

**Valicia Dantzler**

To: **Confidential;ftf;ptf;class;managers**

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To GCC Employees:

### **Working Safely During the January 2025 Wildfires**

Glendale Community College is dedicated to fostering a secure work environment for its employees. To prioritize employee health and safety, the following information is being disseminated to empower employees with the necessary knowledge to work safely, request accommodations, and report work-related injuries.

### **Work on Campus, Remote Work, Leave**

Currently only essential employees are required to work on campus. If you have any questions on whether you are an essential employee, please contact your supervisor.

If you are not required to work on campus, you are to work remotely if your circumstances permit. If you are unable to work remotely, either due to the wildfires or work in a position where remote work is not feasible, you may utilize your paid time off, personal necessity or vacation hours. Please consult with your supervisor to discuss your situation.

If you are required to work on campus, it is recommended that you wear respiratory protection equipment such as respirators labeled as N-95, N-99, N-100, R-95, P-95, P-99, or P-100, and labeled as approved by the US National Institute for Occupational Safety and Health (NIOSH). You may reach out to facilities for compliant respirators. For information on using respirators, please review the following resources:

- [Donning and Doffing Disposable Respirator](#)
- [Donning Mask - Seal Check](#)

### **Workplace Accommodation**

If you require work accommodation due to a health condition, please contact Human Resources at [hridayabilityaccess@glendale.edu](mailto:hridayabilityaccess@glendale.edu).

- You may self-report your needs, but additional information from your health care provider may be requested.
- Accommodations require approval from human resources.

### **Workers Comp**

If you believe you have sustained a work-related injury or illness while working on campus during the wildfires, please report it as follows immediately.

- Contact [Company Nurse](#) to report the injury/illness and to get a referral for medical treatment.
  - After receiving treatment, forward work status report to [workerscomp@glendale.edu](mailto:workerscomp@glendale.edu)

- Report the injury/illness to your supervisor.
  - They will complete the [Supervisor Report of Injury](#)
- Complete and return the following paperwork to [workerscomp@glendale.edu](mailto:workerscomp@glendale.edu).
  - [DWC Form](#)
  - [Medical Provider Network \(MPN\) Information](#)
  - [MPN Acknowledgment](#)
  - [Employee's Report of Injury](#)

### **Links and Resources for Information on Wildfire Safety**

- [South Coast AQMD](#)
  - [South Coast AQMD Wildfire Smoke and Ash Health Safety Tips](#)
  - Stay informed about wildfire smoke conditions and real-time/forecasted Air Quality in your area by downloading our South Coast AQMD Mobile App: <http://www.aqmd.gov/mobileapp> (Also available in Spanish!)
- [Los Angeles County Department of Public Health](#)
  - Jan 07 2025 Smoke Advisory Unhealthy Air Declared Due To Palisades Wildfire
  - [Fire Safety and Health Information](#)
  - [Wildfire Smoke Fact Sheet](#)
  - [Wildfire Smoke - Additional Information](#)
- [CDC](#)
  - [Safety Guidelines: Wildfires and Wildfire Smoke](#)
- [Cal OSHA](#)
  - [Worker Protection from Wildfire Smoke](#)

Please contact me if you have any questions.

Thank you,



**Valicia Dantzer**  
 Director, Human Resources  
[Human Resources Department](#)  
 Phone: 818-551-5174