
- ❖ You are instructed to use university-owned equipment, records, and materials for purposes of university business only and to protect them against accidental access, use, modification, destruction or disclosure. This includes maintaining data security and record confidentiality in the same manner as when working at the regular university work site. You may not duplicate university-owned software and will adhere to the manufacturer(s) licensing agreement(s). You must report to your supervisor instances of loss, damage or unauthorized access at the earliest reasonable opportunity.
- ❖ You are instructed to maintain a safe and secure work environment and report work-related injuries to your supervisor without delay.
- ❖ This remote work arrangement is revocable and may be discontinued by the university at any time.

2. Alternative Assignments and Available Status

Please consult with your supervisor if you have any questions or concerns or would just like to confirm your designation and immediate next steps.

Employees working remotely should forward their office phones to their cell phone or home phone. In addition, you are required to respond to emails and calls in a timely fashion.



If you are in an hourly/nonexempt position you are to record all hours worked and meal periods taken in accordance with regular timekeeping practices. Overtime hours are not authorized unless your supervisor approves the overtime in advance. Reminder: Extra help employees may not exceed 1500 hours in the fiscal year.

During this period of remote work, the following conditions are in place:

- ❖ You remain employed by the University.
- ❖ You will work with your supervisor to identify appropriate and job-related assignments that can be performed remotely.
- ❖ If appropriate work cannot be identified, then you are to remain available for work during your scheduled work hours.
- ❖ You are instructed to check in with your supervisor as directed to discuss potential work assignments.
- ❖ Your supervisor has the right to assign work to you.
- ❖ You may be required to resume on-site work or assigned remote work which may include work for another department or campus if appropriate.
- ❖ If you are unable to work due to illness, you are to notify your supervisor and use sick leave as appropriate.
- ❖ If you wish to be relieved of responsibility for work on a particular day or days, you must obtain advance approval from your supervisor and use annual leave.
- ❖ You are responsible for the safety and security of all university property and proprietary information.
- ❖ This work arrangement is revocable and may be discontinued by the University at any time.

On-Site Mandatory Status

You will continue to perform duties on campus, in either a full-time or part-time capacity. You will continue to report to the work site for either all or part of your assigned shift.

Please remember, a continued on-site assignment in no way overrides your personal health care needs. If you become ill or experience symptoms or receive quarantine instructions from a health care provider immediately take precautions, follow the health care instructions and contact your supervisor to arrange for leave from the workplace.

Your supervisor will outline specific details with you.



Q. Will I need to submit a timesheet to Human Resources while working remotely?

A. Yes. Employees must sign and email a timesheet and a time-and-effort report to their supervisors. Supervisors will sign and scan the time sheet to the Human Resources Department to Mrs. LaTisha Smith (smithld@uapb.edu) and Mrs. Gladys Benford (benfordg@uapb.edu).

Time Record Exempt Employee

<http://www.uapb.edu/sites/www/Uploads/HR/Time%20Record%20-%20Non-Exempt%20Employees.xls>

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Q. What are the deadlines for submitting documents to Human Resources?

A. All deadlines remain in effect. Extra help time sheets must be received no later than two working days the 15th and the 31st. Monthly leave reports are due not later than 5 days after the end of the month being reported. Both must be scanned to the HR Department with all signatures. **All delinquent monthly leave reports are due Now.**

Q. If the university is closed and I am working from home or remotely but need to enter my building or office to retrieve critical information, what should I do?

A. If you need to gain access to buildings or offices when the university is closed, you will be required to get the approval of your division Vice-Chancellor and the Office of Public Safety.

University Operations

Facilities

Q. Will the campus be sanitized?

A. The university contracted with the vendor Serve-Pro to assist our facilities maintenance team with sanitizing of our residence halls, offices, and community spaces. For the safety and well-being of everyone, you must comply with the schedule for sanitizing your building.



Mail Center

Q. What is the process for receiving campus mail?

- A.** The mail center will collect and process mail from the Pine Bluff Post Office. We will not have office delivery of mail. However, you can send a representative to the mail center to pick up your mail.

Printing Services

Q. Will the print shop be open?

- A.** The print shop will have reduced staffed hours. Print jobs should be turned in no less than 3 days before the project is needed.

Health and Well-being

Q. How is Coronavirus spread?

- A. The virus is thought to spread mainly from person-to-person.**

Between people who are in close contact with one another (within about 6 feet), through respiratory droplets produced when an infected person coughs or sneezes.

These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Q. How do I protect myself from the virus?

- A.** Clean hands frequently
- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
 - If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.



- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid shaking hands
- Avoid close contact
 - Avoid close contact with people who are sick
 - Put distance between yourself and other people if COVID-19 is spreading in your community. This is especially important for people who are at higher risk of getting very sick.

Q. How do I protect others from the virus?

A. Stay home if you're sick

- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.