



# **SUPERVISING IN THE TIME OF COVID19**

## **OVERVIEW OF CURRENT POLICIES AND PROCESSES**

SEPTEMBER 8, 2021



# **PRESENTERS**

Brandi Terwilliger, Director, Human Resources

Diane Kelly-Riley, Vice Provost for Faculty

Blaine Eckles, Vice Provost for Student Affairs and Dean of Students



# MEETING LOGISTICS

I Please mute if not speaking.

I "Raise hand" to indicate questions. We will monitor "Chat" for other questions/comments along the way.

I Notice: These slides and the recording of this session will be available at <https://www.uidaho.edu/human-resources/managers>



# U OF I EMPLOYEE RELATED COVID POLICIES FOR FALL 2021

[HTTPS://WWW.UIDAHO.EDU/VANDAL-HEALTH-CLINIC/CORONAVIRUS](https://www.uidaho.edu/vandal-health-clinic/coronavirus)

- I** Vaccinations are strongly encouraged.
  
- I** Face masks are currently required in all U of I buildings regardless of vaccination status (except if alone in the employee's office).
  
- I** All must follow the Healthy Vandal Pledge which includes daily symptom monitoring.
  - An employee should stay home if ill, experiencing any of the known symptoms of COVID19, have tested positive for COVID19, or have been potentially exposed to someone with COVID19. Employee should contact their medical provider for instructions and coordinate with their supervisor.



## **SUPERVISOR COVID CONSIDERATIONS FOR FALL 2021**

- I** Implement COVID reducing practices as feasible within the worksite: encouragement of the vaccine, wearing face masks, distancing, hand sanitizer/washing availability, ventilation, support isolation/quarantine for those sick or exposed to COVID19.
- I** Consider A/B employee schedules if the worksite necessitates it and as long as continuity of operations remain. Communicate start and stop dates; Schedules must be randomly assigned (no preferential treatment for schedules).
- I** Travel considerations-See Faculty/Staff UI COVID19 website.



## CHANGE IN WORK LOCATION CONSIDERATIONS

- I** Many of the programs that supported flexible work locations last year have ended (Federal Families First Coronavirus Response Act).
- I** Discretionary Flexible Work Arrangements (more than two weeks): <https://www.uidaho.edu/human-resources/forms/flex-arrangements/flex-faq> May be granted when the proposed work situation supports the business need of the university.
- I** Disability Accommodation: <https://www.uidaho.edu/human-resources/employees/accommodations> Follows the ADA process for providing a reasonable accommodation.

# University of Idaho Employee Assistance Program Product & Service

KEPRO provides U of I EAP services with two goals:

Provide ***individual assistance*** to EAP participants who are experiencing personal concerns that may impact job performance and overall well-being

Provide ***organizational support*** in the form of consultation, training, and critical incident response to help improve/maintain individual and team effectiveness

# University of Idaho EAP Service Description

---

Services available to employees and their family members

- 24/7/365 access via **1-800-999-1077** answered by Masters Level Counselors
- Up to 8 sessions of confidential counseling sessions per issue
- Legal and Financial Consultation & Referral Services
- Child, Eldercare and Convenience Consultation & Referral Services
- Unlimited Management Consultation Services
- EAP Helplink (<http://www.eaphelplink.com> **COMPANY CODE - UI1**) - Online access to wellness resources related to both emotional and physical wellness
- Online access to training resources, available on demand
- Promotional materials – quarterly newsletters and monthly topical materials
- Monthly Webinars

# Kepro's Management Services

---

- The Management Services team can support you in exploring and resolving situations related to violence in the workplace, workplace trauma, critical event management, organizational downsizing or reduction in force, fostering employee morale and engagement, and the enhancement of workplace relationships.
- Kepro tailors each intervention to your needs using a variety of clinical, organization, and consultative interventions to achieve the desired outcome.
- Interventions are always developed and administered with an understanding of your organization's applicable policies, procedures, and culture.



**Unlimited management consultations** 1- 800-999-1077 (24/7/365) <sup>Page 8</sup>

# Kepro's Management Services

---

Consultations help supervisors and managers to effectively deal with troubled employees, initiate a supervisory referral, and understand how to maintain positive, productive work environments for their employees. Kepro can provide guidance and coaching on:

- Identifying problem employees (i.e., outbursts, tardiness, co-worker relationships, missed deadlines, absenteeism, low morale, complaints, etc.)
- How to talk with an employee about work performance without focusing on personal problems
- How to develop a constructive intervention
- Confidentiality issues
- Documentation of employee work performance issues
- Defining the supervisor's role in the referral process
- How to utilize the EAP during the referral process; and
- Ensuring all appropriate parties are coordinated for management referrals



# HEALTH CARE FOR UI MOSCOW STUDENTS



## University of Idaho Students: Where to Go for Care

### Vandal Health Clinic

On Campus walk-in and scheduled appointments.  
208-885-6693  
831 Ash St, Moscow, ID 83843

### Vandal Health Clinic is Closed

QuickCARE is available for non-emergency care when Vandal Health Clinic is closed.  
208-882-0540  
2500 W A St #101, Moscow, ID 83843

### Emergency

If you are having a medical emergency, call 911 or go to the Gritman Emergency Department.  
700 S Main St, Moscow, ID 83843

### COVID-19 Symptoms

Call Vandal Health Clinic at 208-885-6693, or your primary care provider.

File a VandalCARE report at [www.uidaho.edu/VandalCare](http://www.uidaho.edu/VandalCare) for known and suspected cases of COVID-19.

### U of I COVID-19 Information

Visit:  
[uidaho.edu/coronavirus](http://uidaho.edu/coronavirus)



**THANK YOU**

FOR FURTHER ASSISTANCE:

[HTTPS://WWW.UIDAHO.EDU/HUMAN-RESOURCES/MANAGERS](https://www.uidaho.edu/human-resources/managers)

[HR@UIDAHO.EDU](mailto:HR@UIDAHO.EDU)

[PROVOST@UIDAHO.EDU](mailto:PROVOST@UIDAHO.EDU)

[COVID19QUESTIONS@UIDAHO.EDU](mailto:COVID19QUESTIONS@UIDAHO.EDU)