

H1N1 Q&A's

Academic

- Q.** What should faculty do who become ill with flu symptoms?
- A.** *Faculty should follow the CDC recommendation to self-isolate if he/she has flu symptoms, and to remain at home until his/her temperature has been normal for 24 hours without medications to reduce the temperature. Faculty are expected to report absences to their department chair, program director, and to follow the protocol on the regional campuses.*
- Q.** How will the academic departments cover classes for faculty who become ill?
- A.** *Department chair, program directors and regional campus coordinators will monitor their respective faculty absences and will determine a course of action to cover classes in consultation with their Dean. Faculty have been encouraged to use email and Blackboard as means of communication with their students.*
- Q.** How should faculty handle students' long absences?
- A.** *This may give faculty the opportunity to explore more inverted or technological options to teach without gathering students for each class session.*

Reporting Time

- Q.** How will staff report their sick time? Can they use personal for vacation time?
- A.** The offices of human resources and academic personnel have put forth these reminders regarding sick time:

Classified Staff: *Classified staff need to follow the normal call-in procedure as determined by their supervisor to report an absence due to illness. Employees who experience flu-like symptoms after they come to work should report the illness to their supervisor and take the rest of the shift as sick time. This type of situation will not count as an "occurrence." Food service staff who experience symptoms may not continue working in the kitchens or dining rooms. If a classified staff member has no available sick leave they can also use available vacation, comp or personal time.*

Unclassified Staff: *Unclassified staff need to follow the normal call-in procedure as determined by their department to report an absence due to illness. If necessary, unclassified staff can use vacation in lieu of sick days. H1N1 is easily spread and staff are encouraged to go home if they become ill while at work.*

Q. If I report my time in Kronos is there any special code I should use?

A. *Classified employees should use the appropriate EARN CODE (Sick, Vacation, Personal) for the leave and add the "H1N1 Flu" comment. This comment is important as it will not be counted towards "occurrences" under the attendance policies. If you are calling in sick due to potential H1N1 Flu, please notify your supervisor so that your time can be coded correctly.*

Q. What if I have no sick, vacation or other time to report? Will I have to go without pay?

A. *Employees who have no paid time to report will be permitted to go into a negative balance of up to 5 days (40 hours for classified employees). This means that those employees will be paid and the "borrowed" time will be paid back as they accrue more leave. If a classified employee has insufficient balances, s/he should report the time as sick leave with the "H1N1 Flu" comment and human resources will pay the employee with the "borrowed" time.*

Health Care

Q. Will the H1N1 vaccine be covered by our health insurance?

A. *The H1N1 vaccine will be covered under the flu vaccination benefit. If employees and dependents receive the vaccine from their provider it will be covered at 100% under both the traditional and the high deductible plans.*

Q. Can employees use the Student Health Center?

A. *No, employees may not go to the Student Health Center for treatment. Unless it is a job related injury, employees who need medical treatment should see their family doctor.*

Departmental Concerns

Q. Will the University close?

A. *The Center for Disease Control (CDC) is not recommending school closures at this time. Closing presents other challenges for students who live great distances from campus and for employees who are involved in critical projects. The plan for Miami is to have the various departments prioritize what their work flow would be when a critical number of employees are ill. This is to ensure that "essential" work continues and that student health and safety needs are met.*

- Q.** What if there are so many absences in my department that I can't keep the office open?
- A.** *Academic Personnel and Human Resources are monitoring absences. They are also setting up a process where supervisors could report that they've reached a critical level with regard to staffing. In these cases, employees from one area may be temporarily assigned to another area to maintain a basic level of services. More information about this will be forthcoming.*
- Q.** When an employee is feeling better, but still unable to return to work, will they be permitted to work from home?
- A.** *There may be limited situations in which unclassified staff would be able to work from home. This arrangement must accomplish the business needs of the university. To work from home an unclassified staff member must have permission from their chair, director or department head. Classified staff are not permitted to work from home.*
- Q.** Can a supervisor require an individual to work from home while they are on sick leave due to H1N1?
- A.** *No, individuals on sick leave cannot be required to work from home. Given the potential nature of H1N1 unclassified staff who are off work due to H1N1 to care for themselves or a family member, as health and time permit, may call in and make themselves available to work from home if needed and approved by the Chair, Director or Department Head. Also, we hope that employees will be patient if their supervisor calls them to get needed information to continue offering departmental services.*
- Q.** If I supervise an employee who is obviously ill, can I send them home?
- A.** *Employees exhibiting flu-like symptoms may be sent home from work with the permission of your department head. If the employee is a classified staff member please code the time in KRONOS appropriately so that the absence will not count as an "occurrence" under the attendance policies.*
- Q.** A department may incur unexpected expenses during an H1N1 outbreak. Among other things this could include the cost of overtime, hand sanitizer and wipes. Will departments be reimbursed for these costs?
- A.** *There is no external funding to cover costs associated with H1N1 as there was to cover some of the costs associated with the recent hurricane. Departments should expect to cover all costs incurred as a result of an H1N1 outbreak.*

Travel

Q. Will the university cancel events or trips?

A. *At this time there are no plans for cancelling events or University sponsored travel. Appropriate responses will be developed to situations if and when they arise.*

Q. What should I do if I get sick while travelling on University business?

A. *When employees travel they should be sure that they take their Humana Card with them.*

Employees traveling within the US who need medical treatment can go to an Urgent Care Center and present their card as they would in any other situation. Emergency care is always considered in network.

Employees traveling outside the US may need to seek treatment as well. Going to this link http://www.units.muohio.edu/businessservices/insurance/traveling_abroad.html will provide you with information on WorldAssist insurance coverage provided by Miami. This insurance will assist you with referrals, documents, etc if you become ill while traveling. This policy provides many services but does not cover the cost of medical treatment. In the case of a mild illness the employee should pay for the services and mail the paid invoice to Humana for processing. In case of a serious illness the employee should call the Miami University Police Department Dispatch at 513-529-2222 and provide details that include the employee's full name, as well as, the name, address and phone number of the hospital. Subsequently, Dispatch will notify Benefits Services and Humana will negotiate and process the required payment.

Q. What if I am quarantined while abroad on University business?

A. *Employees traveling on University business, with or without students, are covered by the University in case of an emergency. For example, if you are traveling to a conference in Denver and the plane is cancelled due to a severe snowstorm, the university covers expenses that are not picked up by the airline. Similarly, expenses incurred because of an emergency, like quarantine, through no fault of the employee are covered by the university.*