



## ***Human Resources Division***

### **CORONAVIRUS (COVID-19) UPDATES**

**HR August 5, 2020**

This notice provides updated guidance to SDCCD employees related to the District's continued COVID-19 closure. This guidance relates only to District-wide matters, and is therefore complimentary to more specific information that may be provided by each campus based upon its local programs, needs, and conditions.

#### **Instructional Employees**

The predominance of Fall 2020 classes will be taught online; as conditions permit, some exceptions may be made for certain hard-to-transition courses. Instructors teaching fully online, curriculum approved Distance Education courses will continue to be required to complete online certification training on a timetable determined by each respective campus. Notwithstanding the above, courses offered synchronously, but remotely, (i.e., via Zoom or an equivalent) will not require the completion of the online certification training. In all cases, however, instructional employees are to engage in whatever preparations may be necessary to allow for remote instruction. As is true under normal operations, instructional employees may be held accountable for failure to provide instruction at an adequate standard, as is defined by the appropriate regulatory body, accrediting agency, or instructional personnel.

Instructional employees may be permitted and required to work onsite in two scenarios: (1) in connection with a specifically identified hard-to-transition course for which onsite instruction has been approved, or (2) in connection with a course being offered remotely, to conduct specific activities that cannot be accomplished except on site (e.g., to access necessary equipment). In all cases, these onsite activities must be performed in accordance with, at minimum, the District-wide protocols discussed below, in addition to any local requirements provided for at each site or by an appropriate supervisor. Guidance from Risk Management should also be followed. Please be aware that these protocols may be subject to change for a variety of reasons, including the continued modification of local conditions or local health orders.

#### **Non-Instructional Employees**

The default expectation is that non-instructional employees will continue to work remotely on assignments provided by their supervisor based on District need. In other words, there is not an expectation that non-instructional employees work remotely according to their standard schedule or standard number of hours unless they have been provided by their appropriate manager or supervisor

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with specific assignments based on District need, the completion of which requires them to work according to that schedule or scheduled number of hours. Consider the following scenarios:

1. An employee has a standard schedule of 8:00 – 5:00, Monday – Friday. Monday morning their supervisor assigns them a project that must be completed by 8:00 the following Monday.
  - a. This employee *may* be expected to work up to a full 40 hours on the assignment, if necessary for its completion. If the employee is unable to perform the necessary 40 hours during the week in question, they need to take appropriate leave.
  - b. Unless it is essential to the completion of the task, or to unrelated matters, this employee *should not* be required to adhere to an 8:00 – 5:00 schedule each day. If, for example, it is easier for the employee to begin and end work later in the day, or to take a multi-hour break during one or more days to attend to personal matters, this should be permitted, provided the employee is able to work 40 hours during the week and complete the project.
2. An employee has a standard schedule of 8:00 – 5:00, Monday – Friday. Their supervisor needs to staff a student-facing ZOOM room during the hours of 3:00 – 7:00 every day.
  - a. This employee *may* be assigned to perform this scheduled, time-certain activity each day between 2:00 and 5:00 or take an appropriate leave.
  - b. The employee *may not* be assigned and required to perform this scheduled time-certain activity between the hours of 5:00 and 7:00, because that time is not part of their standard schedule.
    - i. If, however, the employee would *prefer* to fulfill that later timeslot in lieu of another assigned activity of an equivalent length scheduled for earlier in the day, and such a tradeoff does not otherwise cause a negative impact for the office, such a preference should be accommodated.
3. An employee's standard workweek is 40 hours. The employee completes their assigned tasks within 18 hours and their supervisor does not have other tasks that need completion to assign to the employee.
  - a. This employee *may not* be required to take leave for their remaining 22 scheduled hours.
  - b. The employee *may not* be required to be immediately available by phone or email during their remaining 22 scheduled hours.
  - c. The employee *may* be required to promptly (i.e., within one hour) respond to phone or email from the District, including from their supervisor, during the hours comprising their standard schedule, or be required to take an appropriate leave. More generally, employees are expected to continue to be attentive to all District email during the duration of the pandemic.

Specific employees may also be required by their manager or supervisor to return to onsite work to complete specific functions or projects that cannot be completed from home. All such work will be task or project-specific, and will not comprise an expectation that the employee work a standard schedule or given number of hours on site unless part of an essential operation. As with instructional employees, onsite activities must be performed in accordance with, at minimum, the District-wide protocols

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discussed below, in addition to any local requirements provided for at each site or by an appropriate supervisor. Guidance from Risk Management should also be followed. Again, please be aware that these protocols may be subject to change for a variety of reasons, including the continued modification of local conditions or local health orders.

### **Minimum Guidelines for On-Site Work**

Work on District property will only be allowed in conformance with mandated State protocols. In particular:

1. All employees must self-assess their ability to enter into a work environment involving contact with others and will be trained to use the self-assessment tool attached to this update;
2. All employee must wear face coverings when on-site and in accordance with guidelines;
3. Employee temperatures will be checked prior to entry into any District building. Inquiries regarding symptoms or potential exposure will be made and employees who i) have a temperature above 100 degrees Fahrenheit; (ii) symptoms specified by the CDC; or (iii) who have recently been exposed to a person who tested positive for Covid-19 will be excluded from entry.

Any employee who refuses to abide by these minimum guidelines, or other locally mandated guidelines, may be subject to disciplinary action.

Per the recommendations of the Centers for Disease Control (CDC) and local health authorities, employees who are feeling ill should stay home. Employees who believe they may have been exposed to coronavirus OR develop a fever and symptoms of respiratory illness, such as cough or difficulty breathing, should call their healthcare provider immediately before going to the medical office, urgent care, or hospital. In an emergency situation, call 9-1-1. In the meantime, practice self-quarantine to avoid potentially spreading the virus to friends, loved ones, or the community at large.

### **Leaves**

As of April 1, 2020, if you are unable to perform necessary and assigned work activities, whether remote or on site, you are required to inform your supervisor and take an appropriate leave. If you are unable to work due to a health or childcare concern related to COVID-19, you may be entitled to Emergency paid Sick Leave and/or FMLA Public Health Emergency Leave and should submit a request for leave to HR-Employee Services. Please visit the Employee Services webpage to fill out an Employee Request for COVID-19 Related Leave form and view additional information. Based on your qualifying reason for leave, you may need to use your own accrued leaves for compensation. Employees should be aware that belonging to a category of individuals identified as vulnerable to COVID-19 is unlikely to qualify them for Emergency paid Sick Leave or FMLA Public Health Emergency Leave, unless they are subject to a quarantine order on that basis. As is true in all circumstances, an employee with an underlying health condition that impacts a major life activity may be eligible for an ADA accommodation, and may contact Risk Management for more information.

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<https://www.sdccd.edu/docs/HumanResources/Employee%20Services/Employee%20Request%20for%20COVID-19%20Related%20Leave.pdf>

Employees are reminded that children should not be brought to work. Employees who are experiencing difficulty with school closures and childcare arrangements should notify their supervisor and visit the Employee Services webpage for additional information.

There remains no decision regarding the duration of the time during which instruction will be offered solely via the distance modality, or the duration of the shutdown of SDCCD locations. In collaboration with state and local authorities, SDCCD will continue to monitor the developing COVID-19 situation and will make future decisions as and when appropriate. SDCCD is hopeful that it can resume standard operations soon, but its students and employees should prepare for the possibility that SDCCD will remain in remote operations indefinitely and for a significant additional period of time. Whatever the duration ends up being, SDCCD will continue to provide updated information to all employees. All employees are asked to check their SDCCD District email on a regular basis each day for updates and information, and to respond to emails as needed. All employees are asked to ensure that their managers and supervisors are in possession of a means to contact them alternatively in the event of an interruption to the District's email system.

**For the sake of clarity, any future decision to return to normal operations at SDCCD locations will be communicated CLEARLY and UNAMBIGUOUSLY, with sufficient lead time for managers, supervisors and employees to prepare to return to working on-site. The Chancellor's regular COVID-19 updates are and will remain the best source of information regarding any future decision to return to normal operations. Q: What if I have questions regarding any aspect of my employment (e.g. Employment, Employee Relations, Compensation, Classification, Benefits, Legal/EEO, Payroll, Payroll Accounting, Retirement Services)?**

**A:** Send any questions to the following email address, which will be consistently monitored during any closure: [sdccdhr@sdccd.edu](mailto:sdccdhr@sdccd.edu).

**Q: What if I have questions regarding Risk Management issues (e.g., workers' compensation, liability/district property claims, ADA accommodations, etc.)?**

**A:** Send any questions to the following email address, which will be consistently monitored during any closure: [sdccdriskmanagement@sdccd.edu](mailto:sdccdriskmanagement@sdccd.edu).