Texas Tech University System
COVID-19 – Remote Work Decision Tree

Can work be done remotely?

NO

Is position determined to be mission essential?

YES

Work under direction of VP /Dean; report as normal.

*Reconsider working remotely for high risk priority group.

NO

Employee may report to work on a limited basis as directed by supervisor.

Consider flex schedules or reassignment to other duties.

Employee may be placed on Non-working Pandemic Leave (NWPD).

YES

Initiate Emergency Remote work agreement.

Does employee have equipment / resources to work remotely?

NO

Department to identify and provide needed resources ASAP.

Employee may report to work as directed by supervisor or placed on Non-working Pandemic Leave (NWPD).

*Reconsider working remotely for high risk priority group.

YES

Employee may report to work on a limited basis as directed by supervisor.

Consider flex schedules or reassignment to other duties.

Employee may be placed on Non-working Pandemic Leave (NWPD).
HIGH RISK PRIORITY GROUP

Has the employee or someone in the employee’s household been required to self-isolate or self-quarantine?

Is the employee or a family member at home in a high-risk category?

• Pregnant
• Underlying health conditions – such as heart, lung disease, diabetes; or other
• Over age 65

Is the employee a primary caregiver of a child(ren) – up to age 12 who is required to be at home?