

Office of Human Resources
Pay and Leave Options and Telework
COVID-19

1. **If an employee or member of an employee's household has been exposed (contact with a *confirmed* COVID-19 case) or has *pending* COVID-19 test results, the employee is required to "self-quarantine" per the [Centers for Disease Control and Prevention](#).**
 - First, as with any medical condition, confidentiality around an employee's health should be maintained to comply with federal regulations (FMLA, ADA, HIPAA).
 - All employee classes (Students, Hourlies, Full-Time and Part-Time Faculty, Classified Staff, and Professional and Executive Staff):
 - For *asymptomatic* employees, work from home should be the first consideration. If work from home is not possible, with the approval of Human Resources, paid administrative leave should be granted to employees who have been diagnosed with COVID-19 or who have been quarantined by a health official.
 - For employees who are otherwise ill, you will use the appropriate leave.
 - Tell the employee not to come into the office and to notify Steve Monaco, Health Center at Auraria director, by calling 303-884-3200. University officials will assist in responding appropriately and follow up on any necessary actions MSU Denver will need to take based on the information.
 - The CDC recommends that anyone experiencing symptoms (that are *not at an emergency level*) should use a form of telemedicine as their first point of care. It is best to talk through symptoms with a health care professional *before* showing up in-person to a medical facility. Employees can contact their own health care provider or the Health Center at Auraria by calling 303-615-9999.
 - Anthem, Kaiser and UnitedHealthcare will cover the costs for COVID-19 tests, which must be ordered by a doctor. This means testing will be given without deductibles, co-pays or co-insurance requirements.
 - a. Anthem
 - i. Customer Service: 800-542-9402
 - ii. 24/7 NurseLine: 800-337-4770
 - iii. Video Visit: www.livehealthonline.com
 - iv. [Dispatch Health](#)
 - v. Plan Information: [Anthem Multi-Plan Summary](#)
 - b. Kaiser Permanente

- i. Customer Service: 303-338-3800
- ii. Phone Visit: 303-338-4545; *to schedule*
- iii. Video Visit: 303-338-4545; *to schedule*
- iv. 24/7 NurseLine: www.kp.org; *use Appointment Center to schedule*
- v. Email: www.kp.org; *log into your account to email your doctor*
- vi. Plan Information: [Kaiser Permanente](#)
- vii. Please see [Kaiser's informational sheet](#) and [frequently asked questions](#) with the latest information and advice to help you feel prepared. Visit their [website](#) for additional information. You can also read [further information](#) about how Kaiser Permanente is responding to COVID-19.

c. United Healthcare (UHC)

- i. Customer Service: 877-283-5424
- ii. 24/7 nurse line: 866-402-0006
- iii. Virtual Visits: 877-283-5424; *to schedule*
- iv. Plan Information: [United Health Care Plan Summary](#)
- v. Please see UnitedHealthcare's [FAQ on COVID-19](#), [Virtual Visit Flier](#), [App Information](#), and [Teledoc Flier](#). Visit their [website](#) for additional information. UnitedHealthcare has different Virtual Visit providers:
 1. Teledoc can be accessed via myuhc or through the new UnitedHealthcare App; there is not a separate app to download.
 2. AmWell and Doctors on Demand can be accessed via myuhc (amwell.com or doctorondemand.com) or by downloading the respective app and accessing through the app.

2. If an employee or an employee's immediate family member is sick with a common cold, flu or other common illness that requires the employee to stay home.

a. Professional and Executive Staff

- i. Our top priority is the health and safety of our students, faculty and staff; we would prefer you stay home if you are ill.
- ii. Sick leave and annual leave are available.
- iii. Remote work accommodations are highly encouraged if the employee feels they can work.

b. Classified Staff

- i. Our top priority is the health and safety of our students, faculty and staff; we would prefer you stay home if you are ill.
- ii. Sick leave and annual leave are available.
- iii. Remote work accommodations are highly encouraged if the employee feels they can work.

c. Full-time Faculty

- i. Our top priority is the health and safety of our students, faculty and staff; we would prefer you stay home if you are ill.
- ii. Faculty are encouraged to work directly with their chair and/or dean on any type of time off needed in the event of illness.

- iii. Remote work accommodations are highly encouraged if the faculty member feels they can work.

d. Affiliate Faculty

- i. Our top priority is the health and safety of our students, faculty and staff; we would prefer you stay home if you are ill.
- ii. Rule of thumb is if the leave exceeds five days, contact Human Resources.
- iii. Up to five days of fully paid sick leave are available.
- iv. Remote work accommodations are highly encouraged if the affiliate faculty member feels they can work.

e. Student Employees

- i. Our top priority is the health and safety of our students, faculty and staff; we would prefer you stay home if you are ill.
- ii. Rule of thumb is if the leave exceeds five days, contact Human Resources.
- iii. Up to five days of fully paid sick leave are available.
- iv. Remote work accommodations are highly encouraged if the student employee feels they can work.

f. Hourly Employees

- i. Our top priority is the health and safety of our students, faculty and staff; we would prefer you stay home if you are ill.
- ii. Rule of thumb is if the leave exceeds five days, contact Human Resources.
- iii. Up to five days of fully paid sick leave available.
- iv. Remote work accommodations are highly encouraged if the student employee feels they can work.

3. Modified operations for the university and pay

- In the event that we require employees to work remotely, supervisors are encouraged to identify projects/opportunities for our hourly employees, including student work-study employees. However, MSU Denver will continue to pay hourly employees, including student work-study employees, for the scheduled hours they would have worked, regardless of whether opportunities to work remotely are available.
- In the event that we require our full-time staff to work remotely, MSU Denver will continue to pay staff at the employee's regular base-rate of pay. Supervisors are encouraged to identify projects/opportunities.
- The Colorado Department of Higher Education (CDHE) and the U.S. Department of Education (U.S. DoE) have issued guidance allowing institutions to continue paying federal and Colorado work-study funds to students in the event the institution closes due to COVID-19. MSU Denver will follow this same protocol for any employee paid an hourly rate through institutional funds or for employees who are currently on temporary appointment.

4. Remote work

- All operations of MSU Denver are to remain functional. In order to keep our operations functional and encourage social distancing, we are instituting a liberal remote work procedure. This encourages the important work to serve our students, faculty, staff and community regardless of one's physical location. Employees able to work remotely are encouraged to do so; please work with your supervisor.
 - We encourage employees to work with their supervisors and teams to review departmental/unit continuity of operations plans and practice your procedures and tools.
 - Employees not ill but asking to work from home because they are immunocompromised or have other high-risk factors should be offered that opportunity. Employees should work with their direct supervisor.
- 5. If schools or childcare facilities close for an extended period of time, are employees allowed to work remotely in order to take care of their children, or do they have to take leave?**
- Supervisors are advised to modify (at least temporarily) their remote work policies to allow employees to work from home at the same time they are caring for a child or other dependent during state-recognized emergency situations.
- 6. Resources available to employees working from home.**
- Contact our help desk at 303-352-7548 or [submit a service ticket online](https://support.msudenver.edu/footprints/helpdesk/login.html) (<https://support.msudenver.edu/footprints/helpdesk/login.html>) with questions.
 - [Remote Work Best Practices Staff:](https://msudenver.sharepoint.com/:b:/s/LandD/EdkUWACF-4xCmPP067D1FvcBwUr5hxKbsGxQLqbuqINrg?e=ohLTEN)
<https://msudenver.sharepoint.com/:b:/s/LandD/EdkUWACF-4xCmPP067D1FvcBwUr5hxKbsGxQLqbuqINrg?e=ohLTEN>
 - [Remote Work Best Practices Supervisors:](https://msudenver.sharepoint.com/:b:/s/LandD/EUDDI9OmXpNKg2WyV6EY63QBvX4TP05P8L0IH0-g1CJ_A?e=HAEadS)
https://msudenver.sharepoint.com/:b:/s/LandD/EUDDI9OmXpNKg2WyV6EY63QBvX4TP05P8L0IH0-g1CJ_A?e=HAEadS