



Policy Name:	Telecommuting Policy During COVID-19 Statewide Emergency
Policy Number:	1.016
Effective Date:	March 17, 2020
Date of Last Revision:	N/A
Functional Area:	Academic Affairs

Telecommuting Policy During COVID-19 Statewide Emergency

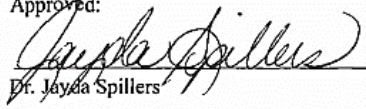
On March 11, 2020, Governor John Bel Edwards issued Proclamation Number 25 JBE 2020 declaring a Public Health Emergency as a result of COVID 19. On March 16, 2020, Governor Edwards issued Proclamation Number JBE 2020-30 providing additional restrictive measures in an effort to slow the transmission and spread of COVID-19. These restrictions include limitations on the number of people authorized to gather in a single location and a requirement that all state agencies provide for attendance at meetings via teleconference or video conference. This order of the Governor is in effect through April 13, 2020.

Therefore, in an effort to ensure the health, safety and welfare of the faculty, staff and students of Northwest Louisiana Technical Community College (NLTC), as well as the community it serves, and to ensure compliance with the directives set forth by the Governor, it shall be the policy of Northwest Louisiana Technical Community College:

1. That all faculty and staff shall, for the period of March 19, 2020 through April 13, 2020, work remotely from their homes.
2. That every reasonable effort be made to provide faculty and staff with the resources and guidance for them to successfully carry out their job functions remotely and to maintain a continuity of operations at Northwest Louisiana Technical Community College.
3. That a supervisor may request or direct a member of the faculty or staff report to their regular work domicile for the limited purpose of performing a task which may not be accomplished remotely, and which is necessary for the ongoing operation of Northwest Louisiana Technical Community College. However, no gathering at Northwest Louisiana Technical Community College shall exceed 10 individuals in a single location while performing such tasks.
4. That all individuals working remotely be accessible and available by phone and email during normal business hours. Individuals must provide their supervisor with a working phone number where they may be reached. Phone calls and/or emails should be answered or returned promptly.
5. That a supervisor may request or direct a member of the faculty or staff report to their regular work domicile for he limited purpose of performing a task which may not be accomplished remotely, and which is necessary for the ongoing operation of NLTC. However, no gathering at NLTC shall exceed 10 individuals in a single location while performing such tasks.
6. That any member of the faculty or staff requested or directed to report to their regular work domicile who believes that they are at a heightened risk or may be experiencing symptoms relative to COVID- 19 shall immediately notify the NLTC Human Resources. An order by the employee's primary health care provider restricting their duties shall automatically relieve the employee of the request or directive.

This policy shall remain in effect through the close of business on April 13, 2020 unless terminated sooner or extended for an additional period of time.

Approved:

A handwritten signature in black ink, appearing to read "Jayda Spillers", written over a horizontal line.

Dr. Jayda Spillers

Chancellor

