**McPherson College Employee Resources and FAQ’s During the COVID-19 Pandemic**

**Employee Resources:**

All COVID-19 related testing and treatment for the college’s BCBS of KS participants are covered at 100% with no member obligation. Additionally, telehealth (for any service) through AmWell is currently $0. This is through 8/15/2020.

1. **Telemedicine**

Employees have access to round-the-clock telemedicine services through AmWell as part of our health insurance plan.  Employees enrolled on health options 1, 2 or 3 will be charged the standard $35 office visit copay for each visit. For employees on the high deductible plan, the rate will be $49. This can be paid by credit or debit card, including FSA or HSA card.  If an employee does not participate in McPherson College's benefits, they may still access the service. The full price for telemedicine visits for anyone - regardless if they have insurance - is $69.

The service is available for employees or dependents who might have a minor medical concern, such as cold, flu, sinus infection, pink eye, bladder infections or ear infections. Doctors are available 24/7 and can send a prescription to the pharmacy of your choice.  Mental health services are available through AmWell during extended hours as well.  All visits are confidential.

To learn more visit:

<https://www.bcbsks.com/CustomerService/Members/telemedicine/>

1. **Employee Assistance Program**

The Employee Assistance Program (EAP) is a useful resource for confidential professional and personal support and can be reached at 855-387-9727 using code: ONEAMERICA3

This program is available 24/7.

**Guidance for employees during the outbreak includes:**

1. **Will there be safety training available for employees?** Yes, all employees will participate in safety training prior to the fall semester.
2. **If students at McPherson College do not return to campus for the fall semester and learning continues remotely, do I still have a job?**

Positions will continue to be based on our student enrollment, our financial status at that time and the duration of the pandemic. While eliminating positions or reducing our college’s workforce is a choice of last resort, college administration will make that determination when it is appropriate and necessary.

1. **Should I start working remotely or from my home now?**

McPherson College made a specific announcement when large-scale remote work was enacted to increase social distancing in our workplace after spring break of our spring semester. Remote operations will continue using web conferencing meetings whenever possible (Teams, Zoom, etc.) until further notice This information is subject to change by orders of the state of Kansas, McPherson County or McPherson College

1. **If my job is on campus and does not allow me to work remotely, will I still be paid?**

Yes. As a general principle, McPherson College is committed to sustaining the on campus work and pay continuity for our dedicated and talented workforce. Staff have generous sick and vacation benefits. Since the effects of the virus cannot be fully foreseen, this and other workplace policies will be revisited on an ongoing basis throughout the outbreak. Employees may be reassigned.

1. **If our students are no longer in residence, doesn’t it follow that employees work from home?**

No, not necessarily. The decision to have our students, if they are able, remain off-campus and begin distance learning after spring break was made to increase social distance in the residential houses (dormitories), classes, athletics and extracurricular activities. It would be very difficult to house, feed, isolate and medically care for the student body if many were ill with COVID-19. And, it would be difficult to protect well students from infection if they remained in the close, shared quarters of dormitory living. Obviously, health and safety measures for the workforce are a bit different, as employees do not live together in congregate housing. For the workplace, we are focused on measures that will be most effective – promoting good hygiene practices, extra surface cleaning, and restrictions on travel, meetings and events. The college is closely monitoring the recommendations being made by the CDC and the Kansas Department of Health and Environment.

1. **What is the duration of a self-quarantine?**

If you have no symptoms and the self-quarantine is precautionary, the duration will be 14 days.

1. **What if someone in my immediate family tests positive for COVID-19?**

Report this information to your supervisor immediately. You will be placed in self-quarantine for a period of 14 days and instructed not to report to work. Please contact human resources for support during this time.

1. **What if I test positive for COVID-19?**

You will not be allowed to return to work until you are fully recovered and certified fit for duty by your primary healthcare physician. Please contact human resources for support during this time.

1. **What if I have to self-quarantine or become ill with the virus and run out of sick and vacation leave?**

Staff members who are not able to telecommute and exhaust all earned leave due to illness or self-quarantine, may request advanced leave time –sick or vacation- through her/his supervisor and human resources.

1. **What about if I come in contact with someone who has traveled from a current hot spot…i.e., contact with a contact?**

Currently, the health department says a “contact of a contact” does not fall under the quarantine rule, so someone in contact with someone from a hotspot doesn’t have to quarantine.

1. **How is the college supporting the physical, emotional and mental health needs of faculty and staff during this stressful time?**

All COVID-19 related testing and treatment for fully insured BCBSKS plans are covered at 100% with no member obligation. Additionally, telehealth (for any service) through AmWell is currently $0. This is for services through 8/15/2020.

The college offers a robust **Employee Assistance Program (EAP),** provided by One America.  Their number, available 24/7, is 855-387-9727 using code: ONEAMERICA3.

The EAP brochure is available at:  <https://wwwi.mcpherson.edu/wp-content/uploads/2015/09/EAP-Brochure-11.20161.pdf>

**Partners in Family Care,** the on campus health clinic, accepts the college’s health insurance as well as many other health insurances and may be contacted at 620-242-0404 to schedule an appointment. Please call before heading over to our on-site clinic. They are offering a fever-free wait room at this time.

**Client Centered Counseling,** mental health services are temporarily and complimentarily being made available for faculty and staff in addition to students. Those services can be accessed by calling the mental health service number (620-241-2300). Those services are currently being offered from an office in the library so that individuals seeking counseling are not waiting in the same area as sick patients in the health clinic. You can buzz in from the library back door if you have an appointment.

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1. **May I travel for the college?**

All travel for college business is cancelled.

1. **May I travel for personal reasons?**

Faculty or staff planning to travel at this time must notify their supervisor of travel details such as destination (country/state/city), the purpose of the travel, and the duration of the trip

1. **What if I do not have internet access if employees are required to telecommute or work remotely?**

Please talk with your supervisor about how the college can assist you.

1. **May I take my desktop computer and other equipment home to work on if employees are required to telecommute or work remotely?**

Yes employees will be allowed to take home desktop computers, monitor, key board, mouse and a printer home with them if employees are required to work remotely.

If you want to take your computer home, please send a ticket to helpdesk@mcpherson.edu to request the work from home update.

Computer Services are working extended hours and may be reached during regular work hours to schedule a time.