

## Staff and Faculty Self-Isolation Option on Campus

### **Situation:**

Following a high-risk COVID-19 exposure, some staff or faculty members may not be able to effectively quarantine in their homes. Similarly, if individuals become infected with COVID-19, they may not be able to safely isolate themselves from other members of their household. The UW Special Housing Program or the UW Guest Housing Program provide housing for UW staff and faculty who need to either quarantine or to isolate away from their homes. These may also be used by physicians who are on service. There is a different option available to the faculty or staff member depending on whether they are the infected person (with or without symptoms and requiring isolation) or whether they are trying to avoid exposure when someone in their house is sick.

### **Options:**

#### 1) For individuals who need to isolate (COVID-19 positive with or without symptoms): **UW Special Housing program**

- Designed for individuals (18 years of age or older) who are in isolation and who would not leave their assigned room for a minimum of 7 days.
- Includes 3 meals delivered per day starting with dinner on the first day.
- Meals are delivered to the guest's door approx. after 6 p.m. daily, which includes a hot dinner, and shelf-stable, microwavable breakfast and lunch meals for the following day.
- 7-night minimum stay
- Single-occupancy room with a private bath

#### Cost:

- 7-night minimum stay (includes 3 meals/day plus dinner the first day): \$747.87
- Additional nights (includes meals): \$106.84
- Cost cannot be pro-rated for fewer than 7 days.
- There is no option to exclude meals.
- The cost is the responsibility of the faculty or staff member as UW or UW Medicine cannot cover the cost but the individual can use the [Employee Emergency Fund](#) (EEF) grants for this purpose (note: income thresholds and other requirements still apply).

#### Process:

- Individual requesting the room should email [hfscnf@uw.edu](mailto:hfscnf@uw.edu) for more information and to make reservations.
- HSF staff meets with the guest(s) on-site for contactless check-in
- Guest leaves the key set in the room upon check out.
- To apply for the EEF grant dollars, review information [here](#) (UW Net ID will be required to apply).

2) For individuals who need to quarantine (COVID-19 negative and no symptoms) following an exposure can't be at home: On Campus **Guest Housing Program**

- Fully furnished room with a twin bed, pillows and sheets, a set of towels, bath soap, drinking cups
- Single occupancy rooms available with private bath
- Studio – single room with private bath and kitchenette available for stays 7 days or longer

Cost:

- Short term: 6 nights or less (no minimum stay)
  - Single occupancy rooms with private bath: \$75 a night
  - Studio - single with private bath and kitchenette: N/A
- Long term: 7 nights or longer
  - Single occupancy rooms with private bath: \$65 a night
  - Studio – single with private bath and kitchenette: \$90 a night
- The cost is the responsibility of the faculty or staff member as UW or UW Medicine cannot cover the cost but the individual can use the [Employee Emergency Fund](#) (EEF) grants for this purpose (note: income thresholds and other requirements still apply).

Process:

- Payment in full must be completed prior to check in.
- Reserve room at <https://hfs.uw.edu/Guest-Housing> but same day or next day reservations should contact Christine Sismaet ([sismaetc@uw.edu](mailto:sismaetc@uw.edu)) to see about availability and to make a reservation.

3) For planning purposes around inclement weather, [a list of hotels is available](#) with current rates.

#### **Use of Employee Emergency Fund grants to cover housing:**

The cost is the responsibility of the faculty or staff member as UW or UW Medicine cannot cover the cost but the individual can use the [Employee Emergency Fund](#) (EEF) childcare grants for this purpose (note: income thresholds and other requirements still apply).

The EEF dollars are available to support eligible employees who are experiencing a temporary, unexpected and critical financial hardship due to COVID-19. If an employee is required to isolate and can't isolate safely at home because a family member tested positive or was a close contact, then the employee's temporary housing charges may create an eligible hardship.

To apply:

- Meet the general EEF eligibility requirements - e.g. salary threshold, length of service, FTE, etc.
- Explain that you have experienced an unexpected financial hardship because they are required to isolate to protect against COVID exposure and are not able to safely isolate at home.
- Provide documentation that they need to self-isolate.
- Provide a bill for the temporary housing including the dates of the quarantine to ensure they align with the household members' quarantine.

**Contacts:**

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[sismaetc@uw.edu](mailto:sismaetc@uw.edu) / [hfs.uw.edu/Conference-Services](https://hfs.uw.edu/Conference-Services)

<https://hfs.uw.edu/Guest-Housing>

Employee Emergency Fund: <https://hr.uw.edu/coronavirus/caring-for-self-and-family/covid-19-employee-emergency-fund/>