Reminder: Wear your Masks

Remember, all staff, faculty, students and visitors are required to wear face coverings inside campus facilities/buildings unless you are in a private office or dorm room.

Please be advised that face covering use will be in addition to and is not a substitute for social distancing.

Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons.

Guidance on how to properly wear and launder a face covering can be found here. Specific questions regarding this can be directed to 470-578-5889 or return2campus@kennesaw.edu.

Need additional masks? Supervisors should email oem@kennesaw.edu in advance with the number of masks requested and time when they will pick them up.

Pickup locations are as follows:

Kennesaw Campus – COVID Dedicated Operations Center (CDOC) House at 3217 Campus Loop Road (last house before the church)

Marietta Campus – Office of Emergency Management, Department of Public Safety, Norton Hall

Return to Campus Information

Please visit the KSU return to campus website for faculty and staff resources as we transition back to campus. Check this site often as guidance is being updated regularly.

We recognize that many metro Atlanta school districts are beginning virtually. Guidance is forthcoming on Alternative Work Arrangements that may be available to employees.

If you have questions or input regarding a COVID-related issue that extends beyond the purview of your supervisor, please email return2campus@kennesaw.edu or call 470-578-5889.

COVID-19 / Coronavirus Information & Resources

Please know that Kennesaw State University is closely monitoring the COVID-19 / Coronavirus situation and will continue following the guidance provided by the University System of Georgia (USG), the Georgia Department of Public Health (DPH) and the Centers for Disease Control and Prevention (CDC).

If you have any illness – common cold, flu, cough – please stay home and take care of yourself until you are better.
If you are experiencing symptoms of the coronavirus please contact the COVID-19 Health Helpline at (470) 578-6644. Free Testing for KSU employees is also available by calling the helpline.

Stay updated:
Visit https://coronavirus.kennesaw.edu/ to stay informed of the latest COVID-19 updates, travel guidelines, student, faculty and staff resources, and Frequently Asked Questions (FAQs).

Resources:
Coronavirus Symptoms: https://tinyurl.com/utnov9c
UIITS Teleworking: https://uits.kennesaw.edu/telework/
Instructional Design: https://dli.kennesaw.edu/

If you have questions, please contact hr@kennesaw.edu

Communication Process for Positive COVID-19 Test for Employees

*Note: Employees who test positive should follow DPH guidelines and return to work when ALL of the following criteria have been met:

1) No fever for at least 24 hours without the use of fever reducing medicine AND
2) Improved symptoms AND
3) At least 10 days since symptoms first appeared.

Employee tests positive for COVID-19. → Employee notifies HR via return2campus@kennesaw.edu or 470-578-5889. → HR works with employee on appropriate leave options and notifies supervisor. → HR notifies Environmental Health & Safety who will determine decontamination needs. Impacted areas may need to be temporarily closed, EHS will determine and communicate this information. → EHS communicates with Building Services who will conduct deep cleaning / decontamination of impacted areas as required.

Employee tests positive for COVID-19. → Testing site provides positive test information to DPH. → DPH conducts contact tracing in coordination with KSU COVID Response Team. → KSU COVID Response TEAM or DPH will contact any close contact/high risk exposure and provide instructions to quarantine. Employees or students not contacted may continue to report to campus as usual.
COVID-19 Testing available for KSU employees on both campuses

As of August 10, KSU now has testing locations on both campuses. Faculty and staff can make an appointment for a COVID-19 test by calling the COVID helpline at 470-578-6644.

Testing locations are as follows:

Kennesaw Campus:
Testing available Monday – Friday, 8AM –12Noon
3217 Campus Loop Road (CDOC House)

Marietta Campus:
Testing available Monday – Friday, 1:30PM -3:30PM
Student Recreation Center, adjacent to the Student Health Clinic (tent outside of the entrance)

Telehealth- LiveHealth On-Line extended

No charge for employees enrolled in a USG healthcare plan

USG will continue to cover all telehealth visits, including those unrelated to COVID-19, at 100% with no out of pocket costs for all USG healthcare plans through September 30, 2020.

If you have concerns or are showing symptoms of COVID-19, we encourage you to take the following steps:

1. Call your provider’s office for guidance and next steps.
2. If you do not have a provider, please call the 24/7 nurse-line and/or member services number for help locating a provider.
3. Emergency room/urgent care options are available for emergencies.

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<tr>
<th></th>
<th>Anthem Blue Cross Blue Shield (Anthem)</th>
<th>Kaiser Permanente</th>
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<tbody>
<tr>
<td>24/7 Nurseline</td>
<td>1-888-724-2583</td>
<td>404-365-0966</td>
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<tr>
<td></td>
<td></td>
<td>1-800-611-1811</td>
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<tr>
<td>Member Services</td>
<td>1-800-424-8950</td>
<td>404-261-2590</td>
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For employees not enrolled in a USG Healthcare plan, a telehealth option is available through LiveHealth On-line at $59 per visit. For acute, non-serious medical concerns, consider a retail health clinic or a quick care center.

For more information, please visit usg.edu/hr/benefits/coronavirus
The CARES Act (Coronavirus Aid, Relief, and Economic Security)

On March 27, 2020, the U.S. Congress passed the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The CARES Act allows employers to make changes to their defined contribution plans to allow greater access to retirement funds through the following options:

- Distributions up to $100,000 for coronavirus-related qualifying reasons,
- Increase in loan amounts and suspension of loan payments for coronavirus-related reasons,
- Waiver of Required Minimum Distributions (RMDs) in 2020 (exceptions apply).

The University System of Georgia has added these provisions to the USG 403(b) and 457(b) voluntary savings plans. Self-certification of the Coronavirus qualifying reason is required to receive a distribution or loan. If you have questions, please reach out to your retirement vendor directly. More information is available through the CARES Act and the USG 403(b) and 457(b) plan FAQs.

Financial/Market Volatility Concerns

USG has partnered with CAPTRUST to provide Retirement and Financial Advisory Services to USG employees. CAPTRUST offers a no-cost advice line for all benefited employees and representatives are available to answer employees’ questions and concerns about the market.

To schedule an appointment, call 1-800-967-9948 visit www.captrustadvice.com. Representatives are available Monday – Thursday 8:30am – 5:30pm and Friday, 8:30am - 4 pm (EST).

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<tr>
<th>Member Services</th>
<th>Fidelity</th>
<th>TIAA</th>
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<th>CAPTRUST</th>
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<tr>
<td>1-800-642-7131</td>
<td>1-800-732-8353</td>
<td>1-800-448-2542</td>
<td>1-800-967-9948</td>
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<th>Virtual Appointments</th>
<th>Fidelity Appointment Scheduling</th>
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<th>AIG Appointment Scheduling</th>
<th>CAPTRUST Appointment Scheduling</th>
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<th>COVID-19 Resources</th>
<th>Fidelity Dedicated Resources</th>
<th>TIAA Dedicated Resources</th>
<th>AIG Dedicated Resources</th>
<th>CAPTRUST Dedicated Resources</th>
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<th>Vendor Websites</th>
<th>Fidelity website</th>
<th>TIAA website</th>
<th>Valic website</th>
<th>Captrust website</th>
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More information and updates are available on the USG Benefits home page. General information about COVID-19 is available at the CDC website or on the Department of Community Health website.
You Can Make A Change For Life

Have you ever been told by a healthcare professional that you:

- Are at risk for getting diabetes?
- Have pre-diabetes?
- Have borderline diabetes?
- Have high blood sugar?
- Have high glucose?
- Had gestational diabetes?

You may be at high risk for type 2 diabetes, but there is something you can do about it!

The Centers for Disease Control and Prevention-led National Diabetes Prevention Program can help you make a change for life. This program helps you learn how to change your lifestyle to prevent type 2 diabetes. Groups meet for 16 weekly sessions and six monthly follow-up sessions with a trained Lifestyle Coach.

You can prevent or delay type 2 diabetes!
Sign up today and make a change for life! Enroll by contacting your employee Well-being team at 470-578-3244 or dtzankov@kennesaw.edu.

The following virtual informational sessions will be held via Teams:
- Aug. 14th 11:30am-12:15pm
- Aug. 26th 3-3:45 pm
- Sept. 4th 12-12:45

*This is a $450 value, offered FREE to the first 20 eligible employees!

SMART Goals:
How to Make Your Goals Achievable

Do you ever feel like you’re working hard but not getting anywhere? Maybe you see little improvement in your skills or achievements when you reflect on the last year. Or perhaps you struggle to see how you’ll fulfill your ambitions during the next few years.

Many people spend their lives drifting from one job to another or rushing around trying to get more done while actually accomplishing very little. Setting SMART goals means you can clarify your ideas, focus your efforts, use your time and resources productively, and increase your chances of achieving what you want in life.

Facilitated by your HR Business Partners

- Todd Carper
- Edith Collins
- Raquel Monterroso
- Isel Silva
Professional Development
Elevate your service to excellent!

Improving Service  |  [Virtual Session] (9/15, 10-Noon)
Service Excellence is all about HOW we do WHAT we do. This course will help your team provide excellent service and improve service as employees of Kennesaw State University.

Service Recovery  [Virtual Session] (9/17, 10-Noon)
Participants will gain the skills to recover from service failures, and then create allies out of difficult customers and colleagues. Staff and faculty participants will work with current situations and challenges to generate solutions that can be implemented today!

Sign up for these open sessions, or request a dedicated session for your team. Cost is $0 for KSU employees.

Recruitment Corner:
5 Keys to Hiring the Best Candidate

1. Standardize the Process
   - Before interviewing, create a standard list of questions to ask.
   - Have the interview in the same place for all your candidates.
   - Keep the process as similar as possible each and every time.

2. Take Good Notes
   - Don’t rely on your recall abilities and open yourself up to unintentional bias.
   - Write down as much of the interviewee’s exact response without your own interpretations.

3. Use a Rubric
   - Create a rubric for what you’re seeking in the new hire.
   - Include qualifications like specific skills and experiences, soft skills like communication and teamwork, and cultural fit.

4. Justify Your Decision
Use your notes from the interviewee’s responses to back up your beliefs in order to avoid cognitive biases.

5. Get Input From Others

- Once your rubric and justifications are complete without outside influence, you can now see what others thought as well. Ideally, the feedback you receive from others should add to your data and not impact the data you’ve already collected.

A WEBINAR FOR WORKING PARENTS:

HOW TO JUGGLE YOUR CHANGING DEMANDS AND HOME-SCHOOL YOUR CHILD

Many parents are facing changing roles and responsibilities and are trying to navigate the new demands faced, particularly in accommodating child care, homeschooling, and still fulfilling work responsibilities. This session will provide advice on how to successfully juggle the demands faced and meet the changing needs within the home.

WATCH NOW!

For more resources for parents working remotely while supervising virtual learning visit the HR website.

Outsource Your To-Do List

Learn to outsource the more thankless chores and discover a world of potential, leading towards a happier and more fulfilling way of life.

You do not need to register in advance to attend Online Seminars at a set time. Seminars will be prerecorded and uploaded on the date below. At any time while viewing the Online Seminar, if you have questions about the seminar, please type them into the "Ask a question" box located to the left of the video window. You will receive an emailed answer within five business days.

Available on demand starting August 18, 2020, at noon Eastern Time (EST)

Toll-free: 844-243-4440
Website: www.EAPHelpLink.com
Company Code: USGCARES

UPCOMING SEMINARS:

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<th>SEP</th>
<th>Work and Family Balance</th>
<th>The Secret to Work-Life Balance</th>
<th>Uncover the secret to securing a healthy work and family balance.</th>
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<tr>
<td>OCT</td>
<td>Mental Strength</td>
<td>The Mental Strength Workout</td>
<td>Learn skills and strategies to exercise</td>
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<tr>
<td>NOV</td>
<td>Healthy Ways to Cope with Stress</td>
<td>Available on Demand Starting Oct 20th</td>
<td>the power of your mind and increase your mental fortitude.</td>
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<tr>
<td>DEC</td>
<td>Being Grateful</td>
<td>Available on Demand Starting Dec 15th</td>
<td>Learn resilience by understanding yourself and identifying the mental obstacles that get in your way.</td>
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</table>

**MANAGER SELF SERVICE TIPS & TRICKS**

OneUSG Manager Self Service, referred to as MSS, allows supervisors to view basic information about their employees and to kick off transactions that will route through an electronic approval process before arriving in HR to be keyed.

**HOW DO I ADD ADDITIONAL APPROVERS TO AN ADD/CHANGE POSITION TRANSACTION?**

Actions that affect a POSITION are routed through MANAGE POSITIONS. The workflow for these transactions is found on the third page of the transaction, at the bottom of the page.

Submitters must submit the transaction to see the workflow. Once the workflow is assigned, the submitter or any assigned approver may add additional approvers wherever there is a + sign.

- Once you click the + button, a pop-up window should appear.
  - Click the magnifying glass to look up approver by name.
- Once you click the magnifying glass, another pop-up window should appear.
  - Type last name, a comma, and then first name to search by employee name. Example: Smith,John. Click the name to select it.
- Once you click the name, you should return to this window, and the User ID and name of the new approver will be displayed.
  - Click insert to insert the approver.
- A new box will appear in the workflow with the inserted approver's name. That person will receive the transaction for approval in the indicated order.
PERKS PROGRAM HIGHLIGHTS
JOHNNY'S NEW YORK STYLE PIZZA & SUBS
3940 Cherokee Street, Kennesaw, GA 30144
KSU faculty and staff receive 10% off all food purchase with valid KSU ID at this local pizzeria specializing in New York style pizza. Curbside and delivery available.

SEE MORE PERKS ➔

IT BENEFITS YOU TO KNOW...
A maximum of 360 hours of accrued and unused vacation time may be carried over from one calendar year to the next.

Please check your accruals in OneUSG (projecting through Dec. 31, 2020) to plan accordingly.