

Michelle M Schoenecker

From: Mumm, Lynne M [OIPPT] <lmumm@iastate.edu>
Sent: Monday, February 18, 2019 4:14 PM
To: Michelle M Schoenecker
Subject: RE: Telecommute/Remote Work Policies

I would be interested in receiving the compilation as well. Here is an excerpt from our department's business continuity plan that addresses our plan.

V. Alternative Physical Location(s) of Employees

In the event of an Significant Business Disruption (SBD), staff may either relocate to an unaffected building on the campus (e.g. the Library, the atrium of a building, an office of a colleague), or work from home. If an SBD is anticipated (e.g. inclement weather), staff may work from home with the knowledge and approval of their supervisor.

Guidelines for Alternative Physical Location due to illness:

1. If you are contagious, DO NOT COME TO WORK
2. If you have a fever - you are contagious (see point 1)
3. You don't have to have a fever to be contagious; use your good judgment
4. You have to be fever-free for 24 hours to not be contagious
5. Working from home may be an option - talk to your supervisor

Guidelines for Alternative Physical Location due to inclement weather:

University policy is that the university never shuts completely down. This is because, for example, there are always animals that need to be fed (essential personnel). Occasionally, there is a shutdown of non-essential personnel (we fall into this category). If this happens, employees must use a vacation day or make other arrangements, such as working from home. Working from home requires supervisor approval.

The most important thing is for everyone to be safe - here are some considerations to help you judge if it is appropriate to travel to work.

- * If local schools are open - the weather is most likely fine for you to come to work
- * If local schools are starting late, getting out early, or even closed - check the internet for road weather conditions. It might be OK, or it might not.
- * Check the road conditions www.511ia.org
 - o Green and blue - come to work
 - o Pink - use your judgment
 - o Purple or Red - stay home
- * Experience - you know the roads in between home and work, and your experience is probably your best source of knowing what is appropriate/safe and what is not.

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-----Original Message-----

From: Research Administration List <RESADM-L@LISTS.HEALTHRESEARCH.ORG> On Behalf Of Patricia Hokanson
Sent: Friday, February 15, 2019 2:08 PM
To: RESADM-L@LISTS.HEALTHRESEARCH.ORG
Subject: Re: [RESADM-L] Telecommute/Remote Work Policies

I would be interested as well.

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