

To: All Employees
From: Dr. Adriana Flores-Church, Vice President of Human Resources/Assistant Superintendent
Date: March 13, 2020
Subject: Employee Related Issues during a State of Emergency

The world health community continues to monitor closely the emergence of the coronavirus (COVID-19). While there are zero reports of Cerritos students or employees testing positive for the coronavirus, no one knows how severe this outbreak will be. Given the uncertainty of the pandemic situation we are facing, and the fact that the seasonal influenza (flu) virus is also widespread, we are taking proactive steps to address a number of concerns. First and foremost, we want to maintain a safe workplace and encourage and/or adopt practices protecting the health of employees, students, visitors or others. We also want to ensure the continuity of operations to support our students' academic goals.

As indicated by Dr. Fierro's message, in order to reduce community transmission rates, we are implementing strategies to reduce the number of students on campus and some operations may need to be adjusted accordingly.

Please note that the situation changes daily and we are trying to provide general guidelines to employment concerns. We understand that other topics may arise during the course of this state of emergency and we want to hear from you. Please feel free to communicate with me your concerns so we can provide additional information to all employees in a future communication.

Safe Practices

We ask all employees to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace. Employees are reminded of the following:

- Stay home when you are sick.
- Wash your hands frequently with soapy water for at least 20 seconds.
- Cover your mouth with tissues whenever you sneeze, and discard used tissues in the trash.
- Avoid people who are sick with respiratory symptoms.
- Clean frequently touched surfaces.

Facilities will be providing cleaning wipes that should be used to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. Hand sanitizer will also be provided to be used by all employees when entering their work area.

Work Assignments

In an effort to assist the District with the transition to online instruction during the state of emergency, support activities in all areas will remain unchanged. Managers, Classified, Confidential, and short-term hourly employees will maintain their assigned work hours and location unless otherwise directed by their supervisor. While at work, practice social distancing (means remaining out of congregate settings, avoiding mass gatherings, and maintaining distance (approximately 6 feet or 2 meters) from others when possible.) Alternative work assignments may be made to accommodate employees as needed. Please contact your direct manager.

Faculty Pay

Faculty (full and part-time) will continue to receive their regular compensation for the week of March 23 to March 29 while transitioning to online instruction.

Second 9-week session (which starts March 23) will also receive regular compensation for preparing to go online.

Evaluations

Faculty: Evaluations that have not been completed before the declaration of state of Emergency must be postponed to the next semester.

Classified, Confidential, & Management: Evaluations are kept on schedule as usual.

Sick Leave

It is critical that employees do not report to work while they are experiencing respiratory symptoms such as fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills or fatigue. Currently, the Centers for Disease Control and Prevention recommends that employees remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications.

Many times, with the best of intentions, employees report to work even though they feel ill. The District provides paid sick time and other benefits to compensate employees who are unable to work due to illness. Employees with limited or no sick leave balances will have other options to take time to care for themselves, an ill family member, or due to childcare closure. Please consult with your manager as appropriate.

Your manager will consider, on a case-by-case basis, requests from sick employees to work from home during this time. While not all positions are conducive to telecommute, those positions with primary job duties that can be effectively performed remotely will be given consideration.

Recruitment & Selection

If you are currently conducting an employment selection process and you are the Chair of the Committee, please contact Nancy Buvinger, Director of Human Resources, Ext. 2283 for further direction. If you are currently serving in a selection committee, your committee Chair will provide additional information after connecting with Human Resources.

Services for Students

Several Student Services areas will continue to remain open to students. However, some operations may need to be accommodated online. Managers will make the necessary arrangements to meet the needs of the District.

Conducting Meetings

Employees are encouraged to use telephone and video conferencing instead of face-to-face meetings as much as possible during this state of emergency. Please practice social distancing.

Taking care of yourself is important. If you are experiencing distress or anxiety due to the current circumstances, please contact the Employee Assistance Program at (800) 531-0200.

Thank you for your understanding and continue commitment to our institution. Should you have any questions or concerns, please contact me at achurch@cerritos.edu or Ext. 2282.

STAY CONNECTED



Contact President's Office: (562) 860-2451, extension 2282 | Email contact: achurch@cerritos.edu