

**To:** Montgomery College Administrators  
**From:** Krista Leitch Walker, Interim Chief Human Resources Officer  
**Subject:** Employee Concerns and COVID-19  
**Date:** March 11, 2020

The purpose of this communication is to supplement the [memorandum from Dr. Pollard](#) regarding the College's preparations for addressing the impact of the COVID-19 virus in our community and the [memorandum from Drs. Brown and Rai](#) regarding student concerns, providing guidance directed specifically to College supervisors. Please share this memorandum with all supervisors in your units.

The health and well-being of our employees is of the highest priority for Montgomery College. This value is evident and supported by the College's generous and robust sick leave program which allows eligible employees paid time off to rest and recover from illness, attend medical appointments, and to care for family members. Additional forms of paid leave, such as advanced sick leave, short and long-term disability serve as supplements to our standard sick leave. Additionally, the College has worked diligently to support flexible work arrangements, such as telecommuting and remote work, for employees who are in eligible positions for this work arrangement. These are important considerations as we address the needs of the College and employees, and respond to the presence of this virus in the environment.

Employees may express concern about possible exposure to the COVID-19 virus or may be experiencing flu-like symptoms. If so, please provide the following guidance:

- 1) Direct the employee to stay home, contact their health provider and follow the direction of their health-care provider as to when they are able to return to work.
- 2) Inform the Office of Human Resources and Strategic Talent Management (HRSTM) of the possible exposure via email at [HRSTM@montgomerycollege.edu](mailto:HRSTM@montgomerycollege.edu) with the employee's name and M number. This will help us track possible cases.
- 3) Actively encourage the employee to stay at home. Employees who have symptoms of respiratory illness should stay home and not return to work until they are free of fever (100.4<sup>0</sup> F or greater) for at least 24 hours without the use of fever-reducing medications (i.e., Tylenol or Advil).

- 4) Inform employees that advanced sick leave is available and will be granted, if needed. (If advanced sick leave is provided, supervisors must complete and submit an [advanced sick leave form](#) to HRSTM.)
- 5) If an employee is exhibiting concerning symptoms and declines to take sick leave, supervisors should consult HRSTM's Employee and Labor Relations for assistance in determining whether there is objective evidence of illness. You may call or email the following individuals:

Carol Kliever, Interim Manager of Employee and Labor Relations  
(240) 567-5361  
[carol.kliever@montgomerycollege.edu](mailto:carol.kliever@montgomerycollege.edu)

Farah Vivas, Human Resources Specialist  
(240) 567-5396  
[farah.vivas@montgomerycollege.edu](mailto:farah.vivas@montgomerycollege.edu)

(The College is committed to creating and maintaining a safe and healthful environment for our employees, our students, and our Community. Therefore, if there is objective evidence of illness, and an employee refuses to take leave, HRSTM will require the employee to leave the workplace.)

- 6) If an employee shares that they are at higher risk for serious illness because of age or a serious long-term health issue and are concerned about their safety, please contact either Carol Kliever or Farah Vivas for guidance.
- 7) If an employee feels able to work and working from home is applicable for their position, encourage them to do so.

If not already completed, supervisors need to assess the viability of employees being able to work from home when they are quarantined, recovering from illness, and/or caring for sick family members. In addition to considering telecommuting options, supervisors should also plan in advance for the possibility of increased employee absences and a decline in the number of employees able to work.

These are important actions for supervisors to complete outside of the current situation we are facing with COVID-19.

If an employee begins telecommuting due to circumstances resulting from COVID-19, and does not have a current, approved application on file, the supervisor should submit an approved [telecommute application](#) to HRSTM via [email](#). If an employee has already submitted an approved telecommute application and will be temporarily adjusting their telecommute schedule, a new application is not needed.

I encourage you to stay informed of the latest information from public health officials and the College's leadership. This information can be found the Centers for Disease Control and Prevention (CDC) [website](#) and the College's COVID-19 Guidance for MC Students and Employee's [webpage](#). Please share information with your employees, including steps they can take to protect themselves and help prevent the spread of COVID-19 in the workplace. A Frequently Asked Questions (FAQ) document is being developed and will be posted on the COVID-19 website. This document will be updated daily as new questions are asked.

If there are questions that are not addressed in this memorandum, please contact the HRSTM central office at (240) 567-5353 or [HRSTM@montgomerycollege.edu](mailto:HRSTM@montgomerycollege.edu) or one of the [HR Internal Consultants](#) assigned to your campus or location. Please know that HRSTM staff are here to assist you with any questions or special considerations you may need.