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| Close-up image showing the leaf-sides of two oversized books side-by-side on a bookshelf, with additional books in soft focus background |
| GCCCD Campus Repopulation Planning Framework  SUPERVISOR/MANAGER Q&A |
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**GENERAL**

1. Can I send my employee home if they seem sick?
   1. If employees are exhibiting any of the symptoms identified on the Daily checklist (attached) they should be sent home.
   2. Under the California Occupational Safety and Health Act (“Cal-OSHA”) districts are required to maintain safe and healthy working conditions for employees. In addition, districts have a duty of care to students to protect them from known risks.
   3. Previously the dedicated employees here at GCCCD have created a culture where we just power through colds or flus and what might seem as minor ailment. We must be mindful that we are in a different environment and we must take extra care to keep ourselves, our peers, and our families safe.
2. Can I ask my employee if they have COVID?
   1. No. Every employee has the right to medical confidentiality. You cannot directly ask your employee if they have COVID, nor can you discuss any concerns you may have with peers of that employee.
3. What do I do if an employee reports they tested positive for COVID or were around someone that had COVID or another similar incident?
   1. Please ask the employee to follow the same guidelines indicated on the daily checklist: They should contact their supervisor/manager, then HR, and their primary physician. When they contact HR we will do an intake of the situation and guide them through available leaves and any and all forms. We will also communicate with both you, the supervisor, and the employee on next steps.
   2. If they have been working on campus, it’s important to note where and with who. So we can isolate anyone they worked closely with and sanitize the areas they visited.
   3. Each set of circumstances is so different and individual that it is very difficult to provide guidance for each circumstance. The best information we can provide at this time is to immediately communicate with us so we can provide that necessary guidance.
4. Are my employees required to return to work?
   1. In most cases, the decision as to whether a position is expected to return to work is being considered by Presidents/Vice Chancellors and Vice Presidents using the Eligibility Criteria in the Emergency Telecommuting Protocols. If you have specific questions about your expected return or the return of your employees please speak directly to your manager.
5. What if I have an employee who is anxious or reluctant to return to work but (to my knowledge) has no medical or child care restrictions that would prevent them from returning, what do I do?
   1. If your employee is feeling anxious or reluctant to return to work find out what part of returning is making them reluctant. Provide additional training on the subject that is causing them to be anxious. HR can help identify training.
   2. Re-emphasize social distancing and other measures being taken by the district to provide some comfort.
   3. If the employee cannot provide clarification on the aspect of their reluctance provide the Employee Assistance Plan, or EAP, contact information. EAP is doing at home consultation and is available to all our employees.
   4. EAP, through Optum Health can be reached by calling: 1-888-625-4809 or going online at, www.liveandworkwell.com and providing the access code: VEBA.
6. One of my employees wants to work remotely and not ALL but MOST of their job functions can be performed remotely. What do I do?
   1. At this time all decisions to allow working remotely will be in consultation with the your Vice President and President/Vice Chancellor.
   2. If the request for remote work is based on the need for an Accommodation please work work with Cheryl Detwiler from HR. She can be contacted by emailing Cheryl.detwiler@gcccd.edu or calling
7. My employee came to me about an area that is not safe or social distancing is not occurring, what do I do?
   1. First, get the details of the concern.
   2. If social distancing is not occurring because we have not provided appropriate signage, line spacers for the floor, or the need for plexiglass in common areas, contact Campus and Parking Services, or CAPS. They will work with Facilities to address the concern.
   3. CAPS can be reached by Calling Extension 7654 or (619) 644-7654 or emailing [district.parking@gcccd.edu](mailto:district.parking@gcccd.edu)
   4. If social distancing is not occurring due to the failure of employees or students to abide by the 6’ distancing required, contact CAPS for assistance with enforcement.
8. My employee came to me because someone else is not wearing a face covering, what do I do? What if an employee refuses to wear a face covering? What if an employee’s face covering is offensive?
   1. We’ll answer all those questions at the same time,
   2. If an employee is not wearing a face covering find out if the employee has a reason for not wearing a face covering. Did they happen to forget their face covering? Did it rip and they do not have a replacement? (Do not ask if they have a medical condition that recommends them to wear a face shield vs. a face covering but be aware that is a possible answer.) Let the employee know that CAPS has extra face coverings (and face shields) and direct them to CAPS for a replacement.
   3. When addressing anyone that does not have a face covering please do not be confrontational or aggressive but address the situation as a means to assist and provide information.
   4. If an employee refuses to wear a face covering they should be told that it is required according to state and local authorities and because of these requirements employees who refuse to wear their face coverings, as needed and indicated in training, could potentially receive disciplinary action and asked to return home with no pay for time lost. If the employee continues to refuse to wear the face covering and refuses to return home, the employee should be directed to HR and CAPS should immediately be notified.
   5. Employees should be advised to use the same discretion for choosing face coverings as they would in choosing other work appropriate attire.
9. What do I do if an employee has a medical condition which requires them to wear an alternative face covering? What are the alternative options?
   1. If employees need a face shield, please have them contact Cheryl Detwiler in HR regarding necessary accommodations. Cheryl will work with the employee and other necessary parties to find acceptable alternatives.
   2. HR will keep you informed as appropriate. If the employee comes to you with more questions or concerns about the process, please refer them back to HR.
   3. A limited supply of face coverings will be made available for those that may have forgotten to bring their covering to campus or in emergencies such as a rip or tear. Contact our Campus and Parking Services team, or CAPS, should you or your team be in need of a face covering for the day. CAPS can be reached by Calling Extension 7654 or (619) 644-7654 or emailing [district.parking@gcccd.edu](mailto:district.parking@gcccd.edu)
10. What if my employee doesn’t have a thermometer at home?
    1. We understand that not everyone has a thermometer at home. So in the absence of a thermometer, please instruct your employees to verify all other items on the list prior to coming into work.

**WORKSPACE**

1. When should I consider implementing staggered work schedules?
   1. When there are many employees working within small spaces. For example, common areas used by many. You might want to consider staggering breaks or lunch hours to ensure distancing.
   2. If you have medically vulnerable employees staggering schedules is an additional way to support those individuals that must return to work.
   3. Please keep in mind and reminder your employees, staggering schedules does not replace the need to wear a mask or washing hands!!
2. What are considered group meetings?
   1. We recommend using Zoom for all meetings if at all possible.
   2. New signage on all spaces includes a Modified Maximum Room Occupancy. That occupancy reflects the square footage of the space with the required 6 ft distance requirements. Please follow the posted occupancy for each shared space.
3. If break rooms aren’t available, where else can employees take their break?
   1. Each individual break room now has a new “modified occupancy”. All employees are expected to abide by this occupancy while reasonably maintaining a 6’ distance and using their facemasks.
   2. There is new signage in each break room identifying social distancing and safety measures including the identification of “high touch items” that require you to wash your hands or use hand sanitizer after each use. Please be sure to follow these recommendations.
   3. As a supervisor, use your discretion to determine if a break room will require a schedule.
   4. If break rooms are occupied ask your employees to consider relaxing in their car, joining in the healthy steps and take a walk, finding an alternate outdoor or indoor space that allows them to follow the social distancing protocols.
4. Who is reconfiguring workspaces? Do I need to be doing something to prepare? What if an employee is not comfortable with their new space?
   1. Reconfiguring of work spaces has been through the joint efforts of managers and facilities. There is nothing needed for individuals to prepare.
   2. The reconfiguring of work spaces has been accomplished according to OSHA, ADA, and CDC guidelines for social distancing.
   3. The health and Safety of all our employees is the primary concern. Please understand that these measures are temporary with safety as the primary focus.
5. Do I have to monitor that each team member clean their workspace? Who should clean the shared workstations and office equipment and how regularly?
   1. No, you do not need to monitor each team member. Each individual is responsible for their own work station.
   2. Remind your team that their health and safety and that of their family should be considered when following the guidelines to sanitize their work station daily.
   3. For shared workstations or office equipment, like front desks or copy machines, ask your staff members to wipe down the spaces and items they use with a sanitizing wipe or cleaner before leaving and wash their hands or use hand sanitizer after use.
6. Are water cooler going to be available?
   1. Yes, water coolers will be available.
   2. There are now signs above all water coolers that explain it is a “high touch item” and that employees must it down after each use with a sanitizing wipe or cleaner and wash their hands or use hand sanitizer after use.
   3. If there is one available, encourage employees to use water bottle fillers as they are still in working order and are touch free!

**HIGH-RISK EMPLOYEES**

1. What information should I collect if an employee shares that they are part of a high-risk medical group or over the age of 65?
   1. None. An employee being of a certain age or part of the high-risk medical group is protected under Medical Confidentiality. If an employee indicates that they are part of a high-risk group you should send that employee directly to HR: Cheryl Detwiler or Lorena Carpenter.
2. I know one of my employees has diabetes but isn’t asking for a medical leave or accommodations, what should I do?
   1. Nothing. An employee’s confidential medical situation is an individual decision based on their personal circumstances.
   2. It has been communicated to all employees that if they fall into a high risk group that they should contact HR directly. It could be seen or interpreted as discriminatory if you approach this without the employee asking for your assistance.
3. One of my employees is concerned about another employee who is over 65 and coming to work every day. They constantly express their concern to me, the senior employee and other coworkers, what do I do?
   1. Reiterate that each individual has a right to make a determination regarding their personal medical care. They also have a right to medical confidentiality and such matters should not be discussed with peers.

**CHILD CARE CHALLENGES**

1. What information should I collect if an employee expresses child care challenges?
   1. Child Care challenges during this time are covered under the Families First Coronavirus Response Act. You should send your employee directly to HR (Cheryl Detwiler/Lorena Carpenter) to walk them through the requirements and benefits the Act provides.
2. One of my employees has teenage children and asked for a leave to be able to take care of them, another employee doesn’t mind their kids being home alone and is coming to work every day. That doesn’t seem fair, what should I do?
   1. Child Care challenges during this time are covered under the Families First Coronavirus Response Act. You should send your employee directly to HR (Cheryl Detwiler/Lorena Carpenter) to walk them through the requirements and benefits the Act provides.
   2. Each individual employee will make the determination about what is right for them and their family.
3. An employee has asked that they receive an earlier shift so they can pick up their kids from their new child care set-up. In the past, they didn’t have this schedule restriction, what do I do?
   1. You can consider flexing the schedule in consultation with your VP/Pres/VC to determine if it meets the needs of the department.
   2. You can also send them to HR to discuss their options regarding child care leave according to the Families First Coronavirus Response Act.