

Kenyon College

Temporary Work Policies for Staff due to the COVID-19 Pandemic

Beginning March 16, 2020, until further notice

Telework for Staff

(Note: This is a fluid document and revisions may occur. Please continue to monitor Kenyon Employee-Info email and the [Kenyon COVID-19 website](#) for updates.)

General guidelines: Employees are encouraged to telework during this time as much as is practical based on the duties of their position and as approved by arrangement with their supervisor. Telework arrangements must not adversely affect the departmental operations or necessary productivity. The teleworking employee must comply with College and departmental policies and procedures. Teleworking employees must maintain regular contact with their supervisor and department. In most cases, office phones should be forwarded to cell and/or telework location phones if possible. Instructions for forwarding office phones are listed [on the LBIS website](#).

Non-exempt, hourly staff: Telework is encouraged if the duties of the position allow for it and the arrangement is approved by the supervisor. Actual hours worked must be recorded in Banner web time-entry. Federal wage and hour laws regarding overtime and work hours will continue to apply.

Designated essential personnel, not eligible to telework: Maintenance, Campus Safety, certain Student Affairs staff who are designated as “on-call,” certain employees in the Bookstore, and certain employees in Library and Information Services will be designated essential and not eligible to telework. Members of the Kenyon Emergency Preparedness Team (KEPT) may also be required to report to campus at the discretion of KEPT co-Chairs. Due to the uncertain nature of this situation, division heads will have the discretion to determine which employees in their respective divisions are designated as essential personnel.

Social distancing while on campus: Social distancing is a public health intervention used to reduce the likelihood of transmitting communicable disease. Social distancing involves minimizing exposure by avoiding most public gatherings and adhering to spacing requirements in the workplace. If continuing to work on campus, please follow these guidelines.

- Adhere to public health hygienic recommendations by washing your hands after touching commonly used items or coming into contact with someone who is sick.
 - Proper hand washing involves scrubbing hands for at least 20 seconds with soap and water.
- Avoid touching your face, nose, and mouth and avoid rubbing your eyes.
- Practice proper coughing or sneezing etiquette.
- Properly dispose of anything that comes in contact with your mouth such as tissues or plastic eating utensils.
- Avoid coming in contact with individuals displaying symptoms of illness.
- If working in close proximity to other individuals, attempt to keep a distance of approximately six feet from the nearest person while working.
- Regularly sanitize work areas and high traffic zones (example: door knobs)
- If you feel unwell or have a fever, stay home.

Compensation:

For staff who are able to telework: Regular rates of pay will apply for telework hours if telework is approved by arrangement with the supervisor.

For staff who experience issues with childcare due to local school closures: Every effort will be made to adjust work schedules if requested by the employee. If the employee is teleworking, they will be expected to continue to meet the telework expectations set by their supervisor, although some daily teleworking hours may be adjusted. For example: If the employee is unable to telework during their normal work hours, they may perform some duties during other hours (early morning, evening, etc., if approved by the supervisor.) For hourly employees, actual telework hours should be recorded through Banner web time-entry.

For staff under quarantine or isolation: For staff members who are eligible for paid leave and unable to report to work (either on-campus work or telework) due to self-quarantine or quarantine/isolation ordered by local health authorities, please refer to the [Sick/Personal/Family section](#) of the Staff Handbook. Staff members who are out of available paid leave or who run out of paid leave during a self or ordered quarantine will not be expected to go without pay but should consult with their supervisor.

Important information for supervisors: It is vital that each supervisor closely monitor telework arrangements with their staff. Approval for a telework arrangement should be documented (email is fine) and expectations for phone forwarding, work requirements and work product outcomes should be made clear for each employee. In addition, supervisors must CAREFULLY review all hours submitted through web time-entry for hourly employees.