1. Are there any updates on when the University might start accepting Visiting Scholar requests from foreign nations? Are there any updates on when US Embassies will start taking Visa applications for new Graduate Assistants?
Suspension of routing visa services at US embassies was announced March 20. Department of state website does not have any additional updates. The University will follow state guidelines and provide updates when they are available. For more specific information, please contact the Center for Global Engagement.

2. If there is still a concern regarding the spread of COVID-19 when the state decides to open up again? Is there a provision for faculty and staff with compromised immune systems or conditions that raise the risk of severe illness if COVID-19 is contracted by those individuals?
Once the governor’s orders are lifted, FSU will release guidance on expanded remote work guidelines and the managing of on-campus operations. The University will continue to follow guidance from state and local authorities, including the Governor’s executive orders, as it pertains to High Risk individuals. Human Resources will review information as it becomes available, consult with University leadership and provide updates at a later time. If an on-campus employee has a compromised immune system or falls into another “at-risk category” when FSU becomes fully operational, they should go through the normal protocol of requesting their personal leave such as sick, vacation, and/or FMLA.

3. Our department has a large volume of OPS workers. We are currently assessing who will be able to continue working remotely for the summer 2020 and/or fall 2020. Does HR plan to mass terminate OPS records without future dated funding? And if so, what is the anticipated date for the mass termination? Specifically, for those students who need more time to assess their fall availability and do not elect to work with us during the summer term. I would not want to gap fund them far into the future during these uncertain times and would not want their employment records to be automatically terminated during the University hiring freeze. Any guidance is appreciated.
Mass terminations occur on employees whose appointment has been unfunded for 120 days after the funding end date. Generally speaking, mass terminations will not terminate an employee who is unfunded over the summer. The mass termination process normally runs every pay period.

4. When will we hear about the decisions regarding exemptions to the hiring freeze?
The University’s priority is to maintain daily operations while still ensuring the safety of the campus community in light of the ever-evolving situation with COVID-19. Exceptions to the hiring freeze may be requested on the form, which will document why the position is viewed as critical to proceed with advertisement/hire. The request will be reviewed, and if approved, the search would follow the University’s normal recruitment process. Because the circumstances of COVID-19 are still very uncertain, the University is carefully reviewing all requests and may or
may not be able to provide a decision until more information is known. For more information, visit the [HR Recruitment and Hiring During COVID-19](#) page.

5. The hiring freeze FAQs do not address pay rate changes. I don’t want to assume we can change their rate of pay.
The Hiring Freeze does not include requests for salary changes to current employees. Please contact Compensation (staff), Faculty Relations (faculty), or EDM (OPS) for additional questions related to pay rate changes.

6. Is there a way to get around having to print and sign the dual compensation forms?
Paper dual compensation forms are only needed for faculty reappointments, one-time pays, and changes to an appointment done via ePAF. Dual compensation forms for new additional appointments go through Onboarding. For paper dual compensation forms you can route through DocuSign and electronically obtain the signatures.

7. I have been getting questions from staff and faculty regarding furloughs and early retirements. If we need to furlough people, is it voluntary? What length of time would a furlough last? What happens to benefits while on furlough – especially health insurance? Might there be offers of buyouts to people who are in DROP or close to retirement?
The University has not made any decisions regarding furloughs, layoffs, or other employment actions. We understand that this an uncertain time for everyone. As the true impact of this situation on the budget is known, information will be communicated or shared with departments heads.

8. It was announced that classes will remain online through summer, and that events of more than 10 people will be/should be cancelled. Does this mean that employees/staff are to be working remotely through summer? If so, when will this end, and we are expected to return to work?
Classes moving to online instruction through summer C may not mean that employees will be remote through the summer. There are several factors to consider, such as the Governor’s Safer at Home order, and how COVID-19 impacts Leon County up until the order is lifted. We do not know at this time, but will communicate with you as those decisions are made.

9. With the recent email about “no FSU events over 10 people” until August 2, does that mean only FSU department events/meetings? The Turnbull Conference Center holds many events that are put on by state & community organizations. We just wanted to clarify that those will not be allowed under the current order so we can let our clients know that they will need to be postponed until after August 2, 2020.
The current Governor’s executive order includes direction for all citizens to refrain from events or gatherings of 10 or more. This could change before August 2, but we would recommend notifying your clients that they will most likely need to be postponed.

10. Self-Isolation and Self-quarantine procedures: Please explain when this will be required and the supervisors’ role to ensure compliance. Are there any HR reporting requirements?
If you believe an employee will need to self-quarantine or self-isolate due to travel, exhibiting symptoms of COVID-19, or being tested or COVID-19, please contact Tracey Pearson at tvpearson@fsu.edu or 850-644-3694, to discuss the specific situation. Each situation is handled on a case-by-case basis.
11. Are non-essential employees allowed to go back to campus on occasion to work periodically during the current Safer at Home order?
To comply with the Safer at Home order, all employees who can work remotely should work remotely. If an employee must go on campus to complete an essential task or secure work equipment, they can do so, but must continue to practice appropriate social distancing.

12. Who determines Essential and Non-Essential when it comes to being qualified for the emergency sick leave?
The department head determines which employees are non-essential and which employees are deemed on-campus essential.

13. Will parking permit charges continue to be deducted from employee paychecks during the time we are unable to use it? What is parking or the administration doing about this?
Due to the current and possible future financial impact of the COVID-19 situation, Florida State University will not be issuing refunds or stopping payroll deductions for Faculty/Staff parking permits. This decision is to ensure FSU Parking and Transportation Services can continue to meet existing requirements while maintaining our parking facilities and covering operational costs. During this time, FSU Parking and Transportation Services is providing services to the university community on a limited basis and will continue its efforts to provide the best commuting experience possible once normal operations resume. The campus remains open and fully operational, therefore payroll deduction stops and refunds will not be made at this time. For further assistance, contact Transportation and Parking Services at transportation@fsu.edu.

14. Will FSU be participating in the student loan assistance program through the CARES Act?
For information on FSU's implementation of the CARES Act please visit the Employee Benefits Resources page.

15. Are there any resources to assist single parent(s) manage working from home with small children (school/Daycare closures)? Productivity may below normal standards due to homeschooling, feedings, play time and work. Suggestions/best practices are appreciated.
We understand the dynamics of this situation has had a significant personal impact on our employees. We want supervisors and employees to be realistic about their work hours when working remotely. Working at home may cause distractions that are inherent in dealing with day-to-day family life. Many positions may not be able to dedicate eight hours to work remotely alongside other family obligations. We urge supervisors to be as flexible as possible in approving alternative work schedules, such as schedules to allow later or earlier start and end times for the work to be performed instead the traditional 8:00 a.m. to 5:00 p.m. workday; or to grant leave, if needed.

16. How does the childcare extended leave work?
Leave to care for a child is available under both the Emergency Paid Sick Leave and the Emergency Family Medical Leave. These leave plans are only available to employees who cannot remote work. If you have an on-campus employee who cannot work due to caring for a child they will need to submit the Emergency Paid Sick Leave form followed by the Emergency Family Medical Leave form. The employee should also attach the School/Child-Care Certification.
17. For those who were approved for emergency paid sick leave for 40 hours, what do they do next? Also, is HR going to extend this leave or do the departments grant additional leave? Can they take sick time if they have it? What happens after April 30? Full-time employees who were approved for Emergency Paid Sick Leave at 40 hours per week, for a total of 80 hours over a two-week period were provided guidance on time entry. Please refer to the job aids on time entry guidance for full payment and two-thirds payment. After the leave is exhausted, employees whose duties are unable to be performed remotely will be granted Administrative Leave through April 30, 2020. Employees who are intermittently on Emergency Paid Sick Leave will continue to use the leave, in combination with their regular work hours until the Emergency Paid Sick Leave is exhausted. Guidance for after April 30 is forthcoming.

18. For staff that have applied for FFCRA sick leave benefits and have not yet received approval from FSU HR, how should their time be documented on their timesheet? Until an approval notice is received, employees should go through the normal protocol of requesting their own leave and documenting it in OMNI. Once the approval notice is received, they can go back and update their timesheet entries.

19. Will the FFCRA and Emergency sick leave extend beyond April 30? The Emergency Sick Leave is only a total of 80 hours for full-time employees. Many employees will exhaust this benefit before April 30, 2020. If an employee is using the leave intermittently, the leave period ends at the expiration of the qualifying reason not to exceed December 31, 2020. If the reason is due to the Governors Safer at Home Order, then they should not use it beyond April 30, 2020 (unless the order is extended).

20. Somewhere I saw or read that Healthcare providers may only qualify for Paid Sick Leave if they meet the qualifying reasons and NOT because of not being able to work remotely. I can only infer that Healthcare providers are needed and are able to work as essential personnel, but if that is not the reason, it would be helpful to have clarification. The FFCRA does exclude Emergency Responders and Healthcare providers. HR is going through the specific job codes that should be excluded and will be posting that information soon.

21. Please explain how the codes work on the timesheet. For example, if OPS is approved to use emergency sick leave & extended childcare, how would that work together and at what rate? Do they get LWOP for 2 weeks before childcare starts? There are two leave plans and three separate time reporting codes. Employees must apply for each leave plan separately and be approved. Below is an outline of the codes associated with each leave plan.

   **Emergency Paid Sick Leave**
   - PSKFL – This is the time reporting code for those approved for full payment.
   - PSK23 – This is the time reporting code those approved for two-thirds payment.

   **Emergency Family Medical Leave**
   - PDFML – This is the time reporting code for those approved for the Emergency Family Medical Leave.

OPS employees who are approved for leave due to childcare under the Emergency Sick and Emergency FMLA will first use the Emergency Sick which will count as the first two weeks of the unpaid portion of Emergency FMLA. An employee applying to both programs would not need to go LWOP until both leave entitlements are exhausted.
22. For submitting timesheets, should the punch timesheet be used when reporting leave? OPS is usually reporting in & out.
OPS employees will need to report the leave on the Elapsed timesheet. Once approved for the Emergency Paid Sick Leave their timesheet is updated to this view.

23. How long are the COVID-19 forms effective? We have OPS that are appointed until the end of the spring semester. Will that be the end of their use of the leave? Does it carry forward to the OPS that are continuously appointed for summer?
Employees are only granted two-weeks of Emergency Paid Sick Leave which must be utilized during their appointment period. If their appointment ends prior to the leave being used due to the employee working intermittently, the remaining balance will be de-accrued.

24. Will the Families First Coronavirus Response Act (FFCRA) cover OPS employees through April 30, paying their average hours worked or does it only cover two weeks?
The Emergency Sick Leave only pays two-weeks’ worth of leave.

25. I have OPS employees whose job cannot be done remote and is tied directly to students. With the announcement that in-person classes will not resume until, at earliest, the fall semester, are my employees effectively out of work after this pay period and their EPSL runs out? Will there be additional funds available for those who otherwise will be out of work for effectively 22 weeks at minimum?
After OPS employees exhaust their FFCRA leave, they will not continue to receive compensation if remote work is not available and the campus has not returned to operations that permit them to work on campus. These employees may be eligible for Reemployment Assistance (formerly known as Unemployment Compensation). More details can be found under the Employee Benefits Resources on the HR COVID-19 Resources home page.

26. What is the deadline to get the emergency sick leave approved for this pay period?
In order to ensure timely accrual of eligible leave hours, the completed form must be submitted to HR at least two weeks prior to the paycheck date in which leave is being requested.

27. Should every FSU employee fill out the Families First Coronavirus Response ACT Emergency Paid Sick Leave forms? I did not fully understand what I should do or not do since I work from home three days and in the office two days.
The regulations require that we post appropriate notice to employees. Employees requesting the leave must fill out the form and have it evaluated and approved by the department before it is submitted to HR. This leave is only available to employees who are unable to work remotely and have a qualifying reason.

28. As FSU has many campuses around the state, all with different lease agreements, 3rd party cleaning service contracts, etc., can you facilitate discussion on what procedures these worksites should follow in the event of a workplace exposure after we return to work?
FSU and all related contract cleaning providers have adopted the CDC “Resources for Businesses and Employers” guidelines as a minimal standard. The guidelines provide a detailed plan and response guide that can be used to address these questions. Additionally, the “Protocol for Cleaning and Disinfecting Areas with COVID-19” is a good procedure to use along with the CDC Resources for Businesses and Employers.
In general, prior to returning to work and depending on campus location, the building manager/facility liaison should notify the campus facility management department with the responsibility for maintaining cleaning services, both contracted and non-contracted, to evaluate any special circumstances that would require supplemental cleaning and disinfection. Once determined, the CDC “Cleaning and Disinfecting Your Facility” guidelines would need to be followed.

The FSU main campus and contracted service providers have adopted the following enhanced cleaning Practices:

- Maintain social distancing by staying at least 6 feet (2 meters) from others while cleaning.
- Wearing appropriate personal protective equipment, such as disposable gloves and gowns, for cleaning and disinfection.
- Following CDC cleaning and disinfecting standards and utilizing EPA registered cleaning agents.
- Disinfecting main entrance doorways, handles, handrails, flat surfaces, light fixture switches, etc.
- Sweeping and mopping of floors/vacuuming carpeted areas.
- Thorough restroom cleaning.
- Restocking of paper goods.
- Restocking of soap dispensers.
- Emptying trash receptacles in common areas and/or restrooms.
- Wiping and disinfecting common area tables/chairs/etc.
- Only cleaning personal office areas, if permitted access by office manager/occupant.
- In areas where services are not requested, please place trash receptacles on the outside of office/laboratory door for pick up.
- Laboratory areas will not be serviced unless permitted in writing by the laboratory manager/officer.
- After cleaning and disinfection, properly dispose of personal protective equipment and wash hands with soap and water for at least 20 seconds.
- If unable to wash hands, use an alcohol-based hand sanitizer that contains 60 to 95% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Note: The use of soap and water for hand washing is preferred over alcohol-based hand sanitizer.

29. Are there any statewide contracts currently in place with a vendor offering mitigation disinfecting, or will this fall to office staff to do if it’s not covered by your usual office cleaning contract, or your cleaning services are only offered on specific days? Would this be something covered under an existing cleaning contract?

The current vendors that FSU can use are: ServPro, ServiceMaster, and Advanced Drying Systems. If it is determined that one of the approved contractors are doing the disinfecting, the hiring department will need to ensure that the vendors are using the appropriate CDC “Cleaning and Disinfecting Your Facility” guidelines and that they are using EPA Registered products for the cleaning and disinfecting.

Any special request for custodial services pertaining to on/off campus locations in Tallahassee area must be made by contacting:
FSU Service Center: 850-644-2424
Building Services: 850-644-4000 M-F, 8:00am-4:30pm
30. If disinfecting workplace surfaces falls to office staff, what cleaning supplies and materials (including PPE) should an office have available beforehand?

The CDC “Cleaning and Disinfecting Your Facility” outlines appropriate cleaning supplies and materials along with recommendations for PPE should be used. Also, the "COVID-19 Novel Coronavirus Disinfectant Measure" document that was drafted would be good to use along with the CDC “Cleaning and Disinfecting Your Facility”.

Practices to follow while in your work facility or workspace:

- Always try to enter from the main entrance of a building reducing the number of entrances that are used and must be maintained.
- When possible try to leave the same way in which you came in.
- Try to use elevators and not stairwells to reduce the number of cleanable surfaces that are used.
- Remember to reduce the number of door handles, light switches, handrails, and other flat and solid surfaces that you may touch when walking into a building.
- If you have access to sanitized wipes try to use them to clean door handles, light switches, keyboard, and other items in and around your workspace.
- After cleaning and disinfection, properly dispose of any wipes or cleaning supplies and wash hands with soap and water for at least 20 seconds.
- Maintain Social distancing by staying at least 6 feet (2 meters) from other people.

31. In the event of an exposure, are the recommendations still to send everyone home* for 24 hours to give the virus time to die before disinfecting? *or isolate/contain the contaminated area when possible. (This was previously on CDC website early in the outbreak.)

Per the CDC “Cleaning and Disinfecting Your Facility”, the minimum of 24 hours wait time is still valid. Note, that the CDC recommends that if possible, open outside doors and windows to increase air circulation in the area. Wait 24 hours before cleaning or disinfecting. If 24 hours is not feasible, wait as long as possible. Also, if more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine enhanced cleaning and disinfection practice are appropriate.

If determined that an outside contract vendor would be needed to clean the infected area, the Building Manager/facility Liaison, would need to ensure that the contracted vendor follow the CDC and EPA established guidelines and product requirements for cleaning and disinfecting areas with COVID-19.

Reference and Resources

Centers for Disease Control and Prevention (CDC):
- Resources for Businesses and Employers
- Cleaning and Disinfecting Your Facility
- When and How to Wash Your Hands
- Social Distancing, Quarantine, and Isolation
- EPA Registered products