

Employee Welfare

Employees with Communicable Diseases – COVID -19 ADDENDUM

In addition to our Employees with Communicable Diseases Policy and Regulation this addendum is to serve as guidance based on what is currently known about the coronavirus (COVID-19). COVID-19 is a respiratory illness that can spread from person to person. As additional information becomes available through the Centers for Disease Control and Prevention (CDC), state, or local health departments, the College will update this interim guidance.

The following interim guidance may help prevent workplace exposures to COVID-19. This guidance also provides planning considerations for community spread of COVID-19. State Fair Community College's goal is to consider how best to decrease the spread of COVID-19 and lower the impact on the institution while ensuring the safety of our students and employees. This will include activities in the following areas:

- a. Reduce transmission among employees
- b. Maintain healthy business operations
- c. Maintain a healthy work environment
- d. Prompt action if positive diagnosis occurs

SFCC Expectations

Reduce Transmission Among Employees

Sick employees are to stay home:

- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor, or Human Resources, and stay home.
- Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor, Human Resources, and follow CDC recommended precautions.
- Employees who report to work and later appear to have symptoms will be immediately sent home.

Basic Infection Preventions Measures:

- Frequent and thorough hand washing
- Stay home if sick
- Respiratory etiquette

- Utilize sanitizer/tissues/trash bins/etc.
- Increasing physical distance, maintain a minimum 6 ft. at all times
- Do not use other workers' phones, desks, offices, work tools and equipment
- Maintain regular housekeeping practices
- In some instances, continued remote work may be available after the return to campus. Adjusted schedules and remote work must be approved by the appropriate ELT member in writing.

Communication Expectations:

Employees are encouraged to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure. If an employee is confirmed to have COVID-19 infection, they should notify Human Resources as soon as possible and report the absence to their supervisor. The college will then inform fellow employees of their possible exposure to COVID-19 while also maintaining confidentiality of the infected employee as required by the Americans with Disability Act (ADA). Human Resources will then instruct employees on how to proceed based on College policy, CDC and Local Health Department guidance.

Maintaining Healthy Business Operations

Sick Leave and Time Off Policies (Policy 4320):

- Paid Sick Leave is earned by full time employees only however, considerations will be made in order to be flexible and allow time off for part time employees who are ill, diagnosed with COVID-19, caring for a family member diagnosed with COVID-19, or exposed to COVID-19.
- Sick Leave is earned at a rate of 5 hours per pay period and can be accrued up to 1040 hours.
- Employees are allowed to use Sick Leave for their own illness or injury or that of an immediate family member, this includes positive COVID-19 diagnosis or exposure to COVID-19.
- Families First Coronavirus Response Act (FFCRA) allows for emergency paid sick leave (up to 10 days) for employees who:
 - Have been advised by a health care provider to self-quarantine due to concerns related to COVID-19
 - Experiencing symptoms of COVID-19 and seeking a medical diagnosis
 - Caring for an individual who is subject to the preceding issues
 - Caring for a son or daughter if a daycare or school is closed due to COVID-19 concerns and no remote work is available.
- FFCRA also allows for Expanded Family and Medical Leave (up to 10 weeks) available after taking the two weeks paid sick leave for employees needing to care for family members diagnosed with COVID-19 or children who are out of school or daycare due COVID-19. Employees must be employed for at least 30 days to be eligible and must be unable to work due to the care of a dependent.

- Additionally the Shared Sick Leave program (Policy 4320) will be expanded, until further notice, to cover employees who have exhausted their own sick and vacation time and either they, or their immediate family members, have a positive COVID-19 diagnosis or have COVID-19 related symptoms. Contact Human Resources for additional information regarding the Shared Sick Leave program.

Social Distancing Practices and Expectations:

Employees working on campus will need to adhere to the following safety measures:

- Avoid getting within 6 feet of other people (if your job requires close contact please work with the department head and Human Resources to ensure you are following proper safety guidelines and wearing appropriate face coverings and/or personal protective equipment, if required).
- Face coverings are required for all students, employees and visitors while on campus. The only exceptions are when students/employees are walking outdoors, alone, or employees are in their private offices, alone.
- If working in an open setting; increase physical space between desks, chairs, walkways, etc. to ensure the 6 foot separation.
- Avoid face-to-face meetings; instead use Zoom, Skype, phone or other alternative measures to conduct meetings.
- If in a customer facing position; ensure either 6 feet between the employee and customer or place partitions plus wear face coverings.
- When in offices keep doors closed, if possible and does not impede business needs, to discourage visiting or congregating.
- Do not gather in spaces (cafeterias, hallways, bathrooms, etc.)