Note: To avoid duplicate questions and answers, some pre-submitted questions were combined. Questions that were very specific to a department’s particular needs were followed up on individually.

Testing and Test Results

1. Does FSU plan on releasing information regarding COVID-19 cases amongst the faculty, students, and staff?
The mere fact that an FSU student or Faculty/Staff member has tested positive for COVID-19 does not automatically trigger a notification to campus. If there is a positive case resulting in possible exposure to our campus or to a community member, we will notify the relevant community at that time. The Department of Health advises us whether our community is impacted. You may have heard that we have had a few students and employees who have tested positive for COVID-19. In the cases that we have been made aware of, there was no contact with the FSU community in the weeks prior to or after the positive test; thus, a notification to campus was not required.

2. Does FSU plan on providing testing to the staff and students. If so, when?
FSU is in the early stages of developing a plan to test faculty, staff, and employees. We expect this initiative to start during phase 2 with the majority of testing being completed before the beginning of the Fall semester. As additional information becomes available, it will be communicated.

Travel/Quarantine

3. When does FSU intend to lift the requirement to quarantine for 14 days when someone returns from personal travel? Will it be lifted sooner than August?
At this point in time, the restriction remains in place and we have no plan to lift it. The situation is dynamic and we will continue to monitor federal, state, and local guidance, as well as the available data. Adjustments will be made as needed.

4. Individuals who have recently traveled outside of the Tallahassee area should not return to campus until they have been COVID-19 symptom free at their normal place of residence for 14 days. How does this guideline apply to staff who reside outside of the Tallahassee area?
We are defining the Tallahassee area as Leon and the surrounding counties – Wakulla, Gadsden, Jefferson counties, or the employee’s primary residence.

5. Do we need to report to HR when someone in our Department is self-quarantining? If someone tests positive for COVID-19, is that person required to notify anyone?
You do not need to notify HR if an employee needs to self-quarantine due to travel. However, if you become aware of an employee that is being tested or has tested positive, please notify Tracey Pearson at tvpearson@fsu.edu.
Phase 1/Timeline on Phase 2

6. If appropriate to your office’s engagement with this, please discuss your interpretation of the 25% building capacity policy. Will this be calculated by class, by floor, by square foot? The 25% guideline in our communications refers to staffing levels within a department/unit/area, not building capacity. Departments should use their best judgement based on workspace and allow no more than 25% of staff to return to the workplace at one time. We are encouraging everyone that can work remotely to continue to do so. The intent is to have limited people on campus, but we are not monitoring departments on a strict 25% rule, as it could fluctuate slightly.

7. Please confirm that when Phase 2 (or at any point in the future) happens, and staff start physically returning to the office, that minor children are not permitted on campus. Bringing a dependent child to the workplace is not permitted. Supervisors should be liberal when granting the use of accrued annual or compensatory leave to the employee in such instances. This practice is not only for the welfare of employees’ children, but for fellow employees as well.

8. When we are asked to maintain 50% staff during Phase 2, what if due to health issues and personal risk, we don’t have 50% of our staff who is able/willing to go in to work? The current guidance is not to exceed a maximum of 50%. We will eventually be back 100%, but it is a phased approach. We will be providing guidance specific to high-risk employees when we move to Phase II.

9. Do we have a firm date for everyone returning to campus at 25%, 50% and 100%? Phase 1 will go through May 29 and then we will reassess. The University will consider when the Governor goes to Phase 2, but we will have many other considerations before we make that decision. The University is using a deliberate process based on science and data, and is taking time to assess all information before moving through the different phases. We cannot fully predict specific timelines in advance.

10. “Although on-campus operations remain restricted, departments may allow employees to return to their work location as long as no more than 25% of staff are present at one time. The amount of people present on campus will be restricted to 25% to mitigate the spread of COVID-19.” How does this guideline apply to departments who have been deemed essential and who have subsequently been operational through the duration of the Governor’s Safer-at-Home executive order? There are several departments, like University Health Services, Facilities, and FSUPD, that have had essential on-campus staff working. We are not expecting them to now reduce staff to 25%. Essential staff may already be over that number as expected. However, consideration should be given to not add to that number if possible. The spirit is to keep the number of employees on campus relatively low at this point so that as we move to Phase 2 we have a gradual increase.

FFCRA Leave

11. Will the Emergency Paid Sick Leave form under FFCRA still be available for submission through December 2020 (similar to the FFCRA FMLA extension) in the event there is an increase in cases in Leon County?
Yes, the law is effective through December 31, 2020, provided you have a qualifying reason and have not already exhausted the 80-hour entitlement. An increase in cases is not necessarily a qualifying reason unless the increase prompted another isolation order by federal, state, or local government.

12. A couple of our staff have a question regarding their children and Leon County summer camps not being reopened for the summer. What options will be available for the employees of children that do not have summer camps to attend?
During Phase 1, we realize Leon County Schools are still closed and will be allowing those with childcare issues to continue to work remotely. We will reassess for Phase 2. At some point, there may be a requirement to return to campus. At that point in time, if someone cannot return to campus because of childcare issues, they can apply for Emergency Sick Leave or Emergency FMLA.

High Risk Employees

13. What guidance can you provide concerning the return of employees to campus who are not themselves high risk, but who live with people in their household who are high risk (e.g., aged parents)?
All guidelines make a distinction between living with someone in a high risk category and being required to care for someone in a high risk category as certified by a health care provider.

Employees that reside with individuals that are considered high risk, and that are directed to return to campus, should take necessary precautions to protect the individual they live with, per the CDC guidelines. For example, wearing a face mask when in public or at work, frequent hand washing, and maintaining social distancing. They may also consider isolating themselves from the individuals that are high risk, if possible.

Separate from that, if someone is a caretaker of a high risk individual, or taking care of someone who has COVID-19, there are leave options that are available through the Emergency Leave process or FMLA.

14. Can you please explain what we are allowed to do, in terms of working remotely, in order to protect myself/spouse who is high risk throughout the various phases? How long will we be able to work from home to ensure our safety?
During Phase 1, employees can continue to work remotely, and then we will assess in Phase 2. For the now the plan for Phase 2 would be to develop a return at a maximum of 50%. We are developing a protocol for employees that are high risk and will communicate more as we move towards phase 2.

15. Are employees who are pregnant considered high risk employees due to being immunocompromised?
Yes.

Return to Work/Safety Precautions

16. Is there a form required to allow an employee to continue working onsite until normal operations resume?
No, employees are not required to complete a form to return to campus. In Phase 1, employees that are working remotely can continue to do so, and employees that are already working on campus can continue to report to work.
17. **What should an employee do if they work in close proximity to another employee – less than 6 feet?**
If there are options available that allow for modification of the workspace to provide at least 6 feet of distance between employees, then that should be done. However, this may not always be possible. In those cases, other preventative measures should be utilized where possible, including rotating schedules and wearing face coverings. As we move towards Phase 2, additional guidance will be provided.

18. **I work in an open area with the potential for lots of people to pass by. Should I be given consideration to do my job in an office or area with less traffic once we return to the office?**
Not all positions or departments have the ability to provide individual offices. If there are options available that allow for modification of the workspace to provide at least 6 feet of distance, that should be done. Employees should also wear face masks, maintain social distance limits, etc.

**Other Questions**

19. **When can OPS employees who are also students return to campus to work? Are OPS employees who are not students allowed to return to campus with supervisor/department approval?**
Student OPS and non-student employees can return to work if meaningful work is available for them to do on campus. If they have traveled outside the Tallahassee area, then they need to quarantine for 14 days prior to returning. We are not restricting their return based on whether or not they are Student OPS versus non-Student OPS.

20. **Can we expect a parking fee credit or refund for the time we could not be on campus?**
No, parking fees are not being refunded. The campus is open and operational. Additionally, the University assesses parking fees for various expenses, such as the funding of salaries for that department, among other things.