**Q1. Now that in-person classes and on-campus events have been canceled, and students have been directed to leave campus, what will happen to my job?**

The College is not closed, business will continue to the greatest extent possible and the College is committed to supporting all of its employees in their present positions during this period of modified operation. Some employees may experience a reduction in work hours, changes in normal schedules, and assignment of new or different tasks, but the College is committed to minimizing such changes to the greatest extent possible.

That being said, some employees may experience reduced work hours. To avoid any immediate loss of pay as a result of any such changes, the College will continue to pay regularly scheduled hourly employees their full regular wages through April 11, 2020, and salaried employees their full salary through March 31, 2020, irrespective of whether they work a reduced schedule. After that date, employees will be permitted to use available paid leave and to request advances of future paid leave accruals so as to permit them to maintain their normal pay. The College will continue to monitor conditions and will provide further information about these or other potential measures at an appropriate time. Questions about these measures should be directed to Human Resources.

Information about Temporary, Casual & On-call Employment and Student Employment will be provided once it is available.

**Q2. Can I work remotely? If so, when can I start to do so?**

Depending on your job, your supervisor or department head may allow or instruct you to work remotely until further notice. The College has directed its departments to have their employees work remotely to the maximum possible extent, consistent with guidance from public health authorities. Your supervisor or department head will communicate with you regarding whether and when you should transition to a remote work setting. Please feel free to raise any questions you may have with your supervisor. Employees should note that their job may not be able to be performed remotely and such employees should plan to continue to work on campus as usual, unless directed otherwise. If you are approved to work remotely, you must review and comply with the College’s [remote work protocols](https://www.holycross.edu/sites/default/files/wfh_protocols_3-13-2020.docx).

**Q3. If most students are no longer on campus, why do some employees still need to work on campus?**

The decision to have students leave campus and begin distance learning was made to increase social distancing in residence halls, classes, athletics and extracurricular activities. It would be very difficult to protect students from infection in the close, shared quarters of residence halls, and to care for students if many were ill with COVID-19. Because College employees do not live together in group housing, our safety measures for them are different. In addition to directing that many employees work remotely to further enhance social distancing, the College has implemented other effective measures – promoting good hygiene practices, extra surface cleaning, and restrictions on travel, meetings and events.

**Q4. What should I do if I have symptoms of, or am diagnosed with, COVID-19?**

**If you have** [symptoms of Covid-19](https://www.holycross.edu/2019-novel-coronavirus-covid-19-information/if-you-may-have-been-exposed)**, you should immediately leave campus, isolate yourself at home and contact your medical provider. As soon as practicable after you leave campus, you should contact your supervisor to let them know of your absence and otherwise follow the College’s policies regarding the use and reporting of sick time.**

**If you are in fact diagnosed with Covid-19, contact** Melissa Cutroni **in Human Resources. You may also be eligible for Family and Medical Leave or other appropriate leave consistent with College policy. Please contact Human Resources prior to planning your return to work – you may be asked to provide medical certification before returning.**

**Q5. Can I use sick time or take FMLA leave to stay home from work because I fear potential exposure to Covid-19?**

Generally, employees are not entitled to use sick time or take FMLA leave to stay at home to avoid getting sick.If you have concerns about a health or safety issue in your work environment, please alert your supervisor or Human Resources immediately.

Of course, if you or a member of your family is sick, you may use available sick time or other appropriate leave. Please contact Human Resources if you have any questions about what leave may be available to you.

**Q6. What if my child’s school or regular care provider is closed?**

Please immediately communicate with your supervisor or Human Resources about your options, which may include schedule modifications, remote-work arrangements, or the availability of paid or unpaid leave. The College is committed to being as flexible as possible to support employees during this difficult time.

**Q7. The Covid-19 emergency makes me very concerned and upset. What should I do?**

Holy Cross engages KGA, a human resources services firm, to help the College create and sustain a healthy, engaged and productive workforce. KGA offers free and confidential [employee assistance program (EAP)](https://www.holycross.edu/human-resources/benefits-and-services/employee-assistance-program-eap), available 24 hours a day 7 days a week, for employees and adult household members. We encourage you to contact KGA to discuss your concerns.

[**at If My Child’s School Or Regular Care Provider Is Closed?**](https://www.emerson.edu/covid-19/faq)