



Dear Colleagues,

We are excited to announce that beginning with today's email, you'll be hearing from the Office of Human Resources and the Staff Engagement Committee twice a week. These messages, which will include the new *Connections* newsletter each Tuesday, are meant to serve as a guide to updates, resources, and notifications about things relevant to our "new normal."

Look for information about new Barnard protocols, COVID-19 regulations, and offerings from our employee benefit vendors that can assist you during this time. We also hope you will email us at hr@barnard.edu with suggestions for information you'd like to see and shoutouts to those colleagues who are going above and beyond in their work for the College.

Here are this week's updates and notifications:

Friday Highlights

BCIT Survey

- ***Understanding your Barnard/Remote Working Situation.*** You should have received an email on Wednesday from BCIT that included [a new survey](#) distributed as a follow-up to the survey that was sent at the start of the remote pilot. Please complete and return the survey by Wednesday, April 15, to help BCIT assess the adequacy of the College's technical needs as we continue to work in a remote environment.

Beneficiaries/Emergency Contacts

- All staff will receive notification this week to confirm or update Emergency Contact Information and/or Beneficiary Information. Please check and complete updates via Employee Self Service (ESS) instructions, which will be included with the email.

Commuter/Transit

As many of you are working remotely, you may wish to change your commuter benefit election. To make changes to your commuter benefit election, please visit [WageWorks](#).

- The deadline for requesting any change to your **Commuter Benefit Program** continues to be the 10th of each month for the following month. For May, the deadline is **Friday, April 10**.

Bright Horizons - Benefits Enhancements

- As a reminder, Bright Horizons provides short-term child care or adult/elder care when regular arrangements fall through unexpectedly. Backup care services include:
 - child care in-home or at day care centers
 - elder care services in-home
- We have increased the number of days per child or elder to 30 days (up from 20 days) for 2020.
- The new Crisis Care Assist feature allows you to secure care through your own resources, and Bright Horizons will reimburse you \$100 per day. You may use a family member, friend, babysitter, or other trusted provider to care for your child/elder while you work from home.

CARES Act

Flexible Spending Accounts (FSA) and Health Savings Accounts (HSA)

- On March 27, 2020, the CARES Act (Coronavirus Aid, Relief and Economic Security Act) was signed into law to provide relief for individuals and institutions impacted by the coronavirus. With the passage of the CARES Act, the rules for reimbursement of over-the-counter (OTC) drugs and medicines have changed. The CARES Act now allows employees to use their FSA and HSA funds for OTC medical products without a prescription from a physician. [Click here](#) to see OTC list.
- As a reminder, you can submit FSA claims by visiting the [Allegiance member portal](#).
- A Health Savings Account (HSA) is available only to employees enrolled in Cigna Plan C, “High Deductible Plan.” From myCigna, click on “Visit your HSA bank to manage your account” to link to the HSA Bank Customer Website.

Managing@ Barnard

- The sixth session of Managing @ Barnard IV (MABIV), *Dealing with Unacceptable Employee Behavior*, is scheduled for Thursday, April 16, from 9:30 a.m. to 4:30 p.m. This session will be conducted remotely, as will all the remaining sessions for the MABIV cohort. Members of the cohort will be sent targeted materials and directions prior to the session.

COVID-19 News (Also available on the *myBarnard* portal)

- **New COVID-19 days:** Barnard has initiated a new temporary category of COVID-19 days, for staff members who receive approved absences for COVID-19-related issues between March 16 and May 31. Documentation and approval **must** be granted through the individual’s supervisor

and HR generalist. The new COVID-19 days supplement any existing leave under federal, state or local law or Barnard policies, as well as paid leave created by recent legislation.

- [**Columbia Preparedness Face Coverings**](#): Find the latest recent guidance and FAQs regarding face coverings.
- [**Daily Burn-Cigna Healthy Rewards**](#): All staff who subscribe to health benefits through Cigna are eligible for this high-quality fitness programming. There are thousands of segments available — let's get active! You can access Daily Burn by logging on to **myCigna.com** (register first, if you haven't already). Select the **Wellness header** and then click **Healthy Rewards**. This will take you to a new page where you can see all the available discount programs and offerings available, including Daily Burn.
- [**Keeping Kids Engaged**](#): *During the Day* is a publication from Humana, our EAP provider, that offers suggestions and recommendations for children in ninth grade and younger. The subtitle, "Working at Home and Getting Stuff Done," is the key message.
- [**Managing Anxiety: Coronavirus Fears and Concerns**](#): Check out Cigna's new webinar on managing anxiety.

Special thanks this week to:

- *BCIT Service Desk*
- *Mail Services & Receiving*
- *Public Safety*
- *Office of Facilities Services*
- *Health Services*
- *Residential Life*
- *Department of Psychology, Animal Care Supervisor*

We thank you for all that you are doing to keep Barnard going!

Happy Holidays!

Be well and stay safe,

Catherine