

**MESSAGE FROM HR & ELT**  
**March 17, 2020**  
**Revised March 23, 2020 (revisions in red)**

**STAFFING PLANS**

**This week was a week of planning our transition to online services. By the end of business March 18, directors will need to submit a brief summary of their planning to their Dean/Associate VP/VP.**

This plan should include:

**Staffing Status:**

- Who is remaining on campus?
- Who is working from home?
- Are there part-time employees who are not able to work? If so, how many?
- Do you have need for additional workers? If so, to do what?

**Service Status:**

- How are services being offered?
- Are there services that you are considering dropping?
- What actions have you taken to date with your services?
- What additional information, communication, support do you need?
- Have you thought of plans for continuity of service should the college be asked to shut down? If so, what is your plan?

**TELEWORK**

**Telework for as many employees as possible should be the first choice and priority in planning.** Our goal is to get 80-90% people working from home as possible without disrupting service quality. This may mean getting creative in how we serve students using technology. We encourage supervisors to “think outside of the box.”

Employees should only be on site when performing tasks that are (1) critical to the functioning of the college as authorized by the supervisor AND (2) unable to be accomplished remotely.

Use available tools for supervisors, employees, and technology access available on the website.

**SOCIAL DISTANCING**

For employees who are remaining on campus, we must practice social distancing to minimize exposure.

Ideas include:

- Establish flexible work schedules for staff where possible to reduce the number of people working near one another at the same time.
- Implement reasonable social distancing practices (6 to 8 feet) to reduce close contact in the workplace.
- Transition all meetings to phone or virtual formats.

- Isolating employees from each other by using vacated offices or student spaces.
- Frequent handwashing and other CDC recommended hygiene practices.
- Use the phone for conversation rather than visiting offices and limit physical touching

## **SICK EMPLOYEES**

For now, our published [sick leave policy \(Policy 2.11\)](#) will remain in effect. Paid sick time should follow the general guidelines outlined in the policy.

~~Part time casual workers and regular non-exempt employees will need to work scheduled hours in order to be paid, unless their absence meets the guidelines outlined for the use of sick leave. Full-time (nonexempt and exempt) employees may have vacation hours and/or sick leave hours they can use if they are not working.~~

3/23/20 update: Thank you to all of you for your help in creating telecommuting options for many of our employees.

We know that some employees have inquired about using sick leave if they are unable to telecommute or work. In addition, there is also the new Families First Act which was passed 3/19/20. Our current plan is as follows:

1. For the current pay period (3/8 – 3/20), employees can use their sick time for hours not worked.
2. For the pay period starting March 21st, we are reviewing the guidelines from the new Families First Act and will provide more information (as soon as possible) on any changes.

## **DISPLACED WORKERS**

During this transition, employees who cannot perform the functions of their job from home or who have jobs which are impacted by campus closures may be assigned special projects that are value-added to the organization that can be done from home. New functions may arise that employees could be asked to help out with like sanitizing and cleaning public areas, filling in for employees who are sick, or loaning employees to other departments who have critical needs.

## **WHAT'S NEXT**

We are currently developing plans to be prepared should the college be directed by public health officials or through government decree to close.

Think about the future. Are there things employees can be doing to prepare for the future? Are there entrepreneurial services the college can provide to a community in need? Some examples: On line exercise classes for children? Creative cooking for the homebound?

## **QUESTIONS??**

The HR Department has developed some FAQ's with answers below. We will be updating these regularly with new developments.

We welcome further questions and encourage you to use the [following question link](#) watch and read the daily updates from the President and HR on the COVID-19 web site