**FAQ – The Use of Leave: Coronavirus**

1. **Will employees who are utilizing the 14-day self-observation period as a result of the government directive be paid while they are out?**

Yes, employees will be paid during the 14-day self-observation period. [Click here for more information](file:///C%3A%5C%5CDesktop%5C%5C14%20Day%20Self.docx).

1. **Are employees who are utilizing the 14-day self-observation period be required to work during their time at home?**

Employees and their supervisors should discuss and determine if work can be properly performed during this time.

1. **What will happen if an employee appears sick?**

If an employee presents themselves at work with fever or having difficulty breathing, they will be advised that they should seek medical evaluation. We all have a responsibility for our personal health as well as maintaining the good health of our community.

1. **Can TCU ask employees to stay home or leave work if they exhibit symptoms of the COVID-19 coronavirus or the flu?**

Yes, TCU is permitted to ask employees to seek medical attention and get tested for COVID-19, and under most circumstances you can ask them to leave work. If an employee presents themselves at work with fever or difficulty in breathing, this indicates they should seek medical evaluation. If an employee tests positive, they will be required to take FMLA (if applicable) and be cleared to return to work from their treating physician.

1. **If an employee requests the 14-day self-observation period, is their job protected?**

If an eligible employee requests the 14-day self-observation period due to symptoms, their job is protected. If an employee needs additional time past the 14-day self-observation period, they need to request FMLA.

1. **Who is eligible for FMLA?**

Employees must have worked for TCU for the previous 12 months and worked a minimum of 1,250 hours during the previous 12 months.

1. **If I self-report due to illness, travel or contact with an affected person, who will have access to my information?**

If an employee self-reports, personal information will only be shared in compliance with CDC guidelines for reporting.

1. **I am concerned about reporting to work due to the Coronavirus, what options do I have?**

If you have a medical condition impacting your ability to report to work, contact your supervisor and Human Resources.

1. **Can I telecommute?**

Employees should communicate with their supervisor regarding working from home. In order to work from home, there must be significant work that can be completed by phone or computer.

1. **What do I do if I feel sick?**

The U.S. Centers for Disease Control and Prevention (CDC) has advised: if you were in a Level 3 Country within the past 14 days and/or feel sick with fever, cough, or difficulty breathing, you should get medical care. Call the office of your health care provider before you go and tell them about your travel and your symptoms. They will give you instructions on how to get care without exposing other people to your illness. While sick, avoid contact with people, stay home and delay any travel to reduce the possibility of spreading illness to others. More information from the CDC is available at: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>.

1. **What if I declare my 14-day self-observation period and feel better after a few days, can I return to work early?**

No, once you declare your 14-day self-observation period, you must stay home for the full 14 days in order to follow the CDC guidelines regarding the 14-day incubation period.

1. **Is physician certification required?**

Please click [here](file:///C%3A%5C%5CUsers%5C%5CMFWhiteley%5C%5CDesktop%5C%5C14%20Day%20Self.docx) for instructions on providing documentation. If an individual tests positive for COVID-19, medical certification and a Return to Work certification are required.

1. **If I self-quarantine, what should I do?**

The U.S. Centers for Disease Control and Prevention (CDC) has advised: if you were in a Level 3 Country within the past 14 days and feel sick with fever, cough, or difficulty breathing, you should get medical care. Call the office of your health care provider before you go and tell them about your travel and your symptoms. They will give you instructions on how to get care without exposing other people to your illness. While sick, avoid contact with people, stay home and delay any travel to reduce the possibility of spreading illness to others. More information from the CDC available at: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>. Report your travel and self-observation [here](file:///C%3A%5CUsers%5Crblackwell%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CLA7GOWPP%5C14%20Day%20Self.docx).