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Fall Planning - Student Employees, July 22, 2020

University of Northern Iowa

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University of Northern Iowa

Fall Planning - Student Employees

Greetings!

As we prepare for the Fall here are some things to make sure are in your plans for the student employees in your area.

- Tell them to review the information in the [Fall 2020 Department Protocols](#) sent by HRS and to complete the [COVID-19 Slow the Spread Training](#).
- Communicate expectations for social distancing, wearing masks and other safety measures to keep everyone safe at work.
- Think about [remote work](#) opportunities for student employees. Remote work can be used for students that are high risk, need to self-isolate, have [COVID-19 symptoms](#), etc.
- Be clear with student employees about the hours they are expected to work a week and if that will be in-person or can be done remotely.
- Have group training sessions via Zoom rather than in person to limit the contact between student employees.
- Currently the [CDC guidelines](#) state that an individual needs to self-isolate for 14 days after close contact (within 6 ft for 15 minutes or more) with someone who tested positive for COVID-19. So try to stagger student employee schedules so they have minimum contact with each other in case someone in your area tests positive.
- Tell them about the COVID-19 Sick & Family Leave (more information below) and where they can find the [Leaves Survey](#) if they need to request the leave.

COVID-19 Sick & Family Leave

Hourly student employees may be eligible for up to 2 weeks of paid sick leave until December 31, 2020 according to the [Families First Coronavirus Response Act](#). More information can be found on the [HRS FAQ page](#), and we will be adding additional resources to our [website](#) in the coming weeks. Students must complete the [Leaves Survey](#) and supply the necessary documentation in order to receive the leave. This leave can be used when a student can't work (in-person or remotely) for a variety of [qualifying reasons](#), including needing to self-isolate after being in close contact with an individual that tested positive for COVID-19, waiting for a COVID-19 test result, testing positive for COVID-19, etc. Please keep this in mind as you are planning your budget and staffing needs for the Fall.

We will be having a Zoom training on July 29 from 1-2 for supervisors to discuss the

COVID-19 Sick Leave in more detail. Please [RSVP](#) to receive the Zoom instructions. The presentation will be posted on our website afterward if you are not able to attend.
