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## EMERGENCY/DISASTER/PUBLIC HEALTH EMERGENCY POLICY

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Origination Date: March 16, 2020

Revised: COVID-19

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### Policy Statement

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The purpose of this policy is to establish the Research Foundation guidelines for periods considered States of Emergency and times of pandemic illness. As an essential employer requiring continuity of services for all research activities, essential payroll, and research support, during emergency closings or reduced operations, regular, post-docs, student workers and temporary employees will be paid their normal salaries but they will be expected to make arrangements to handle those responsibilities not carried out because of the emergency closing or reduced operations.

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### Reason for Policy/Purpose

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The Research Foundation’s policy allows for the charging of salaries and benefits during periods when no work is performed due to the effect of COVID-19, regardless of the funding source, including Federal and non-Federal grants. Additionally, the organization requires employees to attend to their own medical needs and those of their immediate family members by providing paid leave when Communicable Disease of Public Health Threat conditions have been declared by the State Health Commissioner and Governor. In response to the COVID-19 pandemic (April – December 2020), this policy has been expanded to include regular pay for hours scheduled to work but through no fault of the employee, the student or temporary worker could not work or work was limited (recorded for tracking purposes as holiday).

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### Who Needs to Know This Policy?

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The Research Foundation as a professional service provider is committed to supporting researchers in their efforts while ensuring the health and safety of our personnel. This policy applies to all Full Time, regular, post-docs, temporary employees and student workers. The scope of this policy may be expanded in support of continuity of operations plans.

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### Policy/Procedures

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#### **POLICY:**

The Research Foundation will compensate employees for grant work that may be completed remotely or other assignments. If remote work isn’t possible, professional development may be an

alternative. The Research Foundation's hours tracking requires holiday hours to be submitted for time scheduled but not worked. In keeping with federal agencies' directions, employees are to be paid through phase 3 of the COVID-19 pandemic. Students that did not work due to Spring break are not compensated for the week. Every effort to continue compensation for periods deemed an emergency requiring the facility, office, university and/or laboratory to be closed will be considered, funding permitted. Employees scheduled to work during an emergency or pandemic will be compensated for hours worked plus the suspended time they were scheduled to work, funds permitting. Employees working on sponsored programs may require the approval of the sponsor to determine if paid non-work time is an allowable expense.

Management is responsible for managing the Research Foundation affairs and operations. Therefore, management, in consultation with the Department of Human Resources reserves the right to revise or eliminate this policy. The Executive Director has the authority to implement all or select provisions of this policy and to grant exceptions on an agency by agency basis in order to ensure use in the intended manner and to meet the unique operational requirements of any situation.

Non-exempt temporary employees and casual student employees who are not required to report will not be paid for this time. Temporary employees and casual student employees who are scheduled to work and could not due to the emergency or facility closing will be paid for actual hours worked, if any, and the suspended time they were scheduled to have worked either by project funds, when allowable or discretionary funds.

In the absence of information from individual government sponsors the Research Foundation is utilizing the below information on treatment of compensation matters.

### **Cost Related Flexibilities/Expenditure of Award Funds**

#### **Salaries:**

Many researchers may be unable to work as a result of or related to the effects of COVID-19. If a recipient organization's policy allows for the charging of salaries and benefits during periods when no work is performed due to the effect of COVID-19, regardless of the funding source, including Federal and non-Federal, then such charges to grant awards will be allowable.

#### **Stipends:**

The Research Foundation will continue to provide stipend payments to fellows and trainees who are unable to work as a result of or related to COVID-19. Notification to the assigned grants management official may be required along with the Research Foundation's policy explaining the effect of COVID-19, and requesting approval to continue to process stipend payments during the pandemic plus the suspended time they were scheduled.

#### **Procedures:**

1. The Research Foundation will formally advise employees of precautionary measures that apply to the workplace and home, including the provisions of community health or online resources that offer information and assistance on communicable disease prevention, signs and symptoms of the disease, and when to seek medical attention.
2. Employees will be instructed to independently take proactive steps to protect themselves and their families.
3. Facilities will be cleaned using techniques and cleaning agents that reduce the spread of infection.
4. Visitors, volunteers, contract workers and the general public may not be permitted to enter the facility or office workspaces.

5. Employees are expected to report to work as usual unless ill or as otherwise directed by management, Governor, or the State Health Commissioner. Failure to report to work or to perform assigned duties may result in disciplinary action.
6. Management may temporarily reassign employees to minimize critical staffing deficiencies. The reassignment must be consistent with the employees' qualifications and training.
7. Management may require an employee to leave the workplace to attend to personal medical needs or to mitigate exposure to others.
8. When a Public Health Threat requires the closing of Research Foundation facilities, employees not eligible for Public Health Emergency Leave will be compensated in accordance with Emergency Closings. Specifically, employees of all employee types who are not required to report will be paid their usual salary.

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## Policy Summary

1. The Research Foundation is an essential employer and will remain open for business unless travel restrictions are issued by local government.
2. To the extent possible, the manager and employee should mutually agree on stay at home, in office required work and telework arrangements based on business needs.
3. An employee's regular compensation and benefits do not change because of special considerations during times of emergency including COVID-19 pandemic.
4. The Research Foundation management will communicate with employees in a clear and timely manner to ensure that employees are aware of the status of public health concerns, the organization's continuity plan requirements, efforts to reduce the spread of, or exposure to, infection, and applicable human resource policies.
5. Employees will be compensated according to the research operations guidelines communicated at the onset of an emergency situation.

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## Forms

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Non-exempt employees should record hours not worked but scheduled on their bi-weekly timesheet as holiday hours. Exempt/Salaried employees will be paid regular wages for the bi-weekly period and may be required to provide non workdays and hours on a leave form.

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## Website Addresses for This Policy

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<http://www.researchfoundation@odu.edu>

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## Contacts

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For more information on this policy, please contact Hope Fowler, HR Director at 757-683-4293.

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## Definitions

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Continuity of Operations Plan: An emergency response plan that addresses the continuity of an organization's operations and the security of their customers and employees in the event of natural or man-made disasters or emergencies, including terrorist attacks and pandemics.

Communicable Disease of Public Health Threat: An illness of public health significance, as determined by the State Health Commissioner in accordance with regulations of the Board of Health, caused by a specific or suspected infectious agent that may be reasonably expected or is known to be readily transmitted directly or indirectly from one individual to another and has been found to create a risk of death or significant injury or impairment.

Essential Employees: During Emergency Closings or limited access to facilities, essential employees are exempt and non-exempt employees, students and temporaries who are required to work during an authorized closing because their positions have been designated as essential to operations during emergencies. Essential employees may be required to work during times they are not regularly scheduled to work. Management may designate different employees as essential for different situations.

## Related Information

### 1.Face coverings:

Under the [governor's Executive Order 63](#), all employees are required to wear a face covering when in close proximity to others in both indoor and outdoor spaces. This includes workspaces, hallways, break rooms and other facility spaces. Face coverings can be reusable or homemade cloth masks, dust masks, or surgical masks.

### 2.Physical distancing:

In conjunction with wearing a face covering and practicing good personal hygiene, physical distancing is an important component in helping to prevent the spread of coronavirus. When in doubt, strive to stay 6 feet away from others in both indoor and outdoor settings. Facilities will also play a role in helping to foster physical distancing in such ways as rearranging furniture, altering traffic flow in and out of buildings, installing touchless sanitizers, limiting the number of employees in the elevators, and much more.

### 3.Personal hygiene - what you can do to stop the spread of viruses like coronavirus and the flu:

- Cover your mouth when you cough and sneeze.
- Avoid touching your face.
- Wash your hands often and for 20 seconds at a time.
- Clean and disinfect frequently touched surfaces.
- Stay home if you are sick.

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## Appendices

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## Who Approved This Policy?

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Old Dominion University Research Foundation Board of Trustees

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## History/Revision Dates

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**Origination Date:** March 2020

**Effective Date:** March 2020