Continuing Business During the COVID-19 Emergency

As we all work together during these unprecedented times, please review the below guides and checklists to ensure the safety of our faculty and staff while providing continued services to our UCO community. UCO leadership will need to consider if their staff (including student employees) can complete all or part of their role via telework.

**Supervisors:**
Decide if your employees are emergency telework eligible or partly eligible. See:
- [COVID-19: Emergency Ad Hoc Telework Guidance](#) for more information, eligibility requirements, and instructions on departmental planning

If your employee(s) are telework eligible see:
- [UCO Telework COVID19 Agreement](#) – this agreement must be reviewed and signed by the employee and supervisor. Supervisor will submit agreement to HR via PAF.
- [Telework Manual](#) – this provides supervisors and employees with the UCO policies and directives that are to be followed while teleworking. These should be reviewed, but do not need signed/submitted.
- [Emergency Telework PAF Instructions](#) – this provides supervisors with instructions on how to submit the [Telework COVID19 Agreement](#) to HR.

Emergency Telework To Do’s:
- Employee and supervisor review [Telework Manual](#)
- Employee and supervisor fill out and sign [UCO Telework COVID19 Agreement](#)
- Supervisor uploads agreement via PAF
- Prepare remote access for eligible employees. Visit OIT’s [Business as Usual website](#) for more information.

**Navigating COVID-19 Related Leave:**
- Review the COVID-19 [Telework and Leave FAQ’s](#) for information on what leave usage is appropriate for various situations.
- Use the [Telework and Leave Chart](#) as a quick-reference for how to manage certain COVID-19 related situations differently, depending on whether your employee(s) is(are) telework eligible or not.

**Employee Health and Wellbeing:**
UCO is committed to providing employees with support in their health and wellbeing:
- Review the [COVID-19 Benefits Guide](#) for benefit information that is available for all benefit plan members.
- Review the [Deer Oaks EAP Guide](#) for information on virtual support including counseling and financial planning.