Coronavirus Workplace (COVID-19) Policies

The college is implementing Alternative Campus Operations which significantly limits the number of people who will be on campus. Some personnel policies have expanded to provide additional options.

- Administrative Faculty, classified staff, part-time employees, and student employees should report to work per their normal schedule. All employee types may discuss the possibility of working remotely with their supervisor. If productive work can be accomplished remotely and business continuity addressed, the supervisor may approve working remotely. See Remote Work Guidelines. If the nature of the job does not accommodate remote work, the employee will report to work on campus.
- Any employee who is health compromised or symptomatic may choose to self-quarantine for 14 days and use available sick leave for that absence without medical certification. CDC guidelines should be used to inform that process ([https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html#who-is-higher-risk](https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html#who-is-higher-risk)). Employees without available sick leave will be on Leave Without Pay.
- If employees need to care for family members due unexpected closure of K-12 schools, child care or elder care, the employee should work with their supervisor. If an employee is unavailable to work, even if they are on a remote work agreement, the employee may use accrued sick leave. Employees without available sick leave will be on Leave Without Pay.
- All staff who can work remotely should prepare to do so now. Given business necessity, all requests to work remotely may not be granted. Preparing for remote work now will help the college to achieve the goal of social distancing should it become necessary. If a decision is made by the college to move to a large-scale remote protocol for all employee types, the college will inform employees immediately.
- If large-scale remote work is implemented, those who continue to work on campus will likely be advised to maintain physical distance of at least 6 feet. If employees have an underlying health condition, the employee should discuss alternatives with Human Resources, who will then work with the employee and their supervisor.
- Please continue to communicate frequently with Human Resources and your supervisor as the available information and protocols are changing rapidly.