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COVID-19 Guidance

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Working Remotely During Covid

UMS Workplace Policies and Guidance regarding COVID-19

As the University of Maine System continues to monitor the local, national, and worldwide incidence of the coronavirus and the illness it causes, COVID-19, faculty and staff members are encouraged to work remotely to the maximum extent feasible. Extensive further guidance is provided below.

Potential Additional Policy Changes

If public health conditions worsen, the University of Maine System's policies may be further adjusted. This would be done to address the effects of more widespread illness or absences, more frequent needs for self-isolation or quarantine, disruption of care arrangements or UMS priorities for pay continuity. Faculty and staff will be notified as necessary of such changes and should also check the [Health Advisory page for the University of Maine System](#) for updates.

Questions may be directed to your [Employee Benefits Center](#) at 207-973-3373 and/or your campus Human Resources Office.

Workers at Higher Risk: Employees who are at increased risk for complications from COVID-19 are urged to consult their healthcare provider about steps they can take to protect their health. These may include requesting a temporary change in job location, hours, assignment or duties, or implementation of additional protective measures to reduce exposure to others or chances of becoming infected. Please consult your supervisor to explore your work-from-home options. Supervisors are

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Families First Coronavirus Response Act, (FFCRA) Information +

UMS Wellness Program – COVID-19 Level 1 Incentive Adjustment Update - March 27, 2020 -

Changes to the guidelines for achieving Level 1:

- Employees who met level 1 in 2019, will continue to have the incentive premium rate (p rate) apply until December 31, 2020
- Employees hired on or between 1/1/20 and 5/31/20 will need to complete level 1 requirements by 8/31/20 (date extended by 4 months). Those hired 6/1/20 or later will have the usual 90 days to complete level 1

Remaining unchanged:

- Employees who did not meet level 1 in 2019 and are currently at the higher non-participant rate (n rate) can satisfy level 1 at any time until 11/30/20 to be switched to the lower p rate
- Level 2 award requirements remain the same

*2021 will revert to previous practice and employees will have until 4/30/2021 to satisfy Level 1 for 2021.

Should you have any questions, please contact your Employee Benefits Center at benefits@maine.edu or 207-973-3373.

(Last reviewed/updated: 03/30/2020)

Self-Certification Checklist For Telecommuters - Remote Work +

UMS Cigna Health Plan COVID-19 - Important Prescription Information +

(Last reviewed/updated: 03/19/2020)

