

Washington State University (WSU) is actively evaluating options to address the challenges presented by COVID-19, in order for the University to meet business needs in a safe and effective manner, while maximizing telecommuting options for as many employees as possible and implementing social distancing in the workplace within reason.

Addressing the need for social distancing during the COVID-19 outbreak, while providing essential business services, will require Campuses, Colleges and Areas to make changes to standard operations. Normal work processes may be disrupted.

Campuses, Colleges and Areas are to:

- Develop and implement processes to effectively address social distancing. This includes liberally allowing employees to telework from home or other remote locations.
- Postpone or reschedule any non-essential meetings or utilize Zoom or teleconference technologies for meetings.
- Modify any one-on-one in-person interactions to ensure social distancing. This may include separating employees, or flex or staggered scheduling, for those employees who must come to work.
- Adapt recruitment processes to adhere to social distancing by using Zoom or teleconference interviews.

When determining which duties are to be performed at a WSU work location, consider:

- How the office/work space is set-up. Does the space allow for social distancing?
- Are there private offices or closely situated cubicles?
- Can you create space by allowing some staff to work at another location, to telework, or to work a flexible or staggered schedule?
- For employees whose positions do not normally lend themselves to teleworking, are there special projects that can be assigned that might allow them to telework during all or part of their hours?

To help create social distancing, modify schedules to include rotating employees to be in the WSU work location, alternative location, or teleworking.

### **POLICIES**

All WSU employees are to accurately account for their time. Adhere to WSU policies and processes regarding leave and time reporting.

If modifying civil service staff schedules, per WAC 357-28-252, HRS recommends providing a minimum of 2 days' notice.

If modifying represented classified staff schedules, follow the procedures outlined in the associated collective bargaining agreement.

Managers must follow federal and state laws regarding hours of work, including meal and break periods.

Campuses, Colleges and Areas are to follow their processes to coordinate changes to operations. Including following any protocols of notification or approval from the VP, Chancellor or Dean.

## **RESOURCES**

- [COVID-19 Leave and Work Options for Faculty and Staff](#)
- [Teleworking Tips](#)
- [Flexible Scheduling \(Manager Resources\)](#)

Contact your [HRS Service Team](#) for assistance or contact 509-335-4521 or [hrs@wsu.edu](mailto:hrs@wsu.edu).

For questions regarding graduate assistants and grad students contact the Graduate School at: 509-335-6424 or [gradschool@wsu.edu](mailto:gradschool@wsu.edu).

## **INFORMATION SESSIONS**

Human Resource Services has scheduled on-line information sessions intended to provide resources for employees and managers regarding leave and alternate work options.

To enroll in a session, please click a link below.

### **Leave and Work Options: COVID-19 General Session (Online Only)**

The informational session is intended to provide general resources regarding leave and alternate work options available during the current emerging novel coronavirus COVID-19 environment.

Current offerings: March 18, 1:00PM, March 24, 9:00AM, March 31, 9:00AM

### **Leave and Work Options: COVID-19 Manager Session (Online Only)**

The informational session is intended to provide resources for managers regarding leave and alternate work options available during the current emerging novel coronavirus COVID-19 environment.

Current offerings: March 12, 1:00PM, March 17, 8:30AM, March 26, 11:00AM

Informational sessions are listed in the [Learning Catalog](#) as well as under Featured Learning Opportunities on the main [Learning & Organizational Development](#) webpage.

## **COVID-19**

WSU is closely monitoring and responding to the evolving COVID-19 outbreak following guidance from the [Centers for Disease Control \(CDC\)](#) and the [Washington Department of Health \(DOH\)](#). Visit [WSU COVID-19](#) for additional information.