

Dear USA members:

We have been communicating with management on a daily basis to understand the University's plans and to advocate for member health, safety, and security.

We are urging the University to maximize the number of employees working remotely, while working as collaboratively as possible to ensure that employee health and safety are protected and information is shared as our members work hard to meet the needs of the remaining students, many stranded or stuck, assist faculty in getting classes online, and perform the essential duties that must be done even in a time of global pandemic.

According to the University's Coronavirus (COVID-19) FAQ, "employees designated as working onsite who are over the age of 60, pregnant, or who suffer from a chronic health condition such as heart disease, diabetes or lung disease **are eligible for alternative work assignments during the COVID-19 outbreak**. Such employees should contact Central HR at (413) 687-2283 or Covid19HR@umass.edu, and the HR representative will work with the employee to approve the request and inform the supervisor."

- We've been assured that any information in the request will not be shared with your supervisor nor the department. Do not assume that you **automatically** do not have to come to campus if you are 60 or over and deemed an onsite employee. You must still contact and/or email Central HR at (413) 687-2283 or Covid19HR@umass.edu to let them know your circumstances.
- The employee is responsible for finalizing the details of work assignment with the department. Please let us know if you need help.
- In addition to those who are in a high risk category, if you are designated as onsite and you are living with someone in a high risk category or are now required to care for children or others, we implore you to contact Central HR at (413) 687-2283 or Covid19HR@umass.edu to request an alternative work assignment. Let us know if there are any concerns.
- For those concerned about possible exposure on campus to coronavirus (COVID-19) contact the COVID-19 HR Response Team at 413-687-2283 or COVID19HR@umass.edu. As the UMass [advisory](#) sent today (3/18/20) states, "The team will advise on immediate steps to take and will then alert the appropriate campus office or state agency, which may include campus Environmental Health and Safety, University Health Services or the Massachusetts Department of Public Health for follow-up. The response will include, as appropriate, attention to an individual's health concerns, notification of potentially affected groups, and steps to manage and clean university facilities."
- Also, for those staff concerned about possible exposure, the guidance issued today also recommends such employees "should contact the University Health Services Triage Advice Nurse at 413-577-5229 for further guidance."

USA has confirmed that any employee who was required, asked, or told to **report to campus and come in** on Monday, 3/16 and/or Tuesday, 3/17 will be paid according to our Contract. In other words, the employee will be compensated at two times their normal pay. Please check with your time & attendance person or your HR business manager on what code to use when entering in your time. USA is pushing hard to make sure those employees who were asked or mandated to work at home those days will be compensated the same way--we were originally under the impression that this would happen. Given the number of important issues we are dealing with, please document any requests or mandates to work from home, and we will address any additional compensation at a later time.

Please continue to let us know any concerns about being told to work onsite. We will update the membership as often as we possibly can.
Stay safe!

Leslie Marsland