Staff Employee Health and Wellbeing and Workforce Planning
Due to Coronavirus Disease 2019 (COVID-19)

SMU is adopting the guidance from the Centers for Disease Control (CDC). SMU asks that all students, faculty, and staff with COVID-19-like illness remain in home isolation until the risk of secondary transmission to others is thought to be low or instructed by your doctor. Symptoms of COVID-19 include mild to severe respiratory illness with fever, cough, and difficulty breathing. Please follow these guidelines:

- **Report sick leave** for the time period you are not at work due to symptoms or illness. If you do not have accrued sick leave, HR will work with you and your manager on a case-by-case basis; you should stay home if you have a symptoms and remain home until instructed by your doctor.
- **Pay for regular staff will not be impacted** by absence due to COVID-19-like illnesses.
- You are **not required to present a doctor’s note** to confirm illness or return to work.
- If you are **caring for ill family members**, report sick leave. If you do not have any sick leave, your situation will be evaluated on a case-by-case basis.
- If you must **stay home to take care of a child in response to school or daycare facility closures** due to COVID-19, coordinate any time off with your manager; all efforts should be made to cover critical work, when possible, including alternative work arrangements and working from home. If you must take time off from work, sick leave and/or vacation leave may be used. If you do not have any sick leave, your situation will be evaluated on a case-by-case basis.

The University remains open and operational with appropriate measures to protect the health of the community. We appreciate the efforts of staff to support our mission of teaching and scholarship. Staff who are well are expected at work as usual.

Early information shows that some people are at higher risk of getting very sick from this (COVID-19) illness. Arrangements may be made for employees that are at higher risk for complications from COVID-19. The high-risk population includes the following:

- Older adults
- People who have serious chronic medical conditions like:
  - Heart disease
  - Diabetes
  - Lung disease

If you are in a high-risk category, SMU recommends the following:

- **If you become ill** with COVID-19-like symptoms, **speak with your healthcare provider** as soon as possible and remain home until instructed by your doctor.
- **Be prepared to work from home** (or an alternate location) if COVID-19 is spreading in your immediate work area. Talk with your manager about **how work might be reassigned** so that essential business functions can continue when you are out of the office.


In order to prepare in advance for emergencies, see the Advance Workplace Preparation for Emergency Situations document.

For a list of frequently asked questions about telecommuting, see the Emergency Telecommuting Arrangement document.