



# Novel Coronavirus (COVID-19)

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## Frequently Asked Questions About COVID-19

This Novel Coronavirus (COVID-19) website was last updated on March 27, 2020 at 4:27 p.m.

Use the buttons below to view frequently asked questions about a certain topic:



### What are the signs and symptoms of COVID-19? *(Updated March 18, 2020)*

COVID-19 signs and symptoms include fever, cough, and shortness of breath. Anyone who presents symptoms compatible with a COVID-19 or a flu-like illness should not be on UMB's campus and should seek guidance from a healthcare provider. This includes all general, administrative, research, lab, and classroom settings. Contact your health care provider or UMaryland Immediate Care (UMIC) at (667) 214-1899.

You should remain out of work for five (5) to seven (7) days from the onset of a flu-like illness, and after remain out until you have been symptom and fever-free (without the use of fever reducing medications or cough suppressants) for twenty-four (24) hours. During the period that UMB is dealing with COVID-19, an employee will not be required to provide medical documentation upon return to work if the absence was due to a flu-like illness.

### How can I protect myself and others from COVID-19? *(Updated March 18, 2020)*

The Centers for Disease Control and Prevention (CDC) recommends:

Stay home from school or work if you feel sick with fever, cough, and shortness of breath. Limit contact with others to keep from infecting them and do not return to class or work until you have been symptom-free (without use of fever or symptom reducing medications) for 24 hours.

Cover your nose and mouth with a tissue when you cough or sneeze. Throw away the tissue after you use it. If you do not have a tissue, sneeze into your elbow.

Wash your hands often with soap and water, especially after you blow your nose, cough, or sneeze. If soap and water are not available, alcohol-based hand cleaners with at least 60 percent alcohol also are effective.

Avoid shaking hands with others.

Avoid touching your eyes, nose, or mouth. Germs spread that way.

Avoid close contact with anyone with a fever or cough. Officials believe COVID-19 spreads mainly person-to-person through coughing or sneezing. For additional information about COVID-19, visit the CDC website.

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**If a student lives in Fayette Square or Pascault Row and believes they have been in close contact with a confirmed COVID-19 patient, or they have contracted COVID-19 themselves, whom should they contact? (Updated March 18, 2020)**

Students who live in Fayette Square or Pascault Row should refer to the 3/17/20 Letter to Residents located in the resources section of the UMB COVID-19 website or contact Margaret Schotto, director of UMB Housing, at 410-706-5523 or 410-706-5528 after business hours.

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**Will UMB prohibit students, faculty, or staff from coming to campus? (Updated March 18, 2020)**

Our priority is to maintain a safe educational and work environment for our students, faculty, and staff. At this time all employees who are able to work remotely have been reassigned to telework and all classes have been canceled or moved to an online platform. For further information, employees should refer to the UMB COVID-19 Telework Policy and students should contact their specific instructors for information on class scheduling and access.

Individuals posing a public health risk to our community will not be permitted to come to campus.

Employees/students who appear to have acute respiratory illness symptoms (cough, fever or shortness of breath) upon arrival to work or campus or who become sick during the day should be separated from other employees/students. Sick employees/students should cover their noses and mouths with a tissue when coughing or sneezing and immediately throw the tissue away. If you have a concern about the health of a student or employee on campus, you should contact your school's Student Affairs Dean (students) or Human Resources (Employees). You should be mindful of confidentiality obligations related to student and employee personnel or medical information.

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**Will UMB excuse an absence for a student who is sick with COVID-19? (Updated March 18, 2020)**

Those who are sick with COVID-19 should stay at home or in a health care facility until cleared by their local public health department to minimize the spread of the virus. Schools will make reasonable efforts to accommodate sick students. In some cases, make-up activity may not meet requirements for the student to continue in their studies as intended. The school and student will need to work together to determine a revised academic plan. Seek guidance from your school's Academic Affairs office.

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### **Will UMB excuse an absence for students who need to care for sick family members with COVID-19? (Updated March 18, 2020)**

Students who are healthy but whose family members are home sick with COVID-19 should notify their school and refer to a health care provider for guidance on conducting a risk assessment of their potential exposure. Schools will make reasonable accommodations for students who are caring for a sick family member. In some cases, make-up activity may not meet requirements for the student to continue in their studies as intended. The school and student will need to work together to determine a revised academic plan. Seek guidance from your school's Academic Affairs office.

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### **Can I still go on my school- or work-related travel? (Updated March 18, 2020)**

Work-related out-of-state travel and international travel is prohibited.

There are the following exceptions to this subsection: (a) travel that is within 75 miles from the traveler's normal workplace for essential clinical or client matters. Granting an exception requires the approval of the Dean (with advance notification to the Provost) for UMB employees, students or faculty practices, or UMMS Executive for UMMS employees. This decision will be made based on information at the time the individual has chosen to travel; or (b) Travel to return home by an individual already travelling at the outset of Step 2.

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### **What does it mean to have to "self-quarantine"? What do I have to do? (Updated March 18, 2020)**

Self-quarantine, or voluntary self-confinement, means UMB requests you to separate yourself, restrict your movement, and minimize your interactions with other people. The purpose is to limit the spread of COVID-19 because you have been identified as a person who had potential exposure during travel or work. Here are some concrete steps to help you make this happen:

Stay home (or in your provided accommodation or hotel room) except to get medical care. You will not be allowed to return back to classes, work, or rotations.

No visitors — only residents should be in the home. · If you live in Fayette Square or Pascault Row, refer to the 3/17/20 Letter to Residents on UMB's COVID-19 Website or contact UMB Housing directly at 410-706-5523 for assistance.

Separate yourself from other people. Stay in a separate bedroom and use a separate bathroom. If this is not possible or was not maintained, other residents must also self-quarantine for 14 days.

Call ahead before visiting a health care provider.

Cover your cough and sneezes. Wear a standard face mask if you are sick. This minimizes your chance of infecting others. (Note: An N-95 respirator is not an effective face mask for those who are sick.)

Clean your hands often. Wash with soap and water for a minimum of 20 seconds or use alcohol-based hand sanitizers with at least 60 percent alcohol.

Avoid touching your eyes, nose, and mouth.

Avoid sharing personal household items.

Clean “common” or “high-touch” surfaces every day.

Monitor your symptoms. Measure your temperature and be aware of a worsening cough, difficulty breathing, or shortness of breath. If any of these happen, contact a health care provider for an urgent care appointment or visit the closest emergency room. Please call ahead first.

Be aware that campus health or the local health department may also maintain status checks on your health and confirm that you are confining yourself.

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### **What resources are available if I am feeling stressed because of coronavirus? *(Updated March 18, 2020)***

Students, faculty, and staff may experience stress and/or anxiety because of the uncertainties surrounding COVID-19. Students are encouraged to contact the Student Counseling Center at 410-328-8404. Faculty and staff are encouraged to contact the Employee Assistance Program at 667-214-1555.

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### **Should I participate in large gatherings or events? *(Updated March 25, 2020)***

UMB/UMMS-hosted events scheduled on or before April 5, 2020, have been canceled. For events scheduled after April 5, 2020, it is advised that event hosts consider COVID-19 risks and advice from government health officials along with other factors that trigger a “go/no-go decision”. Please keep in mind that COVID-19 risks may cause cancellation of events in the foreseeable future.

Per executive order of Maryland Gov. Larry Hogan, planned large gatherings and events must be canceled or postponed until after termination of the state of emergency and the proclamation of the catastrophic health emergency has been rescinded.

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### **What is the difference between isolation and quarantine? *(Updated March 18, 2020)***

According to the U.S. Department of Health and Human Services, isolation and quarantine are public health practices used to stop or limit the spread of disease.

Isolation is used to separate ill persons who have a communicable disease from those who are healthy. Isolation restricts the movement of ill persons to help stop the spread of certain diseases. For example, hospitals use isolation for patients with infectious tuberculosis.

Quarantine is used to separate and restrict the movement of well persons who may have been exposed to a communicable disease to see if they become ill. These people may have been exposed to a disease and do not know it, or they may have the disease but do not show symptoms. Quarantine can also help limit the spread of communicable disease.

**Isolation and quarantine are used to protect the public by preventing exposure to infected persons or to persons who may be infected.**

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### **Is social distancing a requirement?** *(Updated March 18, 2020)*

Social distancing is encouraged in all situations, and it is required in certain workplace situations even in the absence of COVID-19 symptoms.

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### **How do I practice social distancing?** *(Updated March 18, 2020)*

Per the Centers for Disease Control and Prevention, individuals are asked to avoid mass gatherings and congregate settings (large meetings, conventions, churches, malls, etc.) and maintain a distance of at least 6 feet from others when possible.

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### **What if I am presenting COVID-19 symptoms?** *(Updated March 25, 2020)*

Anyone who presents symptoms compatible with a COVID-19 (defined as fever, cough, or difficulty breathing) or a flu-like illness should not be on UMB's campus and should seek guidance from a health care provider. This includes all general, administrative, research, lab, and classroom settings. Contact your health care provider or UMaryland Immediate Care at 667-214-1899.

You should remain out of work for five (5) to seven (7) days from the onset of a flu-like illness, and after remain out until you have been symptom- and fever-free (without the use of fever-reducing medications or cough suppressants) for twenty-four (24) hours. During the period that UMB is dealing with COVID-19, an employee will not be required to provide medical documentation upon return to work if the absence was due to a flu-like illness.

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### **Can I hold administrative meetings?** *(Updated March 25, 2020)*

All in-person meetings are prohibited and should be moved to a virtual platform or canceled. A Dean or Vice President can make an exception on a case-by-case basis for a meeting deemed essential to critical operations (e.g., clinical team meetings) that must occur in-person that can be achieved with social distancing.

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### **Can I have meetings with visitors from outside the UMB community?** *(Updated March 18, 2020)*

All meetings with outside visitors should be moved to a virtual platform or canceled.

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**Will students be able to return to classes this semester?** *(Updated March 25, 2020)*

All didactic instruction will take place via distance learning for the remainder of the academic year.

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**Can I continue to participate in my clinical rotation, field placement, or internship (whether health social work, or law)?** *(Updated March 25, 2020)*

Starting Saturday, March 19, 2020, all in-person experiential learning activities with patients and clients must be halted and converted to virtual or other options that do not involve in-person activities.

Options that include activities such as distance simulation, special online resources, and online activities such as telemedicine, telehealth and telebehavioral health, and similar means of care delivery are encouraged.

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**Will UMB events go on as planned?** *(Updated March 25, 2020)*

UMB/UMMS-hosted events scheduled on or before April 5, 2020, will be canceled. For events scheduled after April 5, 2020, it is advised that event hosts consider COVID-19 risks and advice from government health officials along with other factors that trigger a “go/no-go decision.” COVID-19 risks may cause cancellation of events in the foreseeable future.

Per executive order of the governor of Maryland, planned large gatherings and events must be canceled or postponed until after termination of the state of emergency and the proclamation of the catastrophic health emergency has been rescinded.

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**What about on-campus events hosted by a non-UMB organization?** *(Updated March 25, 2020)*

On-campus events hosted by a non-UMB organization scheduled on or before April 5, 2020, will be canceled. For events scheduled after April 5, 2020, it is advised that event hosts consider COVID-19 risks and advice from government health officials along with other factors that trigger a “go/no-go decision.” COVID-19 risks may cause cancellation of events in the foreseeable future.

Per executive order of the governor of Maryland, planned large gatherings and events must be canceled or postponed until after termination of the state of emergency and the proclamation of the catastrophic health emergency has been rescinded.

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**Can I travel outside of the country if it is work-related?** *(Updated March 16, 2020)*

All international work-related travel is prohibited until further notice, with the exception of travel to return home by an individual who was already traveling.

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**What about domestic work-related travel?** *(Updated March 17, 2020)*

All domestic work-related travel is prohibited until further notice. With the exception of travel to return home by an individual who was already traveling at the onset of Step Two.

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### **Can I still go on my personal travel plans?** *(Updated March 25, 2020)*

Personal travel outside of Maryland (not related to regular commute) is strongly discouraged.

UMB may restrict access to UMB or UMMS facilities for anyone who travels against this advice.

Be aware this could include a 14-day period of self-quarantine.

Students traveling against UMB Policy or Advice are required to check with their Student Affairs Dean before returning to campus. Employees traveling against UMB Policy or Advice are required to contact Human Resources before returning to campus.

Decisions about whether a student or employee is required to stay away from campus/self-quarantine will be made in consultation with UMB's health care providers (UMIC) and Centers for Disease Control (CDC) guidelines or by Senior Leadership in consultation with public health officials. Please note that UMB's Travel Guidelines require all individuals traveling to areas with any CDC COVID-19 travel warning (1-3) to self-quarantine. (See: <https://wwwnc.cdc.gov/travel/notices> .

Employees traveling against UMB Policy or Advice should be aware that if they are unable to perform essential functions as result of a self-quarantine imposed due to the employee's traveling against advice, their actions could severely impact business operations. Employees (faculty and staff) should speak to their supervisors before traveling.


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### **What happens if I travel against UMB policy or advice?** *(Updated March 25, 2020)*

Personal travel outside of Maryland (not related to regular commute) is strongly discouraged.

UMB may restrict access to UMB or UMMS facilities for anyone who travels against this advice. Be aware this could include a 14-day period of self-quarantine.

Students traveling against UMB Policy or Advice are required to check with their Student Affairs Dean before returning to campus. Employees traveling against UMB Policy or Advice are required to contact Human Resources before returning to campus.

Decisions about whether a student or employee is required to stay away from campus/self-quarantine will be made in consultation with UMB's health care providers (UMIC) and Centers for Disease Control (CDC) guidelines or by Senior Leadership in consultation with public health officials. Please note that UMB's Travel Guidelines require all individuals traveling to areas with any CDC COVID-19 travel warning (1-3) to self-quarantine. (See: <https://wwwnc.cdc.gov/travel/notices> .

Employees traveling against UMB Policy or Advice should be aware that if they are unable to perform essential functions as result of a self-quarantine imposed due to the employee's traveling against advice, their actions could severely impact business operations. Employees (faculty and staff) should speak to their

supervisors before traveling.

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### **What is a self-quarantine?** *(Updated March 18, 2020)*

A self-quarantine (sometimes referred to as an asymptomatic quarantine) includes those instances when an individual is directed to not come to campus while they quarantine themselves for a period of time despite presenting no immediate symptoms of illness. These individuals may not be sick and may never present symptoms of illness.

Self-quarantines could arise when an individual is reasonably believed to have been exposed to a communicable disease but is not yet symptomatic or when an employee is traveling from an area with travel restrictions in place.

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### **What happens if an employee is required to be away from work for a period of quarantine but does not have any symptoms of illness?** *(Updated March 18, 2020)*

Remote work/telework should be the first option for employees who are physically well but are prevented from coming to work due to self-quarantine. If an employee is required by the University, health authorities, or a health care provider to be away from work as part of a self-quarantine, they will be permitted to use their Sick Leave or other forms of paid leave.

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### **What do I do if I feel like I have been exposed to someone who has COVID-19?** *(Updated March 25, 2020)*

If you had contact with someone who was diagnosed with COVID-19, you should seek guidance from a health care provider who can walk them through the appropriate questions and answers to determine the risk of exposure based on the individualized facts of their circumstances.

You can fill out the UMB Community COVID-19 Potential Exposure Form or contact UMaryland Immediate Care at 667-214-1899. Note that contact with someone else who was advised to self-quarantine does not mean you were exposed and does not warrant any special actions.

Whether a person thinks they have been exposed or not, everyone is encouraged to continue to practice social distancing, regular handwashing, and other preventative hygiene practices.

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### **What happens if a UMB student or employee tests positive for COVID-19?** *(Updated March 25, 2020)*

If an employee is confirmed to have COVID-19, Human Resources should be contacted so that it may determine appropriate steps for notifying fellow employees of their possible exposure to COVID-19 in the workplace.

If a student is confirmed to have COVID-19, their Student Affairs dean should be contacted.

Ensuring the anonymity of these individuals is paramount. In making notifications, the identity and privacy of a person who tests positive should be respected so that they can focus completely on their health. The last thing they need — or any of us would want for them — is public attention and scrutiny. We will do everything we can to support these individuals through what is undoubtedly a disconcerting and difficult time.

If you are aware of their identities, please respect their privacy.

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#### **Will UMB close during episodic telework?** *(Updated March 18, 2020)*

No. UMB will remain open during any period of episodic telework. However, certain operations have been reassigned to remote locations.

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#### **Are the regular restrictions on teleworking applicable during episodic telework (e.g., related to presence of children)?** *(Updated March 18, 2020)*

No. The regular restrictions on teleworking are waived during this period.

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#### **What is the purpose of episodic telework?** *(Updated March 18, 2020)*

The goal is to dramatically reduce the number of people on campus, and thereby reduce the chance of spread.

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#### **Am I required to work during a period of episodic telework under the COVID-19 Telework Policy?** *(Updated March 18, 2020)*

All employees who are able to work remotely are immediately reassigned and required to telework, and if they need time away from work, they are required to use some form of accrued leave. Questions about leave can be directed to Human Resources.

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#### **What happens if my job cannot be performed remotely?** *(Updated March 18, 2020)*

Employees whose job functions are not able to be performed remotely, as determined by their supervisor, will be placed on Administrative Leave unless they have been deemed “Essential for Pandemic Circumstances – On Campus.”

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#### **How do I know if I have been designated as “Essential for Pandemic Circumstances – On Campus”?** *(Updated March 18, 2020)*

Employees who are designated as “Essential for Pandemic Circumstances – On Campus” will receive a notification from their supervisor. If you have any questions, you should ask your supervisor.

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**If I have been designated as “Essential for Pandemic Circumstances - On Campus” am I required to come to work? *(Updated March 20, 2020)***

Employees who are designated as “Essential for Pandemic Circumstances - On Campus” may be required to report to work for their regularly scheduled shifts (with exceptions for illness and other COVID-19 related accommodations). Job duties that can be performed via telework should be performed remotely. These employees should stay in contact with their supervisors to determine whether their designation changes.

Employees who have been designated as “Essential for Pandemic Circumstances - On Campus” needing accommodations should contact Human Resources.

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**What happens if I am designated as “Essential for Pandemic Circumstances - On Campus” but am also sick? *(Updated March 18, 2020)***

Employees who have been designated as “Essential for Pandemic Circumstances - On Campus” who have symptoms consistent with COVID-19 (fever, coughing, shortness of breath) should not come to campus and should contact their supervisor.

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**If I am a non-exempt employee who has been designated as “Essential for Pandemic Circumstances - On Campus,” how will I be paid? *(Updated March 18, 2020)***

For all hours that a non-exempt employee with the designation of “Essential for Pandemic Circumstances - On Campus” is required to be on campus, they will be provided with their regular pay in addition to the choice of receiving an equivalent amount of compensatory leave or a cash payment.

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**Can I come to campus during episodic telework under the COVID-19 Telework Policy? *(Updated March 18, 2020)***

No employees should be at their worksite unless they have been deemed “Essential for Pandemic Circumstances - On Campus” or unless they have been instructed or allowed to be present by a dean or vice president (with notification to the provost) based on a compelling reason.

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**How long will episodic telework under the COVID-19 Telework Policy last? *(Updated March 18, 2020)***

It is not known how long episodic telework under the COVID-19 Telework Policy will last. UMB will continue to evaluate these plans and work closely with state and local officials.

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**How do I access UMB applications and systems if I am teleworking? *(Updated March 18, 2020)***

Almost all UMB applications and systems are web-based and can be accessed directly via a web browser on your home/remote computer. You do not need to use a virtual private network (VPN) connection unless a particular UMB application or system is not accessible via the web.

For information on VPNs - <https://www.umaryland.edu/cits/service-catalog/vpn/>

For more information on web browsers - <https://www.umaryland.edu/cits/clearing-your-browser-cache-and-cookies/>

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### **Will UMB provide me a computer if I need or want one? (Updated March 18, 2020)**

Employees who are able to work remotely on personal devices may be required to do so. Employees who need devices should speak with their supervisors about availability of UMB devices.

For more information about the technical aspects of telework, please review [CITS Top 10 IT Recommendations for Telework](#).

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### **Since we are going to be teleworking and not using UMB parking services, will parking deductions still be taken out of our paycheck? (Updated March 25, 2020)**

Deductions for parking are made for employees who have parking hangtags and are not contingent upon whether an employee comes into work during a particular pay period.

There are fixed costs to run the parking operations that don't change because of COVID-19. The following are examples of those costs:

The open facilities must maintain operations to support UMB essential employees, patients, and UMMC staff (doctors and nurses). There are cost associated with the daily operations, including payment of parking employees and other contractual costs.

Maintenance of and upkeep of parking must be continued.

Debt Service payments on bonds continue to occur.

The University is committed to lessening the financial impact of COVID-19 absences on employees. Continuing to pay for parking helps ensure that these parking-related costs are paid while UMB continues its mission and serves the community.

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### **Will Federal Work Study Student Employees and Non-Federal Work Study Student Employees still get paid? (Updated March 18, 2020)**

UMB will continue to pay Federal Work Study Student Employees and Non-Federal Work Study Student Employees based on the average number of hours they typically work per week.

Students will submit their time as normal after receiving guidance from their supervisor.

Supervisors will determine whether student employees may be able to engage in telework for the average number of hours they typically work per week.

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### **What happens if I have been designated as an “Essential Employee for Pandemic Purposes – On Campus” and I have an underlying medical condition or risk factor that puts me at greater risk?** *(Updated March 18, 2020)*

No employee who is immuno-compromised or otherwise considered by CDC guidance to be high-risk regarding COVID-19 will be required to work on campus. Faculty and staff over the age of 60, or those with CDC-recognized underlying conditions, can contact Human Resources on a confidential basis and arrange telework, use accrued sick or other leave, or receive an excused absence.

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### **How do I use Office 365?** *(Updated March 18, 2020)*

The Enterprise Training Group is providing online classes on how to use Office 365 to work from home as well as providing specific detailed classes for Microsoft Teams, OneDrive, SharePoint, etc.

It is highly recommended that people read the information that is available on the Office 365 website - <https://www.umaryland.edu/office365/>. The site has been updated with additional information, including instructions for moving files to SharePoint from network file shares.

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### **How do I use Webex, Skype for Business, Microsoft Teams, or Blackboard Collaborate for virtual meetings?** *(Updated March 18, 2020)*

For more information on Webex, including how to create a voice-only conference line - <https://www.umaryland.edu/cits/services/webex/>.


For more information on Skype for Business - <https://www.umaryland.edu/office365/skype-for-business/>.

For more information on Microsoft Teams - <https://www.umaryland.edu/office365/teams/>.

For more information on Blackboard Collaborate - <https://www.umaryland.edu/blackboard/collaborate/>.

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### **How do I install anti-virus software to protect my computer, my identity, and UMB systems?** *(Updated March 18, 2020)*

If using Windows 10, turn on the built-in antivirus feature called Microsoft Defender. <https://support.microsoft.com/en-us/help/17464/windows-10-help-protect-my-device-with-windows-security> 

Purchase Symantec Endpoint Protection here - [https://cf.umaryland.edu/software\\_sales/](https://cf.umaryland.edu/software_sales/).

Many Internet Service Providers (ISPs) offer free antivirus software.

Comcast/Xfinity provides Norton Security Online - <https://www.xfinity.com/hub/internet/internet-security> 

Verizon/FIOS provides Verizon Internet Security Suite - <https://www.verizon.com/support/consumer/internet/essentials/internet-security-suite-download> 

AT&T provides AT&T Internet Security - <https://www.att.com/support/article/u-verse-tv/KM1046931/> 

Spectrum provides Security Suite - <https://www.spectrum.net/support/internet/security-suite-windows-installation/> 

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### **How can I be wary of coronavirus scams and phishing attempts?** *(Updated March 18, 2020)*

Unscrupulous individuals are trying to take advantage of this situation. Never share personal information.

For more information on spam - <https://www.umaryland.edu/cits/services/spam/>.

For more information on phishing - <https://www.umaryland.edu/cits/it-security-and-compliance/>.

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### **How do I update my computer?** *(Updated March 18, 2020)*

Make sure your operating system, anti-virus, web browsers, and other third-party software like Microsoft Office and Adobe Acrobat are all up to date. Check for updates frequently.

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### **Can I save sensitive University data using my personal device?** *(Updated March 18, 2020)*

Do not save any sensitive University data to your personal device. Please save all work to Microsoft OneDrive or SharePoint.

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### **Can I use public WiFi to conduct University business?** *(Updated March 18, 2020)*

Do not use public WiFi to conduct sensitive University business. When connected to campus systems remotely, do not leave your computer unattended and make sure you log out when you have finished your work.

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### **How do I add additional second factors to my Duo account?** *(Updated March 18, 2020)*

If you are not already using the Duo Mobile app on your iPhone or Android, set up Duo Push for the best experience.

If your only second factor is your UMB office phone, add your home phone as another option.

For more information on Duo - <https://www.umaryland.edu/cits/services/duo/existing-user/>.

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### **Where can I find information regarding the use of the Blackboard Learning Management application for teaching and learning?** *(Updated March 18, 2020)*

For instructors and course builders - <https://www.umaryland.edu/blackboard/instructors-and-course-builders/>.

For students - <https://www.umaryland.edu/blackboard/student-topics/>.

For school-specific support - <https://www.umaryland.edu/blackboard/school-specific-support/>.

For Blackboard Collaborate - <https://www.umaryland.edu/blackboard/collaborate/>.

Visit the Faculty Center for Teaching and Learning - <https://www.umaryland.edu/fctl/>.

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### **If I have been designated as “Essential for Pandemic Circumstances – On Campus,” can I bring my child to work since schools are closed? (Updated March 18, 2020)**

No. Visitors of employees (including children) are not allowed on campus.

Employees who have been designated as “Essential for Pandemic Circumstances – On Campus” must make arrangements for childcare. If finding alternate childcare is not possible, you should contact Human Resources to ask about options for reassignment or leave.

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### **If I have been assigned to telework, how do I fill out my time sheet? (Updated March 18, 2020)**

All employees (exempt and non-exempt) should enter their time and attendance in the normal fashion. For exempt employees, this involves entering “D” for duty days. For non-exempt employees, this involves entering the hours worked.

Employees who have been assigned to telework and need time off for illness or personal reasons are required to enter their leave in accordance with standard leave policies. Absences which are related to COVID-19 (e.g., a parent who is unable to telework due to the need to care for a dependent child) are eligible for sick leave.

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### **If I have been put on Administrative Leave, how should I fill out my time sheet? (Updated March 18, 2020)**

Non-exempt employees whose job duties are not capable of being performed remotely and who are not designated as “Essential for Pandemic Circumstances – On Campus” should use the hourly employee Administrative Leave code.

Exempt employees whose job duties are not capable of being performed remotely and who are not designated as “Essential for Pandemic Circumstances – On Campus” should use the salary employee Administrative Leave code. New leave codes may be created. Employees should seek guidance from their supervisor or Payroll representative.

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### **Can supplies purchased with a P-card be shipped directly to employees who are teleworking?**

*(Updated March 18, 2020)*

Per the State of Maryland Corporate Purchasing Card Policy and Procedures Manual, services shall be performed and goods shall be received at a state agency address unless written prior approval is received.

Joseph Evans, assistant vice president for strategic sourcing and acquisition services, has determined that it would be unrealistic to provide written prior approval for each individual request given the magnitude of staff teleworking, and has written the following:

*As the campus Procurement Card Program Administrator (PCPA), I am providing written prior approval to ship to a non-University address during the period we are in Step 2 of COVID-19.*

*As the cardholder you are still responsible for obtaining and maintaining all required documentation associated with purchases you make with the Pcard regardless of the delivery location. It is recommended that if you do have to ship to a non-University address, that you place a copy of this email along with an explanation of the shipment with the transaction and your transaction log.*

*This blanket approval will be rescinded when we are no longer in Step 2 of COVID-19.*

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### **If I have been designated as “Essential for Pandemic Purposes – On Campus” can my supervisor require me to come to work for only a few hours, but not a full shift or a full workweek? What types of compensation are available if this happens and I am a non-exempt employee?** *(Updated March 18, 2020)*

An employee (exempt or non-exempt) who has been designated as “Essential for Pandemic Circumstances – On Campus” may be required to come to work for part of a shift and required to go home for other parts of a shift. For example, an employee may have certain duties that are essential to business continuity and require on-campus presence but other duties that are non-essential or can be performed remotely. Supervisors should only require employees to be on campus for the hours necessary to accomplish these essential functions.

For all hours that a non-exempt employee with the designation of “Essential for Pandemic Circumstances – On Campus” is required to be on campus, they will be provided with their regular pay in addition to the choice of receiving an equivalent amount of compensatory time or a cash payment. Hours spent off campus should be designated as regular work hours if teleworking or as Administrative Leave for employees whose job duties are not capable of being performed remotely.

Exempt employees should continue to use the designation of “D” for duty days or as Administrative Leave for employees whose job duties are not capable of being performed remotely.

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### **What do I do while Maryland schools are closed and I need to take care of my kids?** *(Updated March 18, 2020)*

Employees are re-assigned to telework, and the normal restrictions related to telework are waived under the COVID-19 Telework Policy (e.g., related to the presence of children). If an employee can't telework because they need to supervise a dependent child during a COVID-19-related school or daycare closure, they are permitted to use Sick Leave.

This could mean an employee works for some hours of the day and uses sick leave for others. Adjusting daily schedules may also be an option for some employees (e.g., making up missed hours in the evenings or on weekends). Employees and supervisors are encouraged to be flexible.

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### **Will commencement take place?** *(Updated March 25, 2020)*

UMB has decided to suspend in-person commencement and school convocations. The University is actively exploring alternative and meaningful ways to recognize and celebrate our graduates and their families. These plans will be communicated as soon as practical.

We also hope to celebrate our graduating students in the fall during UMB's Founders Week.



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### **Will Student Recruitment and Admissions continue?** *(Updated March 16, 2020)*

Student recruiting and admissions in-person events are prohibited until further notice.

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### **What is the COVID-19 Telework Policy?** *(Updated March 16, 2020)*

During Step 2, the UMB President has declared the transition to episodic telework. This means that all employees who are able to work remotely are reassigned to telework. Details of this policy are found [here](#)  PDF .

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### **What are Steps One and Two of the UMB Policy Regarding COVID-19?** *(Updated March 18, 2020)*

Step One is a series of recommendations and policies from UMB leadership regarding COVID -19. Step One has a set of less restrictive guidelines for students, faculty, and staff in relation to travel, gatherings, classes, and events, and Step Two has more restrictive guidelines and policies.

The UMB President and UMMS President have decided to move to Step 2.

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### **What happens if I am a UMB employee and I am required to be away from work for a period of quarantine or other COVID-19 pandemic-related reasons but I do not have any available leave?** *(Updated March 18, 2020)*

UMB seeks to foster good public health practices, which include encouraging employees who are sick, or who are reasonably believed to have been exposed to a serious communicable disease, or who have traveled from an area with travel restrictions in place, to stay home.

Employees affected by COVID-19 related absences who cannot work remotely and who have exhausted all paid leave should contact Human Resources to discuss options.

UMB is working to minimize the financial impact of COVID-19 related absences on employees.

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**Can you please clarify if we are getting paid during the period of episodic telework? (Updated March 18, 2020)**

Yes, employees will be paid. UMB is working to minimize financial impact of COVID-19 related absences. Circumstances will dictate whether pay comes in the form of Regular work hours, Administrative Leave, or other forms of accrued leave.

During episodic telework, unless the employee has been designated as “Essential for Pandemic Circumstances – On Campus,” employees who are able to work from home are reassigned to work from home. These employees will receive their regular pay and they will enter their time in the normal fashion.

During episodic telework, unless the employee has been designated as “Essential for Pandemic Circumstances – On Campus,” employees who are not able to work remotely as determined by their supervisor will be granted Administrative Leave and they will enter their time using designated Administrative Leave codes.

Information regarding employees who have been designated as “Essential for Pandemic Circumstances – On Campus” are addressed in other Q&As.

During COVID-19 related school closings, self-quarantines, and illness, employees who cannot telework are authorized to use Sick Leave and other forms of accrued leave.

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**Will employees who are required to work during an Emergency Closure be entitled to additional compensation or leave? (Updated March 18, 2020)**

UMB is not closed. UMB is utilizing a social distancing strategy recommended by public health experts to dramatically reduce the number of people on campus, and thereby reduce the chance of spread. Thus, although working remotely, UMB is open and committed to fulfilling its important role in our community including education, research, and client/clinical services.

Exempt employees: Exempt employees have not been authorized to receive compensatory time for working on campus because their presence on campus is part of a social distancing strategy – not a campus closure or unsafe worksite. UMB’s compensation of Exempt employees is consistent with USM guidance and the practice of other institutions across the system.

During this transitional and uncertain time, UMB is working to minimize the financial impact of COVID-19 related absences on our employees. Exempt employees are eligible for the various leave categories that have been made available by USM. For example, if an exempt employee needs to take leave in order to care for a

dependent child during a COVID-19 related school closure, they will be eligible to use sick leave for that absence. Similarly USM has relaxed the requirements of certain leave categories. Exempt employees with questions about leave should contact Human Resources.

**Non-exempt employees:** Pursuant to the COVID-19 Telework Policy (and consistent with USM guidance), during the period of episodic telework, for all hours that a non-exempt employee with the designation of “Essential for Pandemic Circumstances – On Campus” is required to be on campus, they will be provided with their regular pay in addition to the choice of receiving an equivalent amount of compensatory time or a cash payment.

This does not apply to University Police whose compensation addressed elsewhere.

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### **How will police officers be compensated during the period of episodic telework? (Updated March 25, 2020)**

Because UMB is open and the majority of employees are continuing to report for work, University Police will continue to report for duty and will receive their regular pay (including any applicable overtime or on-call pay) as spelled out in existing policies and applicable collective bargaining agreement.

During this transitional and uncertain time, UMB is working to minimize the financial impact of COVID-19-related absences on our employees. University Police are eligible for the various leave categories that have been made available by the University System of Maryland (USM). For example, if a police officer needs to take leave to care for a dependent child during a COVID-19-related school closure, they will be eligible to use sick leave for that absence. Similarly, USM has relaxed the requirements of certain leave categories. University Police with questions about leave should contact Human Resources.

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### **Can students participate in any group, in-person activities with faculty as an alternative to my experiential/field learning activity? (Updated March 19, 2020)**

Group in-person activities with faculty for alternative experiences, inclusive of classroom simulations, formulary assessments, etc. are allowed if strict measures are taken to follow the 6 foot social distancing rule and documentation of that requirement is maintained.

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### **How will field placements that occur in social work and other similar programs be treated? (Updated March 19, 2020)**

For field placements that occur in social work and other similar programs, these experiences will be converted to remote activities.

Options that include activities such as distance simulation, special online resources, and online activities such as telemedicine, telehealth and telebehavioral health and similar means of care delivery are encouraged.

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**What happens if I have unmet graduation requirements that are critical in order to graduate on time this year? (Updated March 19, 2020)**

Innovative solutions should be sought to meet these needs. For example, clinical and field rotations for a small number of students that can be deemed extremely safe from COVID infection for students may be considered. These solutions must be approved by the dean of the relevant school in consultation with the provost. Careful records must be kept documenting the decision, the safety of the situation, and explicit measures taken to assure social distancing.

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**Will students still have to pay University fees and housing fees if they are not allowed on campus? (Updated March 25, 2020)**

Students living at Pascault Row or Fayette Square may receive a partial refund of their housing costs if they choose not to reside in those facilities for the remainder of the semester.

All UMB students are eligible for a partial refund of certain University fees, including the Campus Center Infrastructure and Service fee (URecFit portion), parking fee, UM *shuttle* fee, and the Student Government Association fee. Please be patient as UMB develops the best method through which to provide these refunds in compliance with state rules and processes.

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**With the campus library closed, will late fees for materials that can't physical be returned be waived? (Updated March 20, 2020)**

All fees and fines will be waived per an agreement with USM Library Consortium members.

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**Can employees who are designated as “Essential for Pandemic Circumstances - On Campus” park in any garage during the period of episodic telework? (Updated March 25, 2020)**

Parking and Transportation Services has relaxed parking restrictions in all University-operated garages. UMB essential employees can park in any open garage except Plaza Garage, which is reserved for patients, patient transporters, and assigned personnel.

All parkers are required to use their parking credentials when entering and exiting the garages.

Refer to [www.umaryland.edu/parking/parking-at-umb/parking-garages/](http://www.umaryland.edu/parking/parking-at-umb/parking-garages/) for garage hours and information.

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**Can postgraduate fellows be designated as “Essential for Pandemic Circumstances - On Campus”? (Updated March 25, 2020)**

Yes. Postgraduate fellows are employees of the University and may be designated as “Essential for Pandemic Circumstances - On Campus” (Level 1 Essential Employees). They should be included in the Principal Investigator’s plan for maintaining laboratory function and resources, but they should not be unduly burdened with these responsibilities when compared to other employees in the laboratory.

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### Should shifts be adjusted for laboratory personnel? *(Updated March 20, 2020)*

Personnel safety is of critical importance and it would therefore be best to perform needed laboratory tasks by creating a staggered schedule for staff to minimize the number of people in the laboratory workspace and maximize the degree of social distancing.

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### Can Graduate Research Assistants be designated as “Essential for Pandemic Circumstances – On Campus”? *(Updated March 25, 2020)*

No. Graduate Research Assistants (GRAs) are students first and foremost. GRAs should not be designated as “Essential for Pandemic Circumstances – On Campus” (Level 1 Essential Employees) and every reasonable effort should be made to have them engage with and continue their research activities remotely.

*Exceptions: Although it is possible for a GRA to be granted access to the lab for an extraordinary and exceptional reason, the bar is very high. Any proposed request must be approved by the dean of the appropriate school and the UMB president.*



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### How will graduating students receive their diplomas if in-person commencement and school convocations are suspended? *(Updated March 25, 2020)*

For students who are certified by their school/program as completing the requirements for May 2020 graduation and have completed the graduation application by the Feb. 10, 2020 deadline, their diploma will be mailed to them using the address listed on the application they completed via SURFS. If your address has changed since Feb. 10, 2020, please email the office of the University registrar at [registrar@umaryland.edu](mailto:registrar@umaryland.edu) and include your name, student ID (@ number), and new address



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### Are there research restrictions in place? *(Updated March 26, 2020)*

Currently, UMB is operating under [Severe Research Restrictions](#)  . All basic and animal research experimentation requiring a physical presence at UMB has ceased and laboratories have moved to maintaining important instruments, animal colonies, cell lines, and similar resources.

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### What are Severe Research Restrictions? *(Updated March 26, 2020)*

It has become necessary to impose [Severe Research Restrictions](#)  . All basic and animal research experimentation requiring a physical presence at UMB will cease and laboratories are moving to maintaining important instruments, animal colonies, cell lines, and similar resources.

UMB has special programs in virology, immunology and related topics. UMB is committed to maintaining and strengthening those research programs critical to impacting the COVID-19 virus.

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**Is UMB discontinuing research?** *(Updated March 25, 2020)*



No. UMB is prioritizing research activities that can be done remotely (data processing, proposals, publications, patents, reviews, research group meetings, administrative meetings, etc.) in the interest of safety.

UMB has special programs in virology, immunology and related topics. UMB is committed to maintaining and strengthening those research programs critical to impacting the COVID-19 virus.

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**Where can I find specific guidance related to research?** *(Updated March 25, 2020)*

For animal research: See guidance [here](#)  [PDF](#) .

For clinical research: See guidance [here](#)  [PDF](#) .

For teleworking using laboratory electronic data: See guidance [here](#)  [PDF](#) .

For laboratory compliance with regulations and policies: See guidance [here](#)  [PDF](#) .

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**Is the UM shuttle operational?** *(Updated March 25, 2020)*

Due to COVID-19, the UM *shuttle* will suspend all routes effective March 26, 2020, until further notice.

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**Will UMB parking garages remain open during episodic telework?** *(Updated March 25, 2020)*

Due to the limited number of essential employees coming to campus during episodic telework, UMB has decided to close down certain garages.

The following garages and lots will be closed beginning Wednesday, March 25, until further notice.

Saratoga Garage

Pearl Garage

Administrative Lot

Lexington Rooftop

You may park in the Pratt, Grand, or Lexington Street garages.

All parkers are required to use their parking credentials when entering and exiting the garages. Refer to [umaryland.edu/parking/parking-at-umb/parking-garages/](https://umaryland.edu/parking/parking-at-umb/parking-garages/) for garage hours and information.

If garage operations change or additional closures take place, you will be notified accordingly. Please contact [parkingcashier@umaryland.edu](mailto:parkingcashier@umaryland.edu) with any questions or concerns.

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**What campus resources are available for helping me reach my destination safely? (Updated March 26, 2020)**

During this time, individuals are encouraged to use the [Safe Walk program](#).

Safe Walk continues to be available within UMB's campus by calling 410-706-6882 (6-6882 from a campus phone). UMB students, staff, faculty, and University of Maryland Medical Center personnel can request a Safe Walk 24 hours a day, 365 days a year.

Effective Friday, March 27, our Safe Ride service is suspended for the safety of our officers and our community. We will evaluate Safe Ride requests on a case-by-case basis for exceptional circumstances. Please note, for the safety of our officers and our community, police and security officers will need to wear gloves and masks for any Safe Ride that is deemed essential.

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