

**COVID-19 (Coronavirus) Frequently Asked Questions (FAQ)**  
**For All LDSBC Employees and Volunteers**

**Q1. Should I be working from home at this time?**

**A1.** Each vice president has the latitude to authorize their employees (including volunteers) to work from home, dependent upon the nature and scope of the work to be performed. If you are asked to perform your work on campus, you should strive to conduct business via email, telephone, videoconference or other means which do not necessitate face-to-face interactions, whenever feasible. Employees who are not permitted to work remotely should practice good hygiene and appropriate social distancing while on campus. Click [HERE](#) for advice from the World Health Organization on basic protective measures against COVID-19.

You should proactively ask your manager if you may work from home if any of the following conditions apply:

- You are the caretaker of an individual who has tested positive for, or is displaying symptoms of, COVID-19.
- You are the parent or caretaker of children who have had a mandated school closure due to COVID-19.
- Your immune system is significantly compromised due to preexisting health conditions or current medical treatments.
- You have a loved one with a compromised immune system.

**Q2. What if my functional area is dismissed, or what if the entire campus is closed?**

**A2.** If your functional area is temporarily dismissed, or if the entire campus is closed down due to COVID-19, you should work with your manager to identify meaningful work which may be done from home. If no appropriate remote work assignments can be given, all employees (full-time, part-time and student employees) will be paid at their normal rate according to the hours they typically would have worked. Whether performing work from home or being paid for dismissal or campus closure, *you will still need to record your hours in Workday just as you normally would.* Your manager will also need to approve your hours in Workday just as they normally would. The intent of LDSBC administration is to keep all of our employees financially “whole” in spite of any temporary work dismissals or campus closures due to the COVID-19 pandemic.

**Q3. What if I proactively choose to self-isolate, but I don't have symptoms of COVID-19?**

**A3.** Volunteers may opt to self-isolate at home after notifying their manager. Employees who choose to self-isolate *without prior authorization from their manager* will be taking leave without pay and may be subject to formal discipline, including termination of employment, due to job abandonment. Therefore, employees are expected to explicitly communicate with their manager as soon as possible to seek prior approval for any self-isolation or work-from-home arrangements.

**Q4. What if I know that I was exposed to COVID-19, or what if I am experiencing symptoms associated with COVID-19?**

**A4.** You should immediately inform your manager when:

- You have upper-respiratory or influenza-like symptoms.
- Isolation is recommended by your health care provider.
- There is a high likelihood that you have been exposed to COVID-19 (e.g. someone you were in close contact with recently tested positive for COVID-19, or you recently traveled to a high-risk area).

After notifying your manager of the above condition(s), you should then practice self-isolation at home until you have been free of all symptoms for 14 consecutive days.

**Q5. Can I use paid sick leave for COVID-19 illness even if I haven't tested positive?**

**A5.** Yes. As with any other illness, benefited employees should use paid sick leave if they are exhibiting symptoms of COVID-19 (i.e. fever, cough, sore throat, congestion). Non-benefited employees (part-time, adjuncts and student employees) will be paid at their normal rate according to the hours they typically would have worked while they are exhibiting COVID-19 symptoms. In accordance with the current [paid leave policy](#), a doctor's note may be requested by the manager to certify the existence of an illness.

**Q6. How long will these practices and guidelines remain in effect?**

**A6.** These practices and guidelines will be in effect until further notice from the Human Resources Department.

**Q7. What is being done on campus to support a clean and germ-free work environment?**

**A7.** The Church Headquarters Facilities custodial staff has implemented the following procedures to reduce the spread of germs, including COVID-19:

- Use of a high-strength, hospital-grade disinfectant to disinfect frequently touched surfaces throughout the day, including door handles, handrails, elevator buttons, etc.
- Regular cleaning and disinfecting (multiple times a day) of restroom surfaces
- Routine cleaning and disinfecting of conference rooms and other shared spaces
- Frequently checking that soap and hand sanitizer supplies are maintained and available

**Q8. Am I allowed to take business trips at this time?**

**A8.** No. A strict freeze on all business travel is in place at this time. If you have already made arrangements for a business trip that is scheduled to take place prior to June 1, 2020, you should cancel your trip and attempt to be refunded for all associated costs. If you have already made arrangements for a business trip that is scheduled to take place on or after June 1, 2020, you should work with your vice president to determine whether or not you should still plan on that business trip.