

CHADRON STATE COLLEGE

Dear Colleagues,

Chadron State College is carefully monitoring the COVID-19 virus situation. Our website www.csc.edu/covid19/ is the best place for employees to go for up-to-date information. We encourage employees to remain calm and act responsibly.

Reporting. Please report incidents of COVID-19 to the Panhandle Public Health District at its 24/7 telephone line at 308-262-5764.

Following Medical Directions. We also encourage employees to follow self-quarantine directions that you received from the public Health Department or your personal health care provider.

Absences. If you are sick or under self-quarantine under the direction of a public Health Department or your personal health care provider, please do not report for work. You will not be required to provide formal documentation to Human Resources for sick, vacation or comp time leave requests. FMLA medical documentation requirements may be temporarily suspended. Please follow the normal procedures for reporting your absence to your immediate supervisor and submitting your leave via the Firefly/ESS system. Contact Human Resources or access Firefly/ESS for leave balance questions.

Blue Cross Information. Attached is information from Blue Cross and Blue Shield related to temporary changes in our insurance coverage from the COVID-19 virus.

Essential Staff. The College campus will only be closed as a last resort. In the case of a closure, employees will be notified and essential staff will be informed about requirements for reporting to work through normal notification procedures.

We appreciate your thoughtful attention to these issues as we all work together.

Thank you,



President Randy Rhine

