August 2020

COVID-19 AT A GLANCE

Note: These guidelines are subject to change as the situation evolves. To stay informed, visit the University's COVID-19 website https://www.usm.edu/covid-19/index.php daily for updates.

Faculty & Staff

- Practice all personal safety measures- such as wearing a face covering, practicing physical distancing and washing your hands- as outlined in the USM health protocols.
- Conduct a daily self-screening to ensure you are free of any symptoms before coming to campus. Refer to the USM health protocols for more information.
- Do not report to work if you have tested positive, had a close contact* exposure with someone who has tested positive or is awaiting test results, or are exhibiting potential symptoms of COVID-19. For more information about symptoms, refer to the USM health protocols.
- Notify your supervisor of your absence per normal department policy.
- If you feel unwell while at work and experience potential symptoms of COVID-19 listed in the USM health protocols not due to an underlying chronic health condition, you should notify your supervisor of the need to leave campus immediately.
- Notify your supervisor of your need to self-isolate/quarantine and keep them apprised of your ability to return. If you prefer, you can communicate directly with Human Resources (though absences still need to be reported through the usual process).
- Follow the directions of your healthcare provider and/or the Moffitt Health Center. If you are not seen by a healthcare provider, refer to the USM health protocols for further direction. You may also refer to the MSDH website for information on when it is safe to return to work https://msdh.ms.gov/msdhsite/_static/resources/8632.pdf.
- For information on leave, pay or other employment issues related to COVID-19, please refer to the Employment FAQs.
- Be prepared to participate in any case investigation and contact tracing with state, local or university health officials.
- You should immediately notify close contacts* when sick with COVID-19.
- If you have concerns about reporting to work either for your own health condition or that of a family member's, contact your supervisor and/or Human Resources to discuss potential options and to request an accommodation.
- Anyone returning from international travel must quarantine for 14 days from the time they return. Refer to the USM health protocols for more information.

<u>Supervisors</u>

- Employees should be made aware of the USM health protocols and other resources available on the USM COVID-19 information page: https://www.usm.edu/covid-19/index.php.
- Any employee who tests positive for COVID-19, has had a close contact* exposure, or is experiencing possible COVID-19 symptoms should be sent home immediately and referred to their healthcare provider or Moffitt Health Center.
- Contact your Human Resources Partner who will help you manage the situation and answer questions.
- The employee's healthcare provider (either their own doctor or Moffitt Health Center) should direct decisions about whether to test and/or self-isolate and for how long. If the employee does not wish to seek care from a healthcare provider, refer to the USM health protocols. Moffitt Health Center may also be consulted as needed.
- Consult the USM health protocols to determine if coworkers are an exposure risk and should also be sent home to seek testing/care. Moffitt Health Center may be consulted, as well.
- Please ensure you are communicating with HR throughout to ensure policies are being followed and we are handling issues consistently across campus.
- The names of employees who test positive or have been exposed should not be shared by you for HIPAA purposes, just that a potential exposure exists.
- Contact Physical Plant to request a special cleaning of the work area, if applicable.
- Notify your chain of command of a positive test and/or exposure.
- Work with your Human Resources Partner on requests for accommodations (such as an employee asking to work remotely because of a health condition).
- Refer to the MSDH website for information on when it is safe to return to work https://msdh.ms.gov/msdhsite/_static/resources/8632.pdf.
- Don't panic and start sending everyone home. Immediately reach out to HR or the Moffitt Health Center for assistance.

<u>Close contact</u> is defined as people you have been within 6 feet of for at least 15 minutes within the 48 hours before symptom onset and while symptomatic.

Also, please watch and share USM's Community Standards video.

USM'S COVID-19 WEBSITE

Be sure to check the University's COVID-19 website on a regular basis to keep up with news and information. If you click the link for "Faculty & Staff" you will be redirected to a resources page with a lot of information. The Employment FAQs are also on that page and have recently been updated so you may want to review again to ensure you understand pay and leave for COVID-19 situations.

AFFILIATE & VOLUNTEER DATA FORMS

Please do not submit Affiliate Data Forms and Volunteer Data Forms to paf@usm.edu. Since these forms have identifiable information on them, they do not need to be in email. These two forms must be mailed, hand delivered or faxed to 601-266-4541. We will not be accepting them via email. Thank you for your understanding and protection of personal information.

CORNERSTONE UPDATES

Onboarding – We have begun launching new electronic employee onboarding forms to all new hires who are being hired through Cornerstone. Onboarding will begin the process of generating the EmplID (w#). In order for this process to be successful, hiring managers (or proxy) **MUST** properly "manage" requisitions. When you receive the email notification that a background check has cleared and you have confirmed the start date, go into your job requisition and quickly disposition all applicants to a final disposition and then move the selected candidate to "Hired." ([Final Dispositions Explanations](#)) A w# WILL NOT be generated until the candidate has completed the Onboarding form in Cornerstone AND has been moved to Hired. Overnight this information will be sent from Cornerstone into Soar.

On Demand Cornerstone Training – Training videos have been recorded and uploaded to the [Applicant Tracking System – Hiring Manager Resources](#) webpage for access whenever you need it! In addition to the step-by-step PDF guides, there are now 3 videos that will walk you through the Requisition Request steps, the Offer Letter process, and there is a complete Cornerstone training from start to finish.

STAFF HIRING TOOLKIT

A reminder that everyone should be utilizing the staff hiring toolkit for all staff positions. There are many considerations and important decisions that must be documented as you work through the recruiting and selection process. This toolkit was designed to help hiring managers and search committees work through the process step-by-step from beginning to end. It's always available online on our [Applicant Tracking System - Hiring Manager Resources](#) webpage, complete with links to all applicable policies, forms, training guides and templates.

Includes information on:
- Questions such as: Do I have to post? Do I have to use a committee? Do I need to do reference checks? What is the difference between most qualified and best qualified?
- The legal "don'ts" of interviewing;
- An explanation of criteria (aka minimum qualifications) and how to use it to screen candidates, create questions and choose a hire;
- Sample forms, interview questions, and search committee training.

 If you are not utilizing your toolkit, you are not successfully conducting searches and selections!

UPCOMING VIRTUAL TRAINING CLASSES

Cornerstone Q & A
> Wednesday, August 5th at 10am
> Please RSVP to Angie Hendershot so you can be added to the Teams Invite

Staff Hiring Toolkit Review
> Wednesday, August 12th at 10am
> Please RSVP to Angie Hendershot so you can be added to the Teams Invite

HUMAN RESOURCES PROCESSES DURING COVID-19

For the protection and safety of all, Human Resources will continue working by appointment only. All new hires will need to schedule a time in advance to complete new hire paperwork. In order to schedule the appointment, the individual will need to visit HR's home page and click the link that says Schedule an Appointment (yellow box under page title). This includes GAs and Student Workers. **McLemore is still locked so individuals cannot get to HR without an appointment.**

If you are a current employee and need to speak with someone in HR, we ask that you make contact via phone or e-mail with that person first to make arrangements for a visit, if unable to resolve via phone (several HR staff members are still working remotely at times so they may not be here onsite and you won't be able to get into the building). If you are not sure whom to speak to, contact our main line at 601-266-4050 or call the HR Partner for your department. This link will take you to our directory. We also ask that you leave a message when calling because when working remotely we cannot always see who tried to call us in order to return your call.

A mask is required in order to visit Human Resources.

Also, please remember that students still need to bring their PAF to their new hire appointment with HR. Even though PAFs are electronic now, departments will need to print it off once it has all needed signatures and give it to the student to bring to HR.

EMPLOYEE ASSISTANCE PROGRAM

USM's Employee Assistance Program (EAP), GuidanceResources, has a Coronavirus (COVID-19) resources toolkit available on their website https://pages.e2ma.net/pages/1807892/20932.

Explore webinars and resource guides on topics such as:
- Coronavirus webinars
- Resiliency resources
- Working from home
- Returning to work guide
- Navigating life at home
- Relaxing interactive experience
- And more!

GuidanceResources is online at GuidanceResources.com or the app GuidanceNow. To register, you will need the Organization Web ID which is COM589. When it asks for your company name, enter UNIVE and pause and a box should pop up with The University of Southern Mississippi for you to select.

Remember, you and members of your household also have telephonic access to talk to a counselor, financial advisor or legal advisor: 800-272-7255.

REMOTE WORK DECISION TREE

Understandably, many employees are expressing concerns about working on campus for fear of safety or because of their child's school closure. University HR has created a [Remote Work Decision Tree](#) for supervisors to refer to when determining whether remote work is a possibility or if a different accommodation can be made to resolve the concern. Ultimately, it may not be possible or practical to approve every request, but we will address each request compassionately on a caseby case basis considering individual circumstances. Consult with your HR Partner or the Office of AA/EEO if you have questions.

CONGRATULATIONS SUPER HR!

Quentisha Jones, Sr HR Partner, has received a Master's degree in Human Resources Management

Karen Figueroa, HR Partner- Coast, has received a Graduate Certificate in Human Resources Management

University Human Resources also has 4 team members starting the USM MBA program in the fall. We are so proud of our team!

If you have questions about any of the information contained in this HR Update, please contact our main line at 6-4050 or your HR Partner for more information. SMTTT!