

# Garrett College Board of Trustees

## ACTION ITEM: COVID 19 – II.1

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**MEETING DATE:** March 20, 2020

**PRESENTED BY:** Dr. Richard Midcap, President, and Ms. Shelley Menear,  
Director of Equity and Compliance

**ITEM TITLE:** Emergency Actions Due to Coronavirus Pandemic

**RECOMMENDATION:**  
The Board will review and act on the emergency authorizations action below.

**EMERGENCY ACTION:**  
The Garrett College Board of Trustees, due to the rapidly changing pace of conditions related to the COVID-19 epidemic outbreak, that is facing our nation at this time, implements the following emergency authorizations:

1. Expand the number of days an employee may be absent without a doctor's note from 3 to 5.
2. Formally approve the administrative advancement of up to 80 hours of Sick and Safe Leave (implemented recently by administrative directive) to employees after all other Paid Time Off is exhausted.
3. Authorize telework, as directed by the president.
4. Authorize the president to declare a college closure, if he deems it necessary after consultation with president's staff.
5. Expect any employee who can work remotely during a forced closure to work. And, require employees to take sick, personal, vacation and or comp-time if they cannot work for any reason.
6. Require employees on telework to be accessible, responsive, reliable, and available by phone, email and chat, where appropriate. Require employees to provide your supervisor with a summary of your daily work activities while telecommuting. Leave requests will still be required for absences during telework on regularly scheduled work days and hours that employees are unavailable for any reason.
7. Pay all permanent, benefited employees and work-study students (within applicable Federal Work-Study regulations) during a complete closure up to a month, even if they cannot work remotely.
8. Temporarily authorize the president to make emergency decisions that contradict established Board policies as outlined in College Policy and the Human Resources Manual, if he deems it necessary for continuity of operations or for the safety of students and employees during the term of the State of Emergency declaration by either the Governor of Maryland or President of the United States.

