

REVISED UPDATE: Staffing Protocols as of 4/16/2020

To: All Full-time Faculty, Adjunct Faculty, Classified Staff, & Administrators

Good Morning Everyone,

Leadership, compassion, and resilience - these words typify my interactions with faculty, classified staff, and administrators as we make our collective way through the supporting our students and one another during these times.

With this in mind, I wanted to provide all employees with: 1) guidance for reporting for onsite work based on [LA County, Department of Public Health's \(LAC, DPH\) revised 'Social Distancing Protocols](#), 2) reporting illness-related absences, and 3) and federal legislation regarding Emergency Paid Sick Leave and FMLA Public Health Emergency Act.

Additionally, at the end of this email, I have also included a copy of the Office of Human Resources' Covid-19 Resources website tab ([Human Resources landing page, left side bar, first listed subpage](#)). A special thanks to Heidi Jenkins, Human Resources Specialist, for assisting with creation of this page.

Reporting for Onsite Work

Based on the new Social Distancing Protocols from LAC, DPH effective 4/10/2020 through 5/15/2020, all employees reporting for onsite work at any of GCCD's campuses - including faculty recording labs or other classes, facilities, police, and other classified staff, and administrators - must adhere to the following:

- Do not report to work if you are sick;
- Ensure that you have checked for symptoms related to Covid-19 before reporting to work ([fever, shortness of breath, cough](#)); do not report to work if you have these symptoms; and
- When reporting onsite to GCCD's campuses, use a face mask. If you need a mask when reporting to work, please respond individually to this email. Additionally, [directions for creating your own mask](#) may be found on the Human Resources Covid-19 page

Reporting Illness-Related Absences

If you are sick, contact either your chair or manager to report your absence. If you have Covid-19 related symptoms, you may be eligible for EPSL (please see the section below).

Managers and chairs, when an employee contacts you about an illness, please immediately contact Heidi Jenkins, Human Resources Specialist, hjenkins@glendale.edu, Office of Human Resources, to facilitate application of appropriate leaves.

Emergency Paid Sick Leave and FMLA Public Health Emergency Act

Emergency Paid Sick Leave

Effective April 1, 2020 through December 31, 2020, employees may be eligible to use federal Emergency Paid Sick Leave (EPSL). Employees may be eligible to use EPSL based on a pro-rata equivalent of sick leave up to the equivalent of a two-week accrual for Covid-19 related issues. An

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employee who is unable to work or telework, due to Covid-19 related issues, may be eligible for EPSL based on a:

- A Federal, State, or local quarantine or isolation order,
- Advice from a health care provider to self-quarantine due to concerns related to COVID-19,
- Experiencing symptoms of COVID-19 and is seeking a medical diagnosis,
- Care for a son or daughter whose school or place of care has been closed, or whose child care provider is unavailable, due to COVID-19 precautions, or
- Experiencing any other substantially similar condition specified by the federal Secretary of Health and Human Services in consultation with the federal Secretary of the Treasury and the federal Secretary of Labor.

FMLA Public Health Emergency Act

Effective April 1, 2020 through December 31, 2020, employees may be eligible to use federal FMLA Public Health Emergency Act (EFMLA). Employees who have worked for the Glendale Community College District at least 30 calendar days may:

- Use up to 12 workweeks of unpaid leave due to the employee's inability to work or telework, because an employee's son or daughter's place of care/childcare provider or school has been closed due to a public health emergency. An employee's son or daughter must be under 18 years of age.

Information about both [EPSL and EFMLA](#) may be found using this link.

Additional Resources

In addition the above information, the [Office of Human Resources, Covid-19 Resources](#) subpage also contains helpful micro-learning videos to setup your home work environment, the latest information from the Los Angeles County, Department of Public Health and the Center for Disease Control, and Memorandums of Understanding negotiated with the leadership of the Guild and CSEA regarding various topics including Addressing Covid 19 (Guild and CSEA), Flex (Guild), and EPSL/EFMLA (Guild).

Please take care, stay healthy, and find ways to laugh some each day.

Thank you for taking the time to read this email.

Warm regards,

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