

Memo

To: All Employees

From: Carmon Fields

Date: June 30, 2020

Re: HR Employee Guidance during COVID-19

During this unprecedented time, please know that I am here to help you in any way.

Please note these key items:

- Employees **must not** come to campus if they have COVID-19 symptoms, to include fever, cough, sore throat, chills, and shortness of breath or if they had direct contact exposure to someone who has tested positive for COVID-19. Employees must report these situations to their supervisor by phone or email immediately.
- Employees **must not** return to campus until their situation has been resolved through testing, quarantining, or on the advice of a medical provider. Employees must notify their supervisor of their results.
- Employees are required to wear face coverings in all instances where at least 6 feet of social distancing cannot be maintained at ALL times, especially when indoors. Ensure that you have a face covering or mask with you at all times for immediate wear when 6 feet of social distancing is not or may not be possible.
- Employees must practice social distancing of a minimum of 6 feet to the maximum degree possible regardless of the wearing of a face covering.
- Employees are expected to maintain a sanitary work station.
- Employees/cadets should avoid sharing work/learning tools (keyboards, phones, pens).
- Employees who meet the criteria for Families First Coronavirus Response Act (FFCRA) will be allowed emergency sick leave or expanded FMLA. Attached is the FFCRA guidelines.

Please contact me at cfields@marionmilitary.edu or 334-683-2368 with any questions.