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Jimmy H. Baker
CHANCELLOR

MEMORANDUM #2020-EXE-016

DATE: March 12, 2020

TO: Presidents, Alabama Community College System
ACC System Office Division Heads

FROM: Jimmy H. Baker, Chancellor 

RE: Sick Leave

I am continuing to monitor developments regarding the Coronavirus (COVID-19) and its impact on employees and usage of sick leave. In consultation with the State Health Officer Dr. Scott Harris, I want to provide the following as guidance to our institutions and the system office.

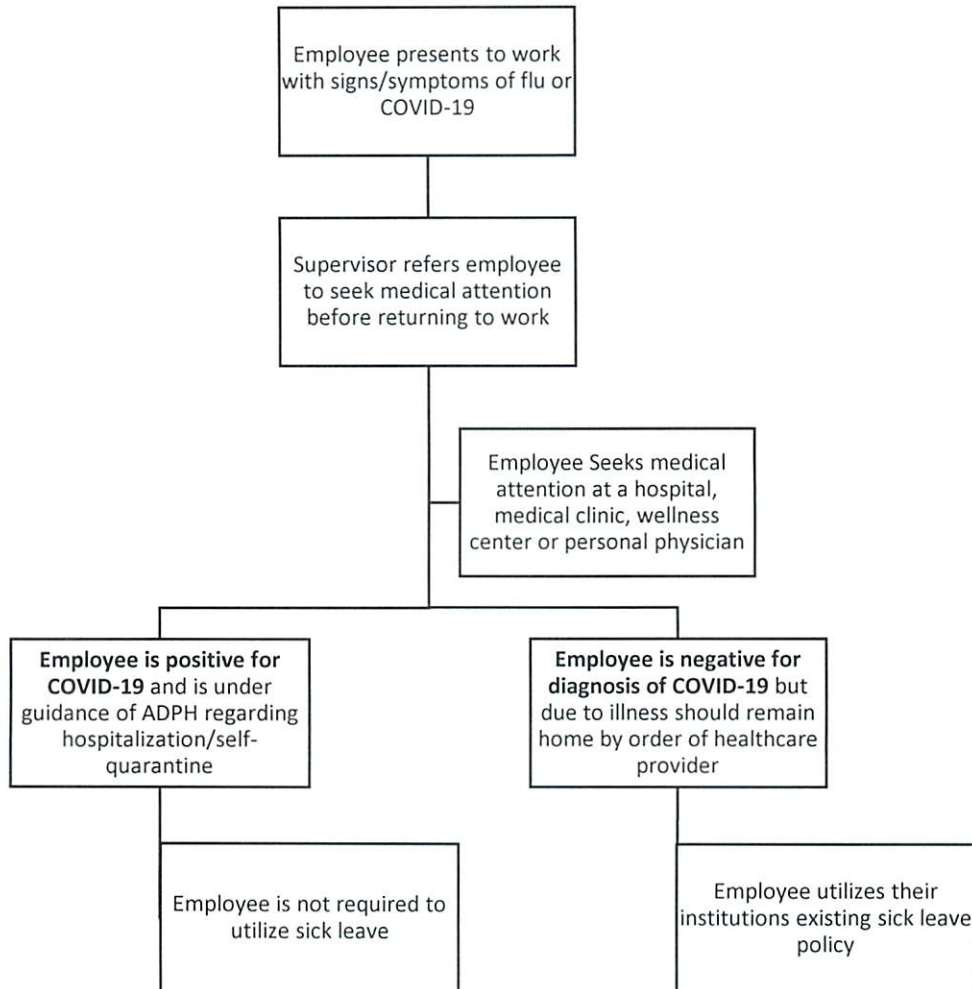
Quarantine Resulting From Work Related Travel:

If employees who are on work related assignments are placed under mandatory quarantine due to COVID-19, their sick leave accounts will not be charged for the period of their quarantine.

Confirmed Infection of COVID-19:

If an employee tests positive for COVID-19, or the employee's child or dependent tests positive and the employee must stay home to provide care, then that employee should stay at home for 14 days and should not be charged sick, annual or personal leave. It is important that anyone with a positive test isolates and removes himself or herself from the population for the quarantine period.

Additionally, I recognize that often employees may present to their assigned work settings and be considered symptomatic with some form of a diagnosable illness (e.g. flu, strep throat, etc.). These are also communicable diseases that can spread rapidly among groups of people. In their initial presentations, it may be difficult to differentiate between COVID-19 and other forms of contagious illness. Therefore, the following diagram has been developed to provide guidance to supervisors and their employees.



Additionally, for students in your classrooms exhibiting flu-like symptoms, follow the same protocols and steps illustrated above for employees, and allow students to return to classes when they are no longer symptomatic. If in need of assistance, students should be directed to the appropriate Student Services Office for medical referrals. During this period, I would encourage our faculty to consider alternative attendance policies for students who can present verifiable doctor's excuses for illness.

Notification to the Chancellor's Office:

You are directed to notify my office immediately if an employee or student at your institution tests positive for COVID19. Notification is to be directed to Rachel Adams, Communications and Marketing Administrator, at 334-293-4651.

As you are aware, this is an evolving health situation and we are continuing to sift through information we receive in order to provide you with most relevant guidance. Additional guidance will be forthcoming.

Thank you for the work that you do to support and protect our colleges and the well-being of our students and our state. Please direct your questions to Rachel Adams, Communications and Marketing Administrator, Alabama Community College System, (o) 334-293-4651, (c) 334-328-6191, rachel.adams@accs.edu

JHB/lmt

**cc Presidents' Assistants
System Office Staff**