

March 25, 2020

Dear Faculty and Staff:

Emergency Operations Center (EOC) University Policy Group has been actively monitoring the outbreak of the COVID-19 virus and is taking into consideration information from the [Centers for Disease Control and Prevention](#) (CDC), [U.S. Department of State](#), [World Health Organization](#) (WHO) as well as our own experts.

Given the rapidly changing situation and the associated health and safety concerns, we are providing you an update on the **self-quarantining protocol**, which is now in effect:

Please be reminded that if anyone in the FIU community has information about someone who may be ill or hears rumors, it is incumbent upon the employee to relay that information to their supervisor, immediately. Supervisors are to notify Amy B. Aiken in the Department of Emergency Management at [abaiken@fiu.edu](mailto:abaiken@fiu.edu) or 305-348-6975.

- Self-quarantine protocol continues to be in place for faculty and staff who have been directly exposed to someone who either has tested positive for COVID-19 or to someone who has been in close contact with someone who has tested positive for COVID-19.
- **Self-quarantine is effective 14 days from the following:**
  - **a) Day a physician advised you to self-quarantine in accordance with CDC guidelines**
  - **b) Day tested for COVID-19**
  - In addition, as of March 24<sup>th</sup>, Governor DeSantis mandated self-quarantine for travelers coming to Florida from New York, New Jersey and Connecticut  
**\*Self quarantine begins on day landed in Miami.**
- Self-isolation requirements are also in place for an employee who is showing symptoms of COVID-19 or tests positive for COVID-19.
- Self-quarantining is not mandatory for employees showing regular cold symptoms, in which case regular Sick Leave provisions prevail.
- Employees whose positions require physical presence on campus but are considered part of a vulnerable population (e.g. immune deficiency, pregnant, etc.) may request a remote work arrangement upon the approval of their supervisor. Please note that a medical confirmation of the employee's condition must be provided. Other work that can be performed remotely should be assigned as feasible. If remote work is not feasible, an employee may be allowed to use leave with coordinated approval of the supervisor and the Division of Human Resources.
- While in Self-Quarantine:
  - Ensure that a **Leave of Absence (LOA) form** has been completed (the LOA form may be completed by the employee, the HR Liaison or the immediate supervisor)
  - Employee is expected to remain at home and avoid contact with others during a period of 14 days, even if no [symptoms of illness](#) are present.
  - **Employees must monitor and record their temperature twice, daily.**
    - If the employee has had no symptoms after 14 days, **a medical clearance form is no longer required.** The employee will complete an attestation (provided by [hrleaves@fiu.edu](mailto:hrleaves@fiu.edu)) to be signed and returned.

- If the employee starts to have *symptoms* of [respiratory illness](#) or fever, the employee should call their doctor to explain the situation before going to the doctor's office, emergency room or hospital. **Medical Clearance** is required at the end of the illness period.
- After completion of the self-quarantine period, the employee will transition to the FIU work protocol. **As of today, remote work is expected to be in place until at least April 4<sup>th</sup>.** Please visit <http://www.fiu.edu/coronavirus> for the latest updates on dates.

Details on proper self-quarantine, how to obtain medical clearance, and other guidance for students, faculty and staff can be found on FIU's [coronavirus web page](#) and under the [Frequently Asked Questions](#) section.

The Office of Employee Assistance (OEA) continues to provide free and confidential virtual services to faculty, staff and their immediate family members. To make an appointment to speak to an OEA clinician, please call 305-348-2469 and leave a message with your name, phone number and your preferred day and time to call you back. You may also request an appointment via email at [oea@fiu.edu](mailto:oea@fiu.edu).

We are asking the entire FIU community to be mindful, to act responsibly, and follow CDC recommendations to reduce the risk of exposure to the virus or spread. Please remember that you can find more detailed information, tips on staying healthy and frequent updates at <http://www.fiu.edu/coronavirus>.

Thank you for your cooperation and attention.