

# COVID-19 Remote Work Policy

## Reason for the Policy

The mission of Chapman University is to provide education of distinction that leads to inquiring, ethical, and productive lives as global citizens. As our community, and the world, has grappled with how to respond to the COVID-19 health crisis, we are proud of our faculty and staff who have worked tirelessly to ensure that Chapman's commitment to excellence is upheld.

The purpose of this policy is to further support Chapman's mission of delivering a personalized education to its students. To accomplish our mission, we will continue to rely heavily upon our faculty who leverage state-of-the-art facilities and cutting-edge technology. We are mindful that certain members of our community – faculty and staff – and their families are at increased risk for severe illness from the virus that causes COVID-19. Severe illness from COVID-19 is defined by the CDC as hospitalization, admission to the ICU, intubation or mechanical ventilation, or death. Chapman University aims to provide personalized education while also safeguarding the health of our most vulnerable community members. In accordance with this goal, the policy set forth below outlines resources available to our employees.

## Policy

Chapman University regularly consults with state and local health officials in determining its policies on COVID-19 remote work. Consistent with that guidance, Chapman University hereby adopts current Centers for Disease Control (CDC) guidelines concerning increased COVID-19 medical risk factors in determining eligibility for remote work relief.

Because CDC guidelines are updated regularly as the medical community's understanding of the disease's epidemiology evolves, this policy purposefully employs hyperlinks to CDC guidelines in order to incorporate the most recent guidance into this policy. This practice is consistent with the CDC's [Summary of Recent Changes](#) published November 2, 2020, and is incorporated into this policy by express reference.

Chapman employees may qualify for temporary remote work relief if any of the following conditions or situations apply:

### 1. Employees with Personal Risk Factors

#### a. **Employees of a certain age**

Based upon CDC guidelines, Chapman University recognizes that risk of severe illness increases with age, and employees who are ages 65 or older are at increased risk for severe illness from the virus that causes COVID-19. Considering the enhanced risk factor, employees ages 65+ may avail themselves of COVID-19 remote work.

#### b. **Employees who are at increased risk**

Based upon CDC guidelines, Chapman University recognizes that adults *of any age* with [certain underlying medical conditions](#) are at increased risk for severe illness from the virus that causes COVID-19. Employees of any age with the following conditions are at increased risk of severe illness from the virus that causes COVID-19 and may avail themselves of COVID-19 remote work:

- [Cancer](#)
- [Chronic kidney disease](#)
- [COPD \(chronic obstructive pulmonary disease\)](#)
- [Heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies](#)
- [Immunocompromised state \(weakened immune system\) from solid organ transplant](#)
- [Obesity \(body mass index \[BMI\] of 30 kg/m<sup>2</sup> or higher but < 40 kg/m<sup>2</sup>\)](#)
- [Severe Obesity \(BMI ≥ 40 kg/m<sup>2</sup>\)](#)
- [Pregnancy](#)
- [Sickle cell disease](#)
- [Smoking](#)
- [Type 2 diabetes mellitus](#)

c. Employees who **might be at increased risk**

Because COVID-19 is a new disease, both the CDC and Chapman recognize that there is limited data and information about the impact of other underlying medical conditions and whether they may or may not increase the risk for severe illness from COVID-19. Based on what we know at this time, employees of any age with the following conditions might be at an increased risk for severe illness from the virus that causes COVID-19 and are instructed to consult with their doctor to assess their risk and their need to avail themselves of potential workplace accommodations including remote work:

- [Asthma \(moderate-to-severe\)](#)
- [Cerebrovascular disease \(affects blood vessels and blood supply to the brain\)](#)
- [Cystic fibrosis](#)
- [Hypertension or high blood pressure](#)
- [Immunocompromised state \(weakened immune system\) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines](#)
- [Neurologic conditions, such as dementia](#)
- [Liver disease](#)
- [Overweight \(BMI > 25 kg/m<sup>2</sup>, but < 30 kg/m<sup>2</sup>\)](#)
- [Pulmonary fibrosis \(having damaged or scarred lung tissues\)](#)
- [Thalassemia \(a type of blood disorder\)](#)
- [Type 1 diabetes mellitus](#)

2. Employees who Live with Individuals who have Personal Risk Factors

- a. Any Chapman employee who shares the same residence (e.g., lives with or cohabitates with) with someone who is age 65 or older may avail themselves of COVID-19 remote work.
- b. Any Chapman employee who shares the same residence (e.g., lives with or cohabitates with) with adults of any age who **are at increased risk** for severe illness from the virus that causes COVID-19 may avail themselves of COVID-19 remote work.

3. Employees who Provide Primary Care to Family Members at Risk

COVID-19 remote work relief may be available for Chapman employees who provide primary care for family members if all of the following conditions are met:

- a. The Chapman employee has primary responsibility for a family member

- b. who is either age 65 or older or who is at increased risk for severe illness from the virus that causes COVID-19
  - c. who does not share the same residence as the Chapman employee
  - d. but for whom the Chapman employee provides primary care that includes, but is not limited to, the following services:
    - Helping with daily personal care tasks like bathing, eating, or taking medicine;
    - Driving the person to and from medical appointments;
    - Arranging activities and medical care for the family member; and
    - Making health and financial decisions on behalf of the family member.
4. Employees who Homeschool Their Children Because of COVID-19
- a. COVID-19 remote work relief may be available for Chapman employees who homeschool their children **because of** COVID-19. To qualify under this homeschooling provision, the employee:
    - Has children age 12 and under, and
    - The children attend a public or private school that has shifted to remote instruction because of the COVID-19 pandemic.
  - b. Chapman employees who voluntarily choose to homeschool their children are not eligible for COVID-19 remote work relief.
  - c. For dual spouse/partner employees, only one COVID-19 remote work relief shall be extended per household.
5. Employees who Have Lost Childcare Because of COVID-19
- a. COVID-19 remote work relief may be available for Chapman employees who have lost childcare services because of COVID-19. To qualify under this childcare provider provision, the employee:
    - Has children age 6 and under, and
    - The children’s regular daycare provider is closed because of the COVID-19 pandemic.
  - b. For dual spouse/partner employees, only one COVID-19 remote work relief shall be extended per household.

**Automatic Expiration of This Policy**

From its effective date (see below), this policy shall remain in effect until COVID-19 vaccinations are readily available or until June 30, 2021, whichever happens first.

**How to Submit a COVID-19 Remote Work Request**

All employee requests for COVID-19 remote work relief must be completed online. Please go to [Workplace Accommodations](#) and select “Begin Request”.

**Documentation Required**

Any Chapman employee who seeks to qualify for any of the above COVID-19 remote work relief categories will be required to present substantiating documentation.

**Office Responsible for This Policy**

The Office of Human Resources is responsible for administering this policy.

Questions should be directed to the Wellness and Leaves Administrator at (714) 997-6979 or by email at [accommodations@chapman.edu](mailto:accommodations@chapman.edu).

**Who Approved This Policy:**

Senior Staff member submitting this policy: Brian Powell, VP | CHRO

Date Approved: December 4, 2020

Approved by: Daniele Struppa, President

**Publication Date:**

Effective: December 4, 2020