

To: University of Portland Staff Employees
From: Sandy Chung, Vice President for Human Resources
Date: March 8, 2020
Re: FAQs Related To Coronavirus

HUMAN RESOURCES CONTACT INFORMATION

Email: hr@up.edu

Phone: (503) 943-8484

Urgent situation, emergency, or after hours: (310) 779-2406 – call or text

FAQ 1: A supervisor or employee has concerns that the employee may have been exposed to the Coronavirus. What should be done?

Please contact Human Resources asap at hr@up.edu or (503) 943-8484. If the situation is particularly urgent, please call or text (310) 779-2406.

If there are any concerns about Coronavirus exposure, it is best if the employee stays at home or goes home until Human Resources can help UP leadership make a determination about appropriate next steps. An employee's pay and sick/vacation time accruals will not be affected if an employee is asked to stay at home while a determination is being made about Coronavirus exposure or if the employee is asked to continue staying at home because of potential or actual Coronavirus exposure.

FAQ 2: If an employee is returning to campus after traveling to another country or taking a cruise vacation, are there any restrictions in returning to campus/work?

Generally, UP will be following CDC guidelines available at: www.cdc.gov/travel. Based on the situation, there may be additional directions or requirements by UP. Please contact Human Resources for assistance at hr@up.edu or (503) 943-8484.

FAQ 3: If an employee is sick, how do they know when to stay at home or come to work?

If an employee is sick (whether Coronavirus or something else), the best practice is to stay at home to get better and not come to work. UP cares about employees' health and would like them to take care of their health. Also, if a person may be infectious-, it is better to not create a situation where others may become infected.

However, Human Resources and supervisors cannot provide medical advice. So, if an employee isn't sure if they should stay at home about any type of health/medical situation, they should contact their health care practitioner. Those with Kaiser medical insurance can contact the KP Nurse Hotline at 1-800-813-2000.

FAQ 4: An employee is sick but feels they cannot take time off work because they do not have sick time. What should the employee do?

An employee needs to exercise best judgment for their own health and to not infect others. If an employee needs help with this decision, they need to contact their health care practitioner. If an employee does not have sick time and is too sick to come to work, they should stay home as their health is the priority. With sick time and pay related questions, employees can contact Human Resources at (503) 943-8484 or hr@up.edu.

If an employee has Coronavirus or may have been exposed, they must stay at home per guidelines from their health care practitioner, UP, the State of Oregon, and/or the CDC. An employee's pay and sick/vacation time accruals will not be affected if an employee is asked to stay at home while a determination is being made about Coronavirus exposure or if the employee is asked to continue staying at home because of potential or actual Coronavirus exposure.

With any situation that might involve potential or actual Coronavirus exposure, please contact Human Resources asap at hr@up.edu or (503) 943-8484. If the situation is particularly urgent, please text (310) 779-2406.

FAQ 5: An employee is worried about being exposed to the Coronavirus on UP's campus/work spaces because the employee has an underlying health conditions or the employee's family has underlying health conditions. Can the employee work from home?

Please contact Human Resources at hr@up.edu or (503) 943-8484 so that the work-from-home request can be reviewed. While the determination is being made, the employee can use sick time to not come to work.

FAQ 6: Should I ask employees to share private health/medical information?

All UP community members are expected to respect the confidentiality of other employee's private health/medical information.

Supervisors should **not** ask employees to share private health/medical information. If an employee is absent due to their/family's illness, it is sufficient for the employee to tell the supervisor that the absence is due to the employee's illness or family member's illness.

If a supervisor has any questions in this area, please contact HR at hr@up.edu or x8484.

FAQ 7: Where can I go for Coronavirus related resources for supervisors and employees?

Human Resources will upload materials to the HR section of [PilotsUP](#).

FAQ 8: What should I do if I have questions about student employees?

Please contact Human Resources at hr@up.edu or (503) 943-8484.

FAQ 9: What should I do if I have questions about faculty?

Please contact the Provost's Office at staten@up.edu or (503) 943-7105.

FAQ 10: What should I do if I have questions about students?

Please contact the Student Affairs Office at studentaffairs@up.edu or (503) 943-8532.