**Pennsylvania’s State System of Higher Education
Office of the Chancellor**

 **Guidance
Employees Returning to Work**

**March 14, 2020**

Upon returning to work from travel, an employee may be asked to contact the Human Resources Office and may be asked about the areas to which they travelled.

Without exception, employees who meet either criteria below should be directed to refrain from reporting to work and to self-isolate for 14 calendar days:

* The employee has travelled to [an area of sustained community transmission and/or a Warning Level 3 Country](https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html); **or**
* The employee has been in close contact with a person who appears to have acute respiratory illness symptoms (cough, shortness of breath) or who has tested positive for COVID-19.

In accordance with the [Procedure/Standard Number 2020-43](https://www.passhe.edu/inside/policies/Policies_Procedures_Standards/Emergency%20Remote%20Work%20and%20Telecommuting%20-%202020-43%20Procedures%20and%20Standard%202020-43.pdf), the following employees may also be directed to refrain from reporting to work and self-isolate for 14 calendar days:

* Those who reside in areas where COVID-19 cases have been confirmed by that state’s public health officials and where the respective state has issued a quarantine notice.

Where an employee has been requested to self-isolate, the following leave guidelines apply:

* If the employee continues to work remotely, nothing needs to be altered or recorded in time tracking systems.
* If the employee cannot work remotely (either due to having job duties that are not required in association with the Universities COOP plan or due to lack of access to technology devices), and the individual is not sick, the self-isolation time should be coded as paid Administrative Leave, with supervisor approval.
* If the employee begins to show flu-like symptoms, their leave should be changed to Sick Leave in accordance with HR guidelines for leave type entry.

If an employee is confirmed to have COVID-19, the University should contact University Legal Counsel immediately for further guidance.