



SOUTHEAST ARKANSAS COLLEGE

1900 HAZEL ST.
PINE BLUFF AR. 71603



(870) 543-5900



seark.edu
@searkcollege

COVID-19 FAQ's

General Questions:

If I test positive for COVID-19 and I am required to quarantine or isolate, will I continue to receive compensation from SEARK? Employees required to isolate or quarantine may be eligible for remote work opportunities. Employees may request to use accrued leave if they are precluded from working remotely because of job duties or their health condition during quarantine or isolation.

Do I have to use my sick leave to stay home and take care of my child if they are sent home from school due to a positive test or primary contact? Employees experiencing school or daycare closure issues are encouraged to speak to the Office of Human Resources (OHR) about remote work availability

Do I have to use my sick leave to stay home and take care of my child if their school or daycare closes? Employees experiencing school or daycare closure issues are encouraged to speak to the OHR about remote work availability

Is emergency paid sick leave or expanded family and medical leave still available under the Families First Coronavirus Response Act (“FFCRA”)? No. Leave benefits provided under FFCRA expired on December 31, 2020.

Is director’s authorized leave available? No, not at this time

Will SEARK close its campus again and allow employees to work from home? Although there are no current plans to close the campus, SEARK administration continues to monitor guidance provided by the Arkansas Department of Health (ADH) and the Centers for Disease Control (CDC) and will advise appropriately.

Will SEARK be screening employees and/or students again? No, not at this time.

Can I attend a telemedicine appointment while at work? Yes, however appointments should be scheduled to avoid interference with the performance of job duties. Employees are encouraged to speak with the OHR for additional guidance.

Do I need to complete FMLA paperwork if I test positive for COVID-19? Not necessarily. Employees should contact the OHR to discuss eligibility for FMLA.

Remote Work Questions:

What are the work from home requirements? Consult with the OHR regarding eligibility requirements.

Is the remote work policy available for those in quarantine? Yes, in some cases. Consult with the OHR regarding eligibility requirements.

Can I opt/request to work remotely due to a compromised immune system? Employees may request to work remotely. However, medical documentation may be required. Employees with questions should contact the OHR for further information and guidance.

Quarantine Questions:

Will extra help employees receive compensation when in quarantine or isolation and not performing work for SEARK? No

What options are available to me if my child's school closes or my child is quarantined? Employees are encouraged to speak with the OHR to determine eligibility for remote work. If remote work is precluded because of an employee's symptoms or job duties, the employee may request accrued leave.

Can I quarantine or work from home if someone in my house tests positive or has primary exposure? Employees should follow ADH and CDC guidelines for quarantining and are encouraged to speak with the OHR to determine eligibility for remote work.

If I am not vaccinated for COVID-19, will I have to use my accrued leave if I test positive and/or have to quarantine? Regardless of vaccination status, employees are encouraged to speak with the OHR to determine eligibility for remote work. If remote work is precluded because of an employee's symptoms or job duties, the employee may request accrued leave.

If I am fully vaccinated, will I have to use my leave if I test positive and/or have to quarantine? Regardless of vaccination status, employees are encouraged to speak with the OHR to determine eligibility for remote work. If remote work is precluded because of an employee's symptoms or job duties, the employee may request accrued leave.

When can I return to campus after testing positive for COVID-19? A negative test result must be submitted to the OHR prior to returning to campus. The OHR will notify the employee of the earliest date they may return to campus.

Do I have to use my sick leave when in quarantine or isolation? Employees are encouraged to speak with the OHR to determine eligibility for remote work. If remote work is precluded because of an employee's symptoms or job duties, the employee may request accrued leave.

How long do I have to quarantine or isolate if I test positive? Employees should follow the ADH and CDC guidelines and instructions from the SEARK COVID-19 Team regarding quarantine and isolation protocols.

How long do I have to quarantine if I have primary contact with someone who tested positive? Follow the ADH and CDC guidelines and instructions from the SEARK COVID-19 RESPONSE Team regarding quarantine and isolation.



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Once the quarantine period is over, what should I do if I'm still sick? Employees who remain sick past the recommended quarantine period should contact their healthcare provider.

Am I eligible for Catastrophic Leave if I test positive for COVID-19? Catastrophic Leave is not available for normal infections during the quarantine period.

General Questions:

May faculty/instructors switch their courses to online? Faculty and instructors are required to teach each course as it is listed in the course catalog: traditional, online or web-assist. Faculty and instructors cannot unilaterally change the modality of a course. The only time faculty/instructors may switch their course to the online modality is if the college makes a decision to switch all instruction to online.

May faculty/instructors require students to wear a mask? Yes, when the college has declared an official mask mandate. To start the fall 2021 semester, SEARK College has invoked a requirement for mask wearing indoors in any situation where physical distancing is not practical or feasible. This includes classrooms, meeting rooms, hallways and building entrances, and elevators. This is subject to change to comply with ADH and CDC guidance.

Are faculty/instructors required to wear a face covering? Yes.

May faculty/instructors ask students to socially distance within a classroom?

Faculty/instructors may encourage students to be socially distant in the classroom if there is space/seating available to do so.

May faculty/instructors ask others about their vaccination status or for proof of vaccination? No. State law prohibits SEARK employees, including its faculty and staff, from requiring COVID vaccinations or proof of COVID vaccination status.

If a student states they have been exposed to someone with COVID-19 and must go into quarantine, what is the expectation of faculty/instructor and student? Faculty/instructors should provide the same type of service they would to the student as if it were any other illness or situation that would require the student to be out of the classroom.

Will the college provide faculty/instructors the names of students who have been excused from class due to COVID-19? No. It will be the student's responsibility to notify the faculty/instructor if they will not be able to attend class for any reason.

Will instructors be required to provide recorded lectures, live Zoom, or another distance option if students request it due to a reluctance to be in the classroom due to COVID-19? If

a student's request is based solely on their reluctance to be in the classroom due to COVID-19, instructors will not be required to provide recorded lectures, live Zoom, or another distance option.

May faculty/instructors ask students for proof of COVID-19 exposure or positive test results? No.

What is SEARK's current protocol for isolation and quarantine? SEARK follows the guidelines recommended by the ADH and CDC. Please consult either website: www.healthy.arkansas.gov and www.cdc.gov.

Will SEARK continue contact tracing? Yes, SEARK will continue contact tracing. Contact tracing is a strategy in which public health officials work with a patient who has tested positive for COVID to help them recall everyone with whom they have had close contact during the timeframe they may have been infectious. To minimize the risk of transmission, it is important that students and employees respond to calls, emails or text messages from SEARK's COVID-19 RESPONSE Team.

Are students, faculty and staff required to report symptoms and positive COVID-19 results? Yes. This remains a requirement of all to continue to use SEARK's COVID-19 reporting form. This information is vital to the college's contact tracing.

What should I do if I feel sick? Stay home. If you believe you have certain symptoms commonly associated with COVID-19 such as fever, body aches, runny nose, diarrhea, or shortness of breath, report those symptoms through the online SEARK COVID-19 reporting form. The current variants of COVID-19 may not evoke the previous tell-tale symptoms, such as fever or loss of taste or smell. When in doubt, err on the side of caution and report, seek testing, and protect others.

What if a member of the SEARK community does not report a COVID-19 positive status or exposure to a person who has tested positive for COVID-19? It is vitally important that anyone who tests positive for COVID-19 report that to the college and follow current ADH and CDC guidelines to avoid exposing other members of the campus community. When infected people continue to come to work or to attend physical classes, it puts others at risk. The statewide reporting system informs the college when a student or an employee tests positive for COVID-19. Persons who report to work or class and fail to promptly report positive results or exposure to those testing positive may face disciplinary actions.