



Employee Guidelines Remote Work and Health Checks

As you may be aware, the CDC and our County of Santa Clara Public Health Department have continued to provide evolving advice for us during this time of the COVID-19 outbreak in the U.S., and in Santa Clara County, in particular. **The most recent advisory is a “shelter in place” order that directs all Santa Clara County residents to remain at their home through April 7, 2020 and to restrict travel and other movement during this time, except when essential.** Although some exceptions may apply, we look to each other to comply with these recommendations to assure the safety of our family, friends, neighbors, and ourselves:

1. Effective at 12:01 a.m. Tuesday morning – Shelter in Place.
 - a. Generally speaking, all persons who are not engaging in an essential service or activity shall stay home. In response, the district is activating Remote Work assignment for all employees. Exceptions are provided for essential services and any person designated to provide an essential service will be contacted by their supervisor. Any other exceptions or special requests shall be reviewed by a supervising manager.
 - b. Each employee will receive remote work assignments. These will vary by position and area. Employees who wish to not work during this time may request leave.
2. If the essential service or activity is required on site, all persons shall:
 - a. Maintain social distancing wherever possible; and
 - b. Conduct daily health checks for the duration of their work on site.

In addition, the Governor also requested that persons 65 years of age and older, as well as persons with underlying medical conditions that places them at higher risk, self-isolate at home. This request has no end date at this time. Many of your family, friends, and neighbors may need assistance during this time. Please consider how you might support them for essential needs, if you are comfortable doing so.

Remote Work

In accordance with Chancellor Miner’s most recent communication, the colleges and central services will immediately conclude their analysis to determine which services are considered essential and how those may best be delivered. Such services may be conducted from home, where possible, or may need to continue on site/in person due to the nature of the essential service or support. Despite efforts to move many functions to a remote work location, there are still a number of functions that cannot be performed remotely or be deferred. Essential personnel may include staff and managers performing police coverage, certain maintenance work, student support services, communications, payroll or personnel functions, as well as many administrators. Essential services may also vary in the length of time or the specific circumstances under which they are considered essential.

Persons who perform essential services will be contacted to discuss precautionary measures and determine any further considerations in light of identified risk factors that may be present. We wish to preserve as many services as possible (remotely or onsite) for as long as we remain open,

but also want to ensure our employees and other members of our community remain safe and healthy.

Please also refer to the prior **Guidelines on Alternate Work Locations** for those persons who may be working from home. http://hr.fhda.edu/_covid-19/index.html.

Student Workers and TEAs

Many of us have also been deeply worried about our students and TEAs who may be severely impacted by the loss of income during this disruption to our services and a shift to Remote Work. We anticipate that federal work-study and Foundation donations will assist to continue pay for students who would not otherwise be able to have a Remote Work assignment. TEAs will be included for Remote Work assignments and will continue with pay along with our non-temporary employees.

Health Checks

At least initially, employees and others who are required to come into the campus or the district will be asked to perform a daily health check. Each location is determining how best to implement this and may include temperature screening, as well as assessment for indications of a cough or other symptoms associated with the COVID-19 infection. Even if you are not coming on site to work, we encourage every employee to monitor their health, including taking their temperature daily.

While these screenings are currently being conducted on a voluntary basis, we anticipate that such screenings may become mandatory if additional mandates are issued. We sincerely hope that each of us understands the very real risk that COVID-19 presents for certain populations and the importance of the efforts we all must make to ensure the safety of our community and our families.

Pay While Working Remotely

Persons working remotely will continue to earn their regular pay for all hours worked. Employees who need to take some portion of time as leave, please refer to the Employee Expectations guidelines that were distributed previously for information on what leave might apply under a variety of circumstances, in particular, those sections that refer to Employee Requests to Work Remotely and Employee Request to Not Work. The full guidance document is located here http://hr.fhda.edu/_covid-19/index.html. **Please do let us know if you have questions.**

New Federal Legislation on Leave and Pay

Many of you may have heard of the recent legislation called the Families First Coronavirus Response Act as well as another referred to as the Emergency Paid Sick Leave Act. These Bills provide for paid leave under certain circumstances. We are currently consulting with legal counsel to ensure we fully understand how to apply the provisions of various legislative actions to employees affected in one way or another by the spread of the virus and its impact on schools, employment, and businesses. We will follow up with additional information in the near future.

We will also be discussing these provisions with employee representatives to ensure we address any concerns or other effects such measures have on employees. We appreciate the collaboration union and employee representatives have demonstrated and their sincere willingness to approach these conversations as a partnership for finding responsive workable solutions in this very challenging time.

Flexibility, Understanding, and Support

These are challenging times for everyone. Please stay safe and healthy. Please also be patient and understanding with each other, and remain flexible and supportive. We value our community and look forward to more normal times.

Please remember, if you would like additional support, the District **Employee Assistance Program** is available to assist. Contact information is available on the District Office of Human Resources webpage at http://hr.fhda.edu/benefits/_eap.html.