



## *Human Resources Division*

### Frequently Asked Questions

#### CORONAVIRUS (COVID-19) FAQ

HR 3/17/2020 11:04 AM

**Q: Is the San Diego Community College District (SDCCD) open for classes?**

**A:** Due to the public health emergency caused by COVID-19 (the coronavirus), SDCCD has suspended instruction, both in-person and online, during the week of March 16, 2020. On March 23, 2020, all courses will reopen in a remote format. SDCCD will not be conducting in-person instruction and the all physical locations are now closed to students and the general public until further notice.

**Q: What about employees?**

**A:** During the week of March 16, 2020, SDCCD will suspend instructional activities for one week and its physical spaces will be closed to students and the general public. Instructional employees are to engage in preparations which are required to allow for remote instruction to commence on March 23, 2020. Instructional employees are encouraged to perform as many of these preparations at a remote location as possible, but they will have access to SDCCD physical sites to during the week of March 16-20, 2020, to facilitate any preparations that require their physical presence at a SDCCD location.

Non-instructional employees—unless they are required to be absent due to 1) potential illness, 2) quarantine, 3) abiding by the Governor’s guidance regarding highly-affected populations, OR 4) due to childcare considerations stemming from the closure of many San Diego schools and childcare facilities—are expected to perform their standard functions **unless and until they are specifically informed otherwise by their supervisor.** As soon as it is possible based on staffing needs to perform critical activities, individual employees or categories of employees will be told by their manager or supervisor to cease reporting to work or to begin working from a remote location. As of March 23, 2020, SDCCD physical sites will be closed with limited access for designated employees only.

**Q: What should we do if we are feeling ill or think we may have been exposed to the coronavirus?**

**A:** Per the recommendations of the Centers for Disease Control (CDC) and local health authorities, if you are feeling ill, stay home. If you believe you have been exposed to coronavirus OR you develop a fever and symptoms of respiratory illness, such as cough or difficulty breathing, call

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your 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 your friends, loved ones, or the community at large. When possible, inform your supervisor.

**Q: If I am unable to secure childcare arrangements for my children, may I bring them to work?**

**A:** No. Children should not be brought to work. Employees who are experiencing difficulty with school closures and childcare arrangements should notify their supervisor of their inability to come to work.

**Q: Am I required to enter leave if I am absent from work due to a health concern or the need to provide childcare?**

**A:** You are required to inform your supervisor as soon as is possible if you are unable to report to work due to a health or childcare concern. You are not required to enter such leave in PeopleSoft or to use your leave balances. If you have already entered leave time for this purpose in PeopleSoft, please delete your entries. These deletions will go to your supervisor for approval and your leave time will be restored back into your leave plan bucket.

**Q: What if I have pre-approved or assigned vacation?**

**A:** You may continue to utilize vacation leave as planned. However, if your pre-approved vacation plans have changed due to the virus, you may delete the time entries in PeopleSoft. These deletions will go back to your supervisor for approval and your vacation time will be restored.

**Q: How will I know if I am expected to report to work or am being required to work from home?**

**A:** All non-instructional employees are expected to report to work during the week of March 16 unless and until they are told otherwise. At the time that an employee is told to cease reporting to work, they will be informed by their manager or supervisor if there are critical SDCCD functions they will be expected to perform remotely, and the supervisor will establish a plan for the employee to complete that work remotely. 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. At minimum, all employees—whether they are assigned critical tasks to complete or not—should continue to check their SDCCD District email on a regular basis each day for updates and information, and to respond to emails as needed.

**Q: What if there are critical functions associated with my position that must be physically performed at a SDCCD location?**

**A:** Speak directly with your manager or supervisor to determine an appropriate plan of action.

**Q: If we cannot work from home, will we still be paid?**

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**A:** Yes. Employees will not lose any scheduled pay due to the shutdown, regardless of whether they are asked to work from home. All employees should continue to check their SDCCD District email on a regular basis each day for updates and information, and to respond to emails as needed.

**Q: What about NANC employees?**

**A:** For now, supervisors should enter and approve NANC employees' regularly scheduled hours (i.e., the hours it is anticipated they would have worked if the health crisis had not occurred) within PeopleSoft, regardless of whether they are being required to perform work. Regarding Spring Break (the week of March 30, 2020) and future weeks, compensation will not occur differently than it has in past years.

**Q: What should a supervisor do if someone in the workplace is feeling ill or exhibiting signs of illness?**

**A:** The supervisor should ask them politely to go home and remind them that they are not required to report leave. The employee should be asked to contact their healthcare provider and obtain a medical clearance releasing them to return to work before physically returning to any District site.

**Q: How long will this last?**

**A:** No firm decision has been made 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 employee should prepare for the possibility that this move to solely remote operations will be of a significant duration. 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.

**Q: What is happening with campus events?**

**A:** As of March 16, 2020, all on-campus events have been cancelled until further notice. If you have questions about whether an event is taking place via a remote methodology, please contact the event organizer.

**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)?**

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- 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, 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).