



YCCD Human Resources Guide for

Returning to the

Workplace



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GUIDING PRINCIPLES

Yosemite Community College District’s policies and protocols for responding to the COVID-19 pandemic will be rooted in safety for our faculty and staff, safety for our students, safety for the public and community we interact with, and in support of our community’s health care providers.

The primary goals for Yosemite Community College District’s response to the COVID-19 pandemic are to protect public health, support students and staff at Yosemite Community College District, and continue to support the institution’s vital mission of education.

Yosemite Community College District’s plans will also be aligned and consistent with local orders and ordinances of the Cities of Modesto and Sonora, counties of Stanislaus and Tuloumne, as well as the State of California’s Phased Reopening Model. Yosemite Community College District’s plans will also follow recommendations from the federal government (Opening Guidelines) and Centers for Disease Control and Prevention.



Our knowledge and understanding of the COVID-19 virus continue to evolve, and our policies and plans will be updated as appropriate as more information becomes available.

RETURN TO THE WORKPLACE

Remote Operations -- HR Guidelines:

The District currently remains on remote operations through Fall 2020. No employee is permitted on campus without prior approval or direction from their immediate manager. If you have been assigned by your manager or received prior authorization from your manager to work on campus, you must adhere to all safety protocols as follows:

1. Complete the [Self-Assessment Form](#), email the completed form to your immediate manager
2. Maintain social distancing of at least 6 feet of separation from others while at work
3. Wear a face mask in the presence of others, unless working alone in an isolated office area.

Workplace Expectations & Guidelines:

As part of the Yosemite Community College District's Workplace Expectations and Guidelines, all staff are expected to fully comply with the policies, protocols and guidelines outlined in this document. Failure to do so may result in corrective and/or disciplinary action.

Symptom Monitoring Requirement:

You must be free of **ANY** symptoms potentially related to COVID-19 to be eligible to report to work on campus. Staff who have been scheduled to return to the workplace must complete the District's self-assessment form daily. To complete the form, employees must conduct symptom monitoring daily before reporting to work.

At this time, these symptoms include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache
- Sore throat
- Fatigue
- New GI symptoms
- New loss of taste or smell



If you have any symptoms, communicate with your supervisor immediately to determine appropriate next steps, such as the use of sick leave or alternative working options. You should self-isolate until it has been determined that you can return to work by a physician.

Exposure and/or Positive Testing:

A staff member who reports possible exposure or a positive COVID-19 test requires a sensitive and rapid response. The staff member must notify their direct Manager. The Manager will notify Human Resources who will provide the necessary notifications with the following information:

- Name of staff member
- Last date worked on campus
- Date of test (if applicable)
 - Date and time of result
- Where tested (if applicable)
 - Facility of testing
 - County tested in

Human Resources will contact Facilities to implement the sanitation plan, and respond to any questions regarding contact tracing from the Public Health department upon request, and report back any further guidance as necessary.

The steps to follow when reporting a possible exposure are outlined in the [Possible Exposure Notification Flowchart](#).

It is critical that employees who test positive for COVID-19 do not report to work, and communicate with their manager to determine the next steps. Alternative work options may be discussed if appropriate. Employees who report to work against medical advice will be asked to leave, and may face disciplinary action. The goal of the District is to provide a healthy and safe work environment which allows all staff and students the security of an environment conducive to learning and the ability to focus on important work.

COVID-19 Related Leave

Employees needing to take sick leave due to their own COVID-19 illness, or that of a family member, should consult the [Human Resources Website](#) for information about available leaves:

Employees needing to take leave for child dependent care due to an impact of COVID-19, should consult HR to coordinate leave for child care: <https://www.yosemite.edu/benefits/benefitscontact>

High-Risk Individuals

According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 infection. Those conditions may include:

- Older adults (aged 65 years and older)
- People with HIV
- Asthma (moderate-to-severe)

- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Being immunocompromised

Staff members who have been scheduled to return to work on-site, and have concerns about doing so due to a medical condition that places them in a higher risk group, those who are pregnant, or those who wish to seek ADA Reasonable Accommodations related to returning to the workplace, can access the required [ADA Form online](#), or call 209-575-6968 for assistance.

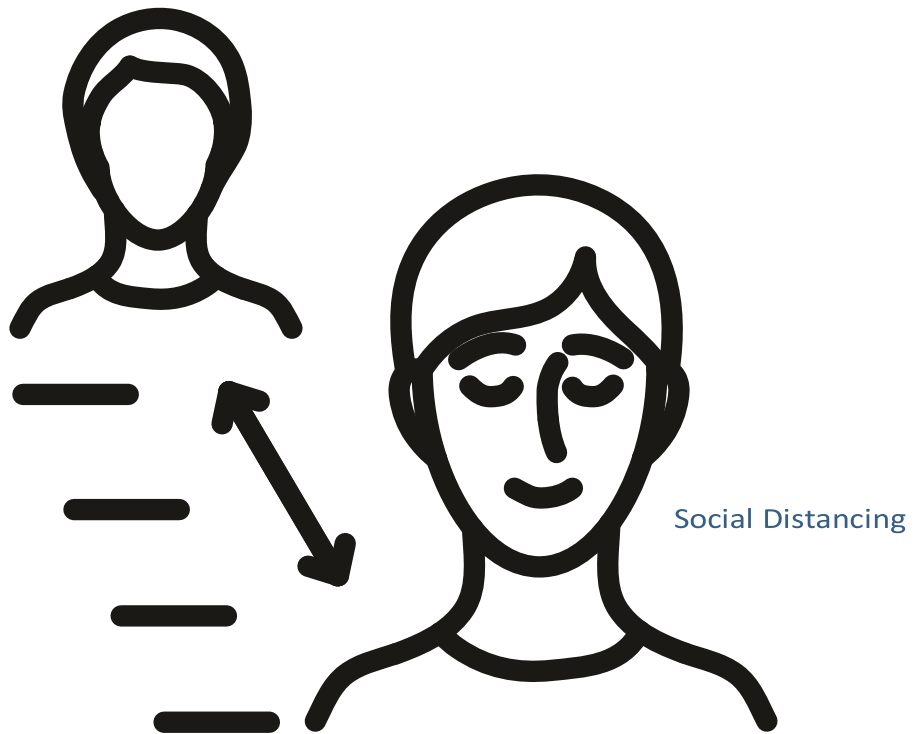
Staffing Options:

Once the District decides that staff may return to work on-site, there are several options departments should consider to maintain safety protocols, require social distancing measures, and reduce population density within buildings and work spaces.

Remote Work: Those who can work remotely to fulfill some or all of their work responsibilities may continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements, which should be approved by the immediate supervisor, can be done on a full or partial day/week schedule as appropriate.

Alternating Days: In order to limit the number of individuals and interactions among those on campus, departments should schedule partial staffing on alternating days. Such schedules will help enable social distancing, especially in areas with large common workspaces.

Staggered Reporting/Departing: The beginning and end of the workday typically brings many people together at common entry/exit points of the buildings. Staggering reporting and departure times, by at least 30 minutes, will reduce traffic in common areas helping to maintain social distancing requirements. (See Enter/Exit Controls for further details).



Phased Staffing:

Yosemite Community College District will phase in a return of staff over time in a coordinated process to ensure appropriate safety standards such as social distancing, availability of PPE (personal protective equipment) and response capabilities for COVID-19.

Yosemite Community College District will assess a phased approach process for expanded staffing based on mission-critical operations, ability to control and manage specific work environments, and necessity to access on-site resources. These decisions, once approved, will be communicated through the YCCD Chancellor's Office, College President's Office or designee of your respective college campus.

The need to reduce the number of people on campus (density) to meet social distancing requirements will continue for some time. Departments that can continue to effectively work remotely will likely continue to do so until restrictions are eased for larger gatherings.

Expanded staffing will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of faculty and staff, as well as the communities we serve. No department should increase staffing levels beyond current needs to support critical on-site operations without approval from your Manager, Dean, or Vice President. Once decisions to expand on-site staffing in certain areas have been made, staff should follow the policies and protocols detailed in this guide for returning to work on campus.

As staffing on-site increases and operations expand, officials will closely monitor and assess the potential spread of the virus, as well as existing policies and procedures to mitigate it. Testing in the local community will be a critical part of assessing the impact of increased staffing. If localized outbreaks emerge, tighter restrictions and reduced staffing may need to be implemented again.

HEALTH & SAFETY GUIDANCE





Personal Safety Practices

Face masks/Cloth Face Coverings: Face masks or face coverings must be worn by all staff working on campus when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g., common work spaces, meeting rooms, classrooms, etc.). Appropriate use of face masks or coverings is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. The mask or cloth face covering is not a substitute for social distancing.

Disposable masks will be provided by Yosemite Community College District, if needed. Disposable masks may only be worn for one day and then must be placed in the trash.

You may also wear a cloth face covering, which will help Yosemite Community College District reduce the need to purchase additional masks, which are in short supply. Cloth face coverings must only be worn for one day at a time, and must be properly laundered before use again. Having a week supply of cloth face coverings can help reduce the need for daily laundering.

See details regarding mask use and care below:

	Type and Intended Use of Face Coverings/Masks			
Type	Cloth Face Covering 	Disposable Mask 	Surgical Mask 	N95 Respirator 
Description	Home-made or commercially manufactured face coverings that are washable and help contain wearer’s respiratory emissions	Commercially manufactured masks that help contain wearer’s respiratory emissions	FDA-approved masks to protect the wearer from large droplets and splashes; helps contains wearer’s respiratory emissions	Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer’s respiratory emissions
Intended use	Required for campus community use in non-healthcare settings (office spaces, general research/work settings, shops, community areas where 6’ social distancing cannot be consistently maintained. Must be replaced daily. (While likely necessary for ingress and egress, not required when working alone in an office).		These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by OESO.	

Use and care of face coverings

For details regarding cloth face coverings, including how to create, wear and care for home-made face coverings, visit the [CDC website](#).

Putting on the face covering/disposable mask:

- Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
- Ensure the face-covering/disposable mask fits over the nose and under the chin.
- Situate the face-covering/disposable mask properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process: Avoid touching the front of the face covering/disposable mask.



Use hand sanitizer

Taking off the face covering/disposable mask:

- Do not touch your eyes, nose, or mouth when removing the face covering/disposable mask.
- When taking off the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands immediately after removing.

Care, storage and laundering:

- Keep face coverings/disposable mask stored in a paper bag when not in use.
- Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each shift. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
- Disposable masks must not be used for more than one day and should be placed in the trash after your shift or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

Social Distancing: Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Staff at work on-site must follow these social distancing practices:

- Stay at least 6 feet (about 2 arms' length) from other people at all times
- Do not gather in groups of 10 or more
- Stay out of crowded places and avoid mass gatherings

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Handwashing: Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

Gloves: Healthcare workers and others in high-risk areas should use gloves as part of PPE (Personal Protective Equipment), but according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

Goggles/Face Shields: Staff do not need to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient for nonhealthcare environments.

Cleaning/Disinfection: Housekeeping teams will clean office and work spaces based on CDC guidelines for disinfection and Occupational and Environmental Safety Office (OESO) protocols. Facilities Management will also maintain hand-sanitizer stations at major building entrances, elevator stops and high-traffic areas. Mechanical, electrical, plumbing and monitoring systems will be assessed and readied prior to reopening of buildings.



Handwashing



Coughing

Building occupants should also wipe down commonly used surfaces before and after use with products that meet the EPA's criteria for use against COVID-19 and are appropriate for the surface. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, door knobs, etc.).

Coughing/Sneezing Hygiene: If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as the preferred form of hand hygiene in healthcare settings.

Guidance for Specific Workplace Scenarios

Public Transportation/Yosemite Community College District Transit: If you must take public transportation or use Yosemite Community College District Transit, wear a mask before entering the bus and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as the preferred form of hand hygiene in healthcare settings as soon as possible and before removing your mask.

Working in Office Environments: If you work in an open environment, be sure to maintain at least 6 feet distance from co-workers. If possible have at least one workspace separating you from another co-worker. You should wear a face mask or face covering at all times while in a shared work space/room.

Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers, and customers, such as:

- Place visual cues such as floor decals, colored tape, or signs to indicate to customers where they should stand while waiting in line.
- Place one-way directional signage for large open work spaces with multiple through-ways to increase distance between employees moving through the space.
- Consider designating specific stairways for up or down traffic if building space allows.

If you work in an office, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, masks/face coverings should be worn at all times. A mask or face covering is not required if you are working alone in a confined office space (does not include partitioned work areas in a large open environment).

Masks/face coverings should be worn by any staff in a reception/receiving area. Masks/face coverings should be used when inside any Yosemite Community College District facility where others are present, including walking in narrow hallways where others travel and in break rooms, conference rooms and other meeting locations.

Using Restrooms: Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

Using Elevators: Use of elevators should be limited where possible to avoid close proximity with others in a confined space. Those using elevators are required to wear a disposable face mask or face covering regardless of traveling alone or with others. You should also avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as the preferred form of hand hygiene in healthcare settings upon departing the elevator.



Wear a Mask

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Meetings: Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, telephone, etc.).

In person meetings are limited to the restrictions of local, state and federal orders and should not exceed 50 percent of a room's capacity, assuming individuals can still maintain 6 feet of separation for social distancing requirements. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees. All attendees should wear a mask or face covering while sharing space in a common room.

During your time on-site, you are encouraged to communicate with your colleagues and supervisors as needed by email, instant message, telephone or other available technology rather than face-to-face. You can also use a range of available collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, Jabber, etc.).

Meals: Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus.

If dining on campus, you should wear your mask or face covering until you are ready to eat and then replace it afterward. Eating establishments must meet requirements to allow at least 6 feet of distance between each customer, including lines and seating arrangements. Individuals should not sit facing one another. Staff are encouraged to take food back to their office area or eat outside, if this is reasonable for your situation.

If you are eating in your work environment (break room, office, etc.), maintain 6 feet distance between you and others. Individuals should not sit facing one another. Only remove your mask or face covering in order to eat, then put it back on. Departments should remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support social distancing practices between employees. Wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using in common areas.

Laboratory Work: Specific criteria will be developed for faculty and staff working in laboratory environments. For questions regarding your department, check with the Division Dean for direction and details.

Mental and Emotional Wellbeing

Employee Assistance Program (EAP): Anthem/Blue Cross EAP is available to all paid employees (excluding student workers). This includes Certificated, Classified and Management full-time, part-time, adjunct, and short-term contract employees AND their families.

EAP is a voluntary, confidential program that helps employees work through various challenges that might adversely affect job performance, health, and personal well-being to optimize an organization's success.

EAP services include assessments, counseling, and referrals for additional services to employees with personal and/or work-related concerns, such as stress, workplace issues, financial issues, legal issues, family problems, office conflicts, and alcohol and substance use disorders.

You may contact EAP by calling 800-999-7222 or anthemEAP.com and enter SISC. For access to COVID-19 Resources for SISC Members, please visit: <http://sisc.kern.org/covid/>

ENTER/EXIT CONTROL

Yosemite Community College District is committed to supporting your overall health and wellbeing.

Entry to buildings will be regulated and monitored. Once Yosemite Community College District begins to offer more services on campus, employees should follow their assigned work schedules arranged by their departments.

Departments and building coordinators should identify usable building access points and coordinate arrival and departure times of staff to reduce congestion during typical “rush hours” of the business day. Staff arrival and departures should be scheduled in 30-minute increments to reduce personal interactions at building access points, hallways, stairs/elevators, etc.

Once you have been scheduled to return to the workplace, you should report to work or depart work through the designated building access and at the designated time to limit the number of people entering and exiting buildings at any one time.

Visitors, trainees, and guests are not allowed on worksites during this time.

Violation of these guidelines may result in the immediate revocation of building access privileges, as well as corrective action.



Signage and Posters

Building occupants are expected to follow signage directing traffic flow through building entrances, exits, elevator usage and similar common use areas.



RESOURCES

District Forms:

[Self-Assessment Form](#)

[FMLA Forms \(COVID Related FMLA\)](#)

[ADA Forms \(COVID Related ADA\)](#)

[Leave of Absence Forms](#)

Informational Links:

[CDC Guide on How to Protect Yourself and Others from Contracting COVID-19](#) :

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

[CDC Guide What to do if you are sick](#) (includes self checker for symptoms) :

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

[CDC Guide What to do if someone in your home is sick](#) :

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/checklist-household-ready.html>

[Stanislaus County Health Services Agency](#) :

<http://www.schsa.org/PublicHealth/pages/corona-virus/>

[Tuolumne County Public Health Department COVID-19 Resource Page](#) :

<https://covid19portal-tuolumne.hub.arcgis.com/>

[California State COVID-19 Statewide Update:](#)

<https://covid19.ca.gov/>