



TO: All Employees

FROM: Rob Nadeau

RE: HR Guidance during Current COVID-19 Situation

DATE: March 26, 2020

This memorandum is intended to provide additional guidance and as a follow up to the memorandum that was issued on Wednesday, March 18, 2020.

1. First, all of us at the System office and each of the Presidents want to thank all of you for your continued dedication to our students and cooperation during these extraordinary and unprecedented circumstances.
2. As we work from home, it is important that hourly workers continue to record time worked, even if duties are performed remotely. Salaried workers are not required to record time worked. Please note that no hourly employee is authorized to work more than 40 hours per week without express, prior authorization from his/her supervisor.
3. For those employees who are unable to work due to illness, we ask that you record sick time as you normally would. If you do use vacation time, we would ask that you record that as well. As MCCS has indicated earlier, we endeavor to keep all employees in pay status regardless of availability of sick time. We thank you for your cooperation in recording your available sick and vacation time.
4. In accordance with Centers for Disease Control (CDC) guidance, we will not seek medical documentation to confirm illness at this time. We reserve the right to request medical information prior to a return to work should an employee test positive for the coronavirus.
5. Questions have been raised as to federal work study students and student workers who are not receiving federal work study. These workers should submit timesheets to supervisors and will be paid for time worked and approved. If you are a work study student or a student worker who due to the migration to distance learning is not able to

work, you will be paid for a typical workweek based on the timesheets you submitted previously in the semester.

6. All employees are directed not to bring any desktop computers home with them as this creates potentially serious network security and compatibility issues. Desktop computers are to remain on campus under all circumstances.
7. Please make every effort to keep your remote working location safe. Among other items, please make sure electrical equipment is properly installed, power cords are safe and doorways and passage ways are free of incumbrances. Information from MEMIC regarding safety while working remotely can be found at this link:

<https://www.memic.com/Workplace-Safety/Safety-Net-Blog/2020/March/Remote-Worker-Safety-and-Ergonomics>

Any work-related injury must be reported for purposes of workers compensation. Please contact your college HR office if you have any questions about this.

8. Some of our colleges with residence halls are continuing to provide housing and food service for small groups of students, and we are working to ensure the health and safety of all members of the college communities who are working and living on campus.
9. Of course, regardless of your work location, if you feel ill, especially if you have a fever, cough and/or difficulty breathing, you should seek medical assistance to determine your healthcare needs. If you feel ill, the CDC recommends that you call your health care provider to discuss your symptoms. We understand from Employee Health and Benefits that there will be further information regarding health insurance coverage distributed soon, and we will forward that information to you.
10. Through this, we have each been confronting our own personal challenges and stresses as a result of the COVID-19 pandemic. The Maine Community College System has resources available to you – please reach out to your supervisor, Human Resources, or Living Resources (EAP) if you need support. Please keep in mind that your Living Resources program is available to you and your family members 24 hours a day, seven days a week. This program includes, for example, guidance to help you remain healthy and deal with the emotional impacts of the coronavirus. [Living Resources Online](#) offers a variety of COVID-19 resources including [Coping With a Crisis or Traumatic Event](#) recorded webinar.

Living Resources/ComPsych

1-844-207-LINK (5465)

TDD 1-800-697-0353 (Telecommunication Device for the Deaf)

[GuidanceResources.com](https://www.guidanceresources.com) (Web ID: **LivingME**)

In addition, the Maine Crisis Hotline helps to stabilize individuals and families while assisting in crisis resolution and action planning. If you are concerned about yourself or about somebody else, call the 24-hour crisis hotline and speak with a trained crisis clinician who can connect you to the closest crisis center. 1-888-568-1112 (Voice) or 711 (Maine Relay).

For more information visit: [www.sweetser.org/programs-services/services-for-adults/crisis-services/](https://www.sweetser.org/programs-services/services-for-adults/crisis-services/).

11. The following services are also available for MCCS Health Insurance Members:

- [24/7 NurseLine \(PDF\)](#) 1-800-607-3262
- [LiveHealth Online \(PDF\)](#) - Provides online video visits with a board-certified doctor or licensed therapist on your smartphone, tablet or computer. Now available at no cost to members.
- The Livongo (Diabetic remote screening) offers a Coronavirus Resource Center with [Following Standard Recommendations](#) to stay healthy.

Additional benefit resources are also available on [MyMCCS/HR/Benefits](#).