

Supporting Faculty and Staff Return to Campus Concerns

Overview

At Johns Hopkins University, we recognize the importance that every faculty and staff member plays in helping maintain and advance our mission, and we value the health and well-being of each individual. As the university expands the continuation of on-campus activities, we are continually updating guidelines and expectations as more operations resume and we are committed to keeping you informed and responding to your concerns.

As we plan for increasing numbers of faculty and staff will be expected to return to campus in some form to engage in their various work responsibilities and ensure our business continuity. ***These activities will continue to be limited to those necessary to fulfill our mission. If faculty/staff can appropriately fulfill their responsibilities exclusively via telework, they should continue to do so.*** By not returning to campus before it is necessary, it will make it easier for those who must return to campus following appropriate university guidelines to accomplish their roles.

The university is aware that some members of our community face a greater risk from COVID-19 than others and we want to protect them. We encourage faculty and postdoctoral fellows (hereby collectively referred to as “faculty”) and staff who are asked to return to work on site at this time and who have concerns about their individual circumstances to engage with the Office of Institutional Equity (OIE) or Human Resources (HR) (Divisional, Department, or Central) about the process for seeking a temporary reasonable accommodation or work adjustments because of COVID-19. The University prohibits retaliation against employees for seeking reasonable accommodations or adjustments for COVID-19 related challenges.

Federal law identifies two distinct processes (accommodations and adjustments) in order for the university to be in compliance. As a consequence our assessment must be facilitated by different university offices with specific portfolios (i.e. Office of Institutional Equity (COVID-19 accommodations) or Human Resources (COVID-19 adjustments). The circumstances and which offices will be facilitating the process review is outlined below. *Note: Don’t worry- If faculty/staff are inadvertently directed to the wrong office initially, they will be rapidly redirected as needed.*

mySupport as a Resource

We want to continue to support the mental and emotional health of our community as we return to campus. The university recognizes that the situation with COVID-19 may be stressful for members of the Johns Hopkins community. Through mySupport, JHU faculty and staff along with their household family members have free 24/7 access to confidential counseling and referral services for help with stress at work or at home, emotional distress, a difficult life transition, or other challenges.

When you call mySupport, a clinician will listen, provide support, and help you identify resources and next steps. If you choose to arrange a tele-video or in-person appointment, mySupport will provide referrals to licensed clinicians in your area. Your first five in-person counseling sessions are free and



won't require use of your insurance. To access this support 24x7 please contact mySupport at (443-997-7000) or TTY: 711.

Avenues to Address Concerns

As part of normal university operations, faculty/staff will be asked to return to campus in some form to conduct their work. For example,

- Faculty and staff engaging in research and clinical activities
- Faculty engaging in their planned pedagogical model for instruction, per the guidelines and expectations of their respective division
- Staff who need to be present on campus to support in-person university operations

If during the course of planning (now and on an on-going basis), these designated faculty/staff have concerns about returning to campus to participate in these activities, then they should pursue one of the following options depending upon their situation.

	Process 1- COVID-19 Workplace Accommodation	Process 2- COVID-19 Workplace Adjustment
Faculty/Staff Situation	Individuals who fall within the CDC's definition of a "vulnerable person" or with a documented disability may request reasonable accommodations in accordance with the Americans with Disabilities Act. 	Individuals who <u>do not</u> fall within the CDC's COVID-19 guidelines defining a "vulnerable person," but who have other concerns about returning to campus due to their individual circumstances such as: <ul style="list-style-type: none"> ▪ Household members who may be at higher risk ▪ Need to care for household or family member ▪ A generalized fear 
Who do the Faculty/Staff Disclose their Concerns to	<ul style="list-style-type: none"> ▪ Office of Institutional Equity (OIE) or ▪ Department Chair/Head/Manager or ▪ Central or Divisional HR <p><i>Note: Faculty/Staff can disclose concerns to whomever they feel most comfortable and will be forwarded to OIE.</i></p>	<ul style="list-style-type: none"> ▪ Department Chair/Head/Manager or ▪ Central or Divisional HR <p><i>Note: Faculty/Staff can disclose concerns to whomever they feel most comfortable and will be forwarded to HR.</i></p>

Organization that Facilitates the Review	Office of Institutional Equity (OIE)	Divisional, Department or Central Human Resources
Process for Review	<p>Faculty/Staff member is instructed that they may request reasonable accommodations that allow them to perform essential job functions. Faculty/Staff requests a reasonable accommodation from OIE following the usual ADA procedures (confidential information to OIE only).</p> <p>OIE will work with the Chair/Head/Manager, and Central/Divisional HR to maintain equity across the university.</p>	<p>Faculty/Staff member is instructed that they may request an adjustment from HR. This will require the disclosure of pertinent personal information to HR and that HR works with the Chair/Head/Manager on an acceptable adjustment.</p> <p>HR will work to maintain equity across that school.</p>
Desired Outcome	COVID-19 Workplace Accommodation	COVID-19 Workplace Adjustment

Should a faculty/staff member decline the reasonable accommodation or reasonable adjustment and refuse to return to work, they will be neglecting their duties to the university.

We also recognize that faculty and staff situations may change over time, and therefore the commitments we outline below will remain in effect as long as necessary. Faculty/staff can come forward with these requests for temporary COVID-19 related accommodation or adjustment at any time as their circumstances warrant.

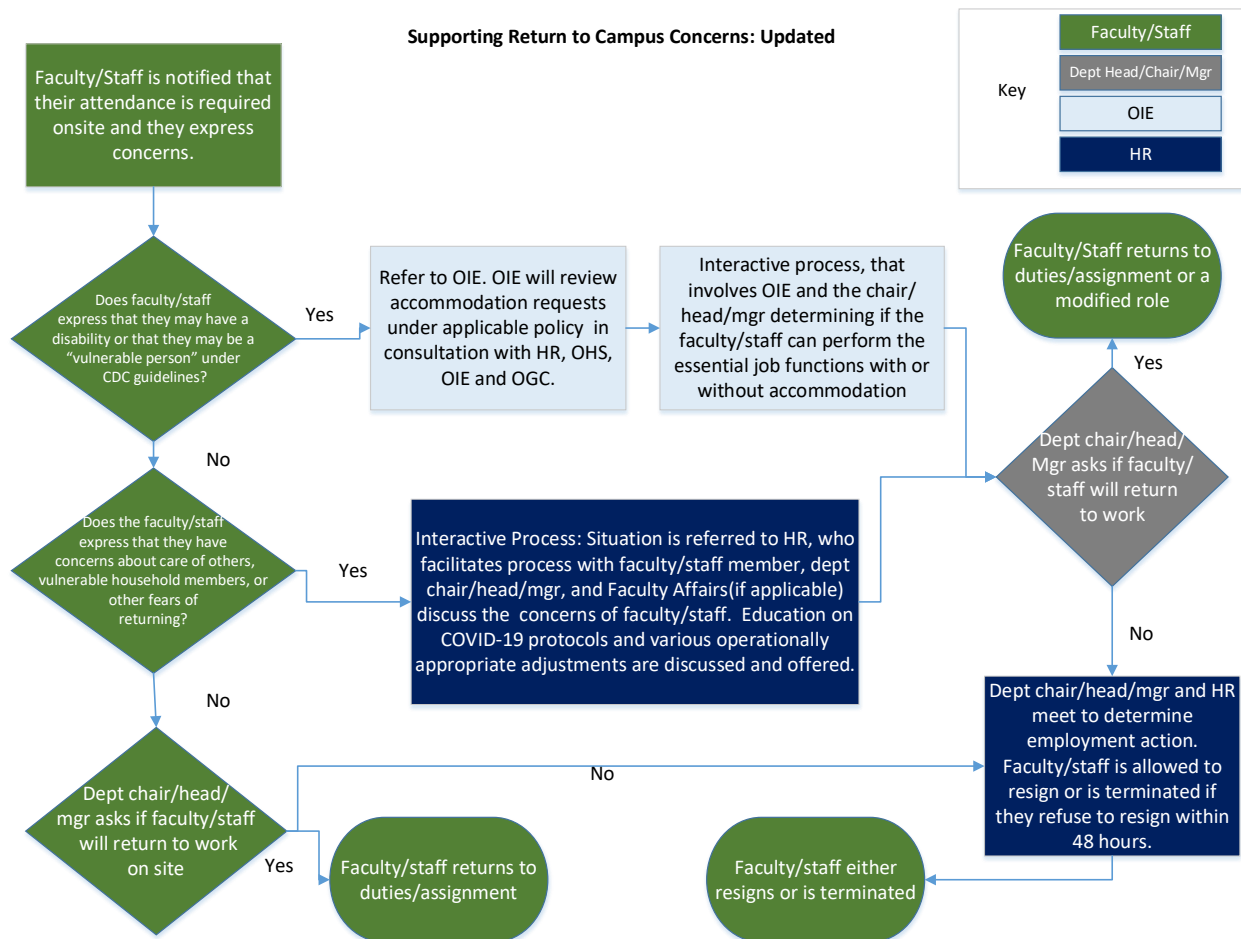
Confidentiality Expectations

Faculty/staff who are expressing concerns because of COVID-19 regarding their own health condition, do not need to disclose any details of the health condition that is prompting them to seek temporary COVID-19 accommodations to their department chair/head/manager. In addition, department chairs/heads/managers should not seek details when the faculty/staff indicates the potential need for a COVID-19 accommodation. OIE will follow HIPPA and other confidentiality guidelines related to private health information when reviewing requests for COVID-19 accommodation.

Faculty/staff who express concerns because of COVID-19 about returning to campus due to a circumstance other than their individual health (e.g. household members who may be at higher risk, need to care for household or family member, etc.) may be asked to disclose some details of the reasons for their concern to HR as part of the adjustment review process. HR engages its work in a way that attempts to maintain confidentiality to the greatest extent possible, however these circumstances do not encompass the same protections of private health information.

Detailed Process

The process outlined below describes how the university will address the concerns of faculty/staff who are asked to return to campus.



Frequently Asked Questions from Faculty/Staff

Question	Answer
I do not feel like it is safe for me to return to campus. Can I continue to work from home?	Faculty/staff should talk with their department chair/head/manager or HR to communicate their concerns. Depending upon the situation, the faculty/staff member might be granted a COVID-19 accommodation following assessment by OIE or a COVID-19 adjustment that would permit them to work from home.
My children are school age and due to COVID-19, I have no child care (e.g. school, camps, and day care). Can I continue to work from home?	Faculty/staff should talk with their department chair/head/manager or HR to communicate their concerns. Depending upon the situation, the faculty/staff member might be granted a COVID-19 adjustment that would permit them to work from home.

	<i>Note: this adjustment might not be indefinite in duration.</i>
I have a lot of fear and anxiety about returning to campus. Can I continue to work from home?	Faculty/staff should to talk with their department chair/head/manager or HR to communicate their concerns. Depending upon the situation, the faculty/staff member might be granted a COVID-19 accommodation following assessment by OIE or a COVID-19 adjustment that would permit them to work from home.
Can I propose an alternate work arrangement to my department chair/head/manager so that I do not have to come onto campus every day?	Faculty/staff should to talk with their department chair/head or HR to communicate their concerns and provide potential solutions. Depending upon the situation, the faculty/staff member might be granted a COVID-19 accommodation following assessment by OIE or a COVID-19 adjustment that they would not have to come to campus every day.
If I do not agree with the accommodations that have been proposed by OIE and department leadership, and can I appeal?	No, after completing the interactive process, the decision cannot be appealed.
If I do not agree that the adjustments proposed by and department leadership, faculty affairs (where applicable), and HR are adequate, can I appeal?	No, this is proposal by the university for an adjustment is not eligible for appeal.
If I refuse to come to work and my employment is terminated, am I eligible for severance or benefits continuation?	If you refuse to work after the interactive process, your decision will be treated as a termination or resignation. You will not be eligible for severance or benefits continuation. Please contact benefits to learn more about COBRA and its cost to you.
If I refuse to come to work and my employment is terminated, am I eligible for unemployment?	The State Unemployment office determines eligibility for unemployment claims.
If I refuse to come to work and my employment is terminated, am I eligible to be rehired by the university at a later date?	Yes, if the reason you separate from the university is refusal to work related to COVID19 you will be eligible for rehire.

Appendix: Resources for Support

Central University Resources

Resource	Contact Information
Central University Employee & Labor Relations	Cherita Hobbs, Executive Director, ERLR or EmployeeRelations@jhu.edu
Office of Institutional Equity (OIE)	410-516-8075; email OIEdisability@jhu.edu),
mySupport	443-997-7000 or TTY: 711.

List of Divisional HR Resources:

Division	Human Resources Contact Name
Bloomberg School of Public Health	Virginia Herring
Carey Business School	Karen Sentementes
JHPIEGO	Manju Badlani
Krieger School of Arts and Sciences	John Kunz
Libraries	Marie Polymise
Peabody	Laura Brooks
School of Advanced International Studies	Jose Caldera
School of Education	Latoya Patterson-Spencer
School of Medicine	Julie Thomas
School of Nursing	Debbie Morris
University Administration	Heather Mason
Whiting School of Engineering	John Kunz