



## Coronavirus Protocol for Employees

Updated April 4, 2022

1. ASU-Beebe supports social distancing, and masks are welcomed on our campuses. In all cases, employees will respect and comply with any employee, student, or guest's request for social distancing.
2. Employees experiencing any symptoms of illness will not come to campus until symptom free for 24 hours and/or until a healthcare provider supplies a diagnosis of a non-communicable nature.
3. Employees must be aware of and daily self-monitor for COVID-19 symptoms: cough, fever, chills, shortness of breath, difficulty breathing, muscle or body aches, new loss of taste or smell, sore throat, congestion, runny nose, nausea, vomiting, or diarrhea.
  - a. Employees who are experiencing COVID-19 symptoms or have a confirmed or suspected case of COVID-19 will not come to campus. The employee must complete the [Covid-19 Self-Reporting Form](#) on the [ASU Beebe Coronavirus Information](#) page. The Director of Human Resources or her designee will contact the employee once the form is received. Employees are also encouraged to notify their supervisors of the reason for the absence and to consult their healthcare providers.
  - b. Employees who have tested positive for COVID-19 may not return to work until cleared to do so by Human Resources.
4. In such cases (#2 and #3), remote work may be offered at the discretion of the supervisor and supervising member of Executive Council. Remote work is not an employee entitlement and may not be possible/suitable for all positions or situations. Requests must be approved by the Director of Human Resources before the employee is authorized to be placed on a remote work plan.
5. Employees are encouraged to continue to follow cleaning protocols in any area on campus where they perform duties. If additional cleaning supplies are needed in a work area, please contact Gale Long on the Beebe campus, Cody McMichael on the Heber Springs campus, and LaShanda Owens on the Searcy/LRAFB campuses.

6. ASU-Beebe encourages all employees to continue to follow the latest [Center for Disease Control and Prevention Guidance](#) as it pertains to each individual and to get vaccinated and boosted unless specifically directed by your healthcare provider to do otherwise.
7. In order to engage in official travel for ASU-Beebe, each traveler must adhere to the published Centers for Disease Control and Prevention (CDC) travel recommendations regarding testing, quarantine, and isolation, which currently may be found at the following links:
  - [Domestic Travel During the COVID-19 Pandemic](#)
  - [International Travel During the COVID-19 Pandemic](#)

Should the CDC modify its guidance, ASU-Beebe will update its procedures to align with the published guidance.

8. In some instances, an outside entity or partner (third-party, not ASU-Beebe) may require vaccination, masking, testing, and/or other health-related requirements in order for a student or employee to participate in an activity. These activities may include, but are not limited to, clinicals, off-campus events, travel, etc. If the student or employee wishes to participate in the activity, then they must follow those third-party requirements.
9. ASU-Beebe employees who do not follow the established *Coronavirus Protocol* will be subject to disciplinary action per the “Personal Conduct” and “Progressive Discipline Policy” in the [ASU System Staff Handbook](#).