

## Personalized Health Plan

Planning ahead is a great way to take control of your health! Completing this form will help you know exactly what to do in case you need health care because you think you might have COVID-19 or were exposed to someone who does.

The only way to know for sure if you have COVID-19 is to be tested. You may want to complete and/or share this plan with people in your home.

**My insurance provider:** \_\_\_\_\_

**Insurance provider phone number:** \_\_\_\_\_ (Tip: Store this in your cell phone)

**Website:** \_\_\_\_\_

(Tip: Visit your insurance provider's website. They might have specific info about COVID-19 testing and care. You can also use it to fill in the info below).

**Nearest COVID-19 testing location:** \_\_\_\_\_

(Tip: See your county's health department website or the GA testing site list for free testing - <https://dph.georgia.gov/locations/covid-19-testing-site>)

**In-network doctor (lowest cost to you) close to home** (Google Maps: <https://www.google.com/maps>)

Name and phone: \_\_\_\_\_

**Pharmacy close to my home**

Name and phone: \_\_\_\_\_

**In-network doctor (lowest cost to you) close to ASC**

Name and phone: \_\_\_\_\_

**Pharmacy close to ASC**

Name and phone: \_\_\_\_\_

**How will you get to the doctor or pharmacy if you have to go?**

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### What to do if you get sick

Think about everything you will need while you get well. Consider what, who, when, where, and how. What supplies will you need (e.g., face mask, tissues, thermometer, hand soap, cleaning products)? Where can you stay (a room or area in your home where you can be 6-ft away from others) for 10-14 days? Who can bring you food and medicine and how can they give it to you safely? Who can help with childcare? How will you be mentally healthy (e.g., entertain yourself, stay connected)? How much money should you try to save, if you can, to make it a little easier to buy things you need to get better?

Write your plan on the back of this sheet. These CDC resources can help you plan:

[What to do if you are sick](#), [Caring for someone sick at home](#), [Staying safe living in the same home](#), [COVID-19 Symptoms](#), [COVID-19 Symptom Checker Tool](#)

## **My Wellness Plan**

**If I am sick and need to isolate myself to protect the people I live with, I will...**

## Employee COVID-19 Self-Report Form

Agnes Scott College continues to monitor the spread of the coronavirus and its potential impacts to the college and to students. Updates, resources, and current information will be posted the ASC Coronavirus webpage: <https://www.agnesscott.edu/engaging-the-challenge-together//index.html>. Please refer to it for updates.

Our priority is protecting the safety and wellbeing of our students, faculty, and staff. Public health officials advise anyone experiencing symptoms of COVID-19 to stay home. If you are ill, please do not come to the college. Follow the established call-in procedure as determined by your supervisor. Use this form to self-report COVID-19 related diagnosis, exposure, self-isolation, or quarantine. Also report presumptive positive cases using this form.

If employees travel domestically, they should research the CDC travel advisory for their destination. Because risk assessments are changing rapidly, employees should share travel plans with their supervisors and check-in prior to returning to the office in the event new or revised advisories are issued.

Once completed, please email this form to [hr@agnesscott.edu](mailto:hr@agnesscott.edu).

Your Name (First name, Last name): \_\_\_\_\_

Agnes Scott Email address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Employee ID Number: \_\_\_\_\_

Employee Category:

Faculty

Staff

Student Worker

Contract Worker

Other: \_\_\_\_\_

Department and Office Location: \_\_\_\_\_

When were you last in the office or on campus? Please enter a date: \_\_\_\_\_

Any international or domestic travel within the last four weeks? If so, where?

Have you been diagnosed with COVID-19 by a health care provider?

Yes

No

Other: \_\_\_\_\_

Have you been instructed by a health care provider or public health official to self-isolate or quarantine because you are experiencing symptoms of COVID-19?

Yes

No

Other: \_\_\_\_\_

Which of the following describes your circumstances? (Check all that apply)

I am experiencing symptoms of COVID-19.

My healthcare provider advised that I self-isolate.

I am self-isolating because of recent travel.

I am immunocompromised and have questions about my health.

I have been tested, but I am waiting for my results.

I have tested positive for COVID-19.

I have not been diagnosed with COVID-19, and am not having symptoms. But, I would like to request support from the college at this time.

Other: \_\_\_\_\_

Has your supervisor approved you to work remotely?

Yes

No

Other: \_\_\_\_\_

If you are experiencing symptoms consistent with COVID-19, or had a known exposure or diagnosis, have you been within 6 feet of coworkers in the last 14 days? If so, please provide the names of those individuals to the best of your recollection. A Human Resources professional may contact you to learn of your interactions.

Please include any additional information here.

Removal of Agnes Scott computer equipment for home use must be authorized by the Information Technology Services and by your supervisor or department head. All Agnes Scott equipment removed from the college premises shall remain the property of Agnes Scott. Reasonable care must be taken by the employee to preserve the equipment in working order. Agnes Scott assumes no liability for consequential damages resulting from the malfunction or failure of the equipment while not on college premises. The requestor of the removal is responsible for insuring the equipment while in their possession through homeowners or renter’s insurance, and responsible for any equipment damage.

Last Name

First Name

Campus Location of Equipment(building/room)

Date of Removal

Equipment List

- Monitor, CPU, Keyboard, Mouse, Specific External Peripheral (i.e., external hard drive), Other. Describe Other.

Item	Model	Serial #

Supervisor/Manager Approval – by typing my name below, I certify that I am the employee’s direct supervisor and I approve this request:

Supervisor/Manager Name

Date

Upon completion save the form with the following format: EQ4HomeUse-Lastname of Requestor-Firstname of Requestor. Email the form to [itshelp@agnesscott.edu](mailto:itshelp@agnesscott.edu) with the subject line Form: Equipment 4 Home Use

## **2 - 18 TELECOMMUTING – updated for Post-COVID-19**

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Telecommuting is the practice of working at home or at a site near the home instead of physically traveling to a central workplace. It is a work alternative that Agnes Scott College may offer to some employees when it would benefit both the college and the employee. As a result of the COVID-19 pandemic, out of necessity, the college greatly expanded telecommuting. As we gradually return to the office, some employees may wish to continue working remotely. In addition, this option may be the best alternative for individuals who are at higher risk for contracting COVID-19 or living with someone who is in a vulnerable/high risk category and must protect themselves and their families.

Employees who must remain at home for health or family reasons and/or those who have been successfully telecommuting and believe their position is suited to exploring telecommuting as a long-term option should submit a written request (link to form) to their manager proposing how it will benefit the college and themselves. The request should explain how they will be accountable and responsible, what equipment is necessary and how communication barriers will be overcome.

The decision to approve the continuation of a telecommuting arrangement (for anyone who is not doing so for health or family reasons) will be based on factors such as position and job duties, performance history, related work skills and the impact on the college. The division vice president reviews and approves all telecommuting arrangements, informing the president. Each telecommuting arrangement will be reviewed six months from inception for continued viability.

The employee's compensation, benefits, work status, work responsibilities, and the amount of time the employee is expected to work per day or per pay period will not change because of participation in the telecommuting program (unless otherwise agreed upon in writing).

The employee's at-home work hours will conform to a schedule agreed upon by the employee and his or her supervisor. If such a schedule has not been agreed upon, the employee's work hours will be assumed to be the same as they were before telecommuting. Changes to this schedule must be reviewed and approved in advance by the employee's supervisor.

Telecommuting is an alternative method of meeting the needs of the college and is not a universal employee benefit. As such, Agnes Scott has the right to refuse to make telecommuting available to an employee and to terminate a telecommuting arrangement at any time.

### **TIPS FOR SUCCESSFUL TELECOMMUTING**

#### **Establish a workspace**

Establish a private workspace where you can work quietly, with fewer interruptions from your household. As a remote worker, it is important for you to eliminate as many distractions as possible and to maintain high levels of customer service.

With many schools operating remotely, family distractions are inevitable. Having a conversation with members of your household can help. Posting a "Do Not Disturb" sign in your workspace may also be helpful to let others know you are working. You may also want to put pets in separate rooms. Consider using headphones to block out household noise if it distracts you.

#### **Forward your phone**

Be sure you have set up and know how to use a working method to forward your office phone. As a best practice, you should avoid having your calls go into voicemail requiring you to return them with a personal phone number.

Utilize your Google calendar to help you set, track and share work goals and progress with others.

## **Be accountable**

Demonstrate accountability and strong communication with your supervisor and colleagues. Check in regularly to provide updates so they know what you are working on.

Schedule a weekly meeting with your supervisor or discuss submitting a weekly report to your supervisor to keep them abreast to work status.

## **Stay connected**

Stay connected with your colleagues. This helps you keep others aware of your work status, maintains your levels of engagement, and helps you avoid feelings of isolation.

You should feel confident about calling or messaging a colleague who is teleworking anytime during the work day just as you would walk to their office or call them if you were working on campus.

Try scheduling a virtual lunch or coffee with your colleagues using Zoom.

## **Maintain regular work habits**

Establish a routine and get ready for work like you would if you were going into the office. While casual dress is a bonus for those who telecommute, staying in your pajamas all day can make it hard to get into a work mode. If you get yourself dressed and ready for work as a daily ritual, you will find it beneficial to your productivity. Plus, you'll be ready for that last minute video meeting that gets put on your calendar!