

From: [Karen McDonnell](#)
To: [managers](#)
Subject: COVID-19 Update for Supervisors
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Supervisors:

Following consultation with the University System of Georgia (USG), Kennesaw State University has suspended classes Monday, March 16 and Tuesday, March 17.

Beginning on Wednesday, March 18, all classes will be delivered online for students at both campuses until further notice.

Additionally, in light of the spread of COVID-19 throughout the United States, Governor Brian Kemp's office recently issued a memo regarding State Workforce Readiness for COVID – 19 to reduce the number of employees on-site at any one time. As a result of the directives in the memo, beginning Monday, March 16, the University is asking managers to use their best judgement to implement the following practices as appropriate for particular positions:

- Telework
- Flexible scheduling
- Virtual meetings/gatherings
- Suspend non-essential travel

In considering telework options, please note:

- There is no end date in the temporary telecommuting agreement at this time, however, managers retain the ability to terminate the temporary agreement at any time.
- Managers must ensure that hourly (overtime eligible) employees adhere to laws related to breaks, meal periods and overtime.
- Managers should ensure the position(s) job requirements can be performed through telecommuting.
- Managers should ensure team members have access to hardware and/or

software technologies that can enable them to work remotely (laptop or desktop computer, mobile or landline telephone, adequate internet and mobile telephone coverage, etc.)

- Managers should establish hours of work availability for their telecommuting team members, including expectations about attending meetings via videoconference or telephone, answering emails and taking calls, etc.
- Managers should ensure that the employee's remote work does not violate data security policies or procedures.
- Managers should document the arrangements via email as a simple note, but with a clear understanding of expectations and note that the arrangement will be for this period only and employee(s) will be expected to return to their regular work location upon request of the supervisor.

For those employees whose position does not lend itself to remote work, managers should design work practices that utilize social distancing wherever possible. This includes:

- Limiting in-person meetings by using telephone/conference calls, email, and videoconferencing as much as possible;
- Keeping at least six feet between yourself and another person in all public places; and
- Avoiding close contact, including handshakes and hugging.

Please work with your staff to ensure they are aware of these practices. Most importantly, staff should remain home if they are ill.

Managers should also transition, where possible, all in-person meetings to an electronic format. In addition, all non-essential travel is suspended until March 29 and perhaps longer. This includes travel to conferences, trainings, site-visits and any non-essential activities.

The University will remain open and regular business hours should be followed. Should you have an employee with specific health concerns, please work with the employee and Human Resources to have them utilize their accrued leave time as needed.

KSU has created FAQs to answer many questions that will come up as a result of this directive. The website can be found at coronavirus.kennesaw.edu. Any specific questions may be directed to hr@kennesaw.edu.