

**Subject:** Staffing & Student Worker Protocols as of 3/13/2020

Hello Everyone,

Thank you for your continued patience, understanding, flexibility, and continued commitment to GCCD as we contribute to local, state, and national efforts to reduce the transmission of the coronavirus. It is through your dedication and tireless efforts GCCD is able to effect a purposeful and strategic movement to an online learning and student support environment.

Please know we are in an iterative, evolving set of circumstances and are endeavoring to provide consistent, comprehensive information as we navigate our present situation.

The Office of Human Resources is compiling a set of protocols to address staffing and student worker issues related to our present efforts. As this is an evolving situation, the information will continually be updated as circumstances warrant. We hope you find the set of information below helpful as questions arise.

1. Employee Illness (Full-time Faculty, Adjunct Faculty, Classified Staff, & Administrators):
  - a. To ensure your own health and safety and the health and safety of our students and dedicated staff, **if you are sick, please do not report to work**. GCCD asks that you remain off work for at least 24 hours after you no longer have a fever or cold/flu-like symptoms.
  - b. Employees who report to work with a fever or demonstrating cold/flu-like symptoms will be asked to leave work immediately. Should this occur, employees may use existing sick leave or vacation balances. (Please see your respective collective bargaining agreement (CBA)).
    - i. The District has also established an emergency sick leave fund to assist ill employees who do not have existing sick leave or vacation balances available. Employees in need of emergency sick leave should contact their immediate supervisor who will coordinate emergency sick leave usage with Human Resources.
    - ii. When under quarantine by order of a public health official, faculty and classified staff shall receive regular compensation. (See GCCD/Guild CBA, Article VII, Leaves of Absence, Section 8; this provision shall also apply to classified staff).
  - c. Continue to follow the directions and advice from the [California Department of Public Health](#) and the [Los Angeles County Department of Public Health](#)
2. Personal Circumstances
  - a. Child or Elder Care
    - i. The District recognizes and understands each employee may have personal circumstances that require their presence at this time. Employees who may need to take time off or work remotely due to child or elder care provider disruption should contact their immediate supervisor to discuss potential options including:
      1. Using existing sick leave or vacation for a finite period of time, (Please see respective CBA) or

2. Working remotely, if job duties are conducive to be performed remotely
- b. Higher Risk Populations
  - i. Employees who may fall into higher risk categories noted by the California Department of Public Health including older adults, individuals with compromised immune systems, or who have serious chronic medical conditions, should contact their supervisor immediately to discuss whether working remotely and/or taking time off is the most prudent approach.
3. Temporary Employees
  - a. Managers/supervisors, **if a temporary employee in your area is sick, they should not report to work.** Please ask temporary employees to remain off work for at least 24 hours after they no longer have a fever or cold/flu-like symptoms.
  - b. Temporary employees who report to work with a fever or demonstrating cold/flu-like symptoms will asked to leave work immediately. Should this occur, temporary employees may use existing sick leave balances during their time off.
  - c. The decision to have a temporary employee continue working during this time should be made by the area supervisor/manager. Supervisors/managers are strongly encouraged to assess work assignments of the temporary employees to ensure there is sufficient work to perform. Please note this may be a time when temporary employees can perform additional work given the reduction of student traffic.
  - d. If supervisors/managers elect to discontinue having a temporary employee report to work, the temporary employee would be in unpaid status (unless ill, and then the employee would be able to use existing sick leave).
4. Student Workers - Federal Financial Aid Recipients and Non-Financial Aid
  - a. The decision to have a student worker continue work should be made by the area supervisor/manager. **Supervisors/managers, please ask any student worker if they are comfortable coming to work during this time.** If the student worker indicates they are uncomfortable working during this time, please honor this statement and not expect the student to work. If a student worker is not ill and indicates discomfort with working, he/she will be deemed off schedule and will transition to unpaid status. (Note: the District is confirming the impact on Federal Financial Aid recipients and will provide additional information during the week of 3/16/2020).
5. In the Event of a District-wide Closure (**NOTE: GCCD is open and operating until further notice**)
  - a. In the event the District encounters circumstances necessitating a district-wide closure, steps will be implemented to provide alternative work assignments for employees based on the nature of their assignments, including performing some or a majority of duties remotely.
  - b. Should a District-wide closure become a reality, the District will use email and Nixel to communicate with employees during this time on the status the closure.

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- c. As the District is not considering a closure at this time, we will address questions regarding a closure, if and when a decision is made.
6. Student Illness During an On-Site Class/Seeking Student Services
  - a. If a student appears to have a fever or demonstrating cold/flu-like symptoms, please ask the student to exit the class/service area and advise them to contact the Health Center, San Rafael, first floor. If the student declines to exit the class, please cancel the class to ensure the overall wellbeing of other students and faculty in the classroom.

If you have additional questions, please contact your Guild/CSEA representative or the Office of Human. We are endeavoring to compile a comprehensive protocol response for all employees.

Again, thank you for everything you are doing to support our students, community, and one another.

Warm regards,

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