

REVISED UPDATE: Staffing Protocols as of 6/8/2020

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

Hello Everyone,

While there is no opportune time to send a staffing protocol update, I hope you take the time to read the information below. And I hope you continue to give voice to ways we can further eliminate systemic racism in higher education.

Reporting for Onsite Work or Retrieval of Work-Related Items

If you have a need to retrieve work-related items and/or report for onsite work, please ensure the following:

1. Decisions regarding reporting to work or the need to retrieve work-related items should be made between you and your dean/manager/supervisor,
2. You and your dean/manager/supervisor have agreed on:
 - a. Dates/times to report for onsite work or for retrieving work-related items, and
 - b. Campus areas you will be accessing
3. You are not experiencing COVID-19 symptoms including: cough, fever, chills, muscle ache, shortness of breath/difficulty breathing, sore throat or new loss of taste or smell ([Source: 5/20/20 CDC Symptoms of Covid 19](#)). **In short, don't report to a worksite if you are unwell.**
4. You are wearing a mask at all times in accordance with the direction from LA County Department of Public Health's [Protocols for Office Worksites \(5/26/2020\)](#) which states:

All employees who have contact with the public or other employees during their shift (s) are offered, at no cost, a face covering. The covering is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others. Employees need not wear a face covering when the employee is alone in a private office or a walled cubicle.

Please note the above Protocol means that masks must be worn in hallways, bathrooms, and while walking on campus and may only be removed in a private office or walled cubicle.

In need of a mask?

Please submit a work order through the Facilities Department, [Campus Work Order Request](#), if you are in need of a mask while at a campus worksite. Please note the masks provided will comply with the above Protocol but are not N95 masks.

5. Email the following Facilities staff if you are either working onsite or retrieving items so that they can ensure the worksite areas have been cleaned and sanitized:

Verdugo Campus:

Joel Peterson, Director, Facilities, jpeterson@glendale.edu

Patrick Shahnazarian, Maintenance & Operations Manager, patrick@glendale.edu

Garfield Campus

Joel Peterson, Director, Facilities, jpeterson@glendale.edu

Cliff Gimbert, Interim Assistant Facilities Project Manager, cgimbert@glendale.edu

6. You are adhering to social distancing & hygiene protocols including:

- Remaining six feet away from others when possible ([Source: LA County Public Health, Guidance for Social Distancing 6/5/2020](#))
- Clean your hands often & for 20 seconds, especially after touching surfaces in public places and before eating, and avoid touching your face with unwashed hands. ([Source: LA County Public Health, Steps for Handwashing 10/2019](#))

Reporting Illness-Related Absences & Special Leaves

Please continue reporting non-COVID-19 related absences in accordance with your department or division process.

Please know there are also COVID-19 related sick leave and FMLA leave options available to you including:

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 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 an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or been advised by a health care provider to self-quarantine due to concerns related to COVID-19
- 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
- *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.

Resources

- [Emergency Paid Sick Leave and FMLA Public Health Emergency Leave Summary](#)
- [Request for Emergency Paid Sick Leave and/or Emergency Family and Medical Leave](#)
- [Guild MOU EPSL and EFML Related to Covid 19 Revised 2020-04-22](#)
- [CSEA MOU EPSL and EFMLA Related to Covid 19 2020-05-20](#)

Collective Bargaining and Governance

I also wanted to briefly note that we have two distinct endeavors that will assist us with reopening at a future point in time:

- Collective bargaining: The District and the Guild and CSEA have met and will continue to meet and negotiate working conditions related to COVID-19 (wages, hours and other terms and conditions of employment). Many of you may have previously read the MOUs related to COVID-19 that have been negotiated between the District and CSEA and the Guild. These MOUs may be accessed on the [Human Resources, COVID-19 Resources subpage](#).
- Governance: As a governance committee, the Safety Committee also takes an active role in providing recommendations related to COVID-19-related safety matters, inclusive of recommendations for reopening.

Please know both endeavors are approached with employee safety as a paramount interest.

Keenan Safe Colleges Training

Employees who are in higher risk populations or are unable to perform many of their job functions remotely have been assigned job-related online professional development training through Keenan Safe Colleges.

If you have an employee who is in a higher risk population or has minimal work to perform in a remote work environment, please email:

Heidi Jenkins, HR Specialist, hjenkins@glendale.edu

Heidi can assist you with setting employees up to begin participating in Keenan Safe Colleges training.

Redeploying Employees to Other Areas

As noted above, there may be employees with minimal work to perform in a remote work environment. Managers are encouraged to discuss an employee's remote work assignment on a weekly basis. If an employee has minimal remote work during certain

periods of the Summer or in the Fall, the employee may be eligible to be redeployed to another area to assist with work within their job classification. If the work in another area is at a higher classification, the employee may be eligible for an out-of-classification stipend. Please contact me should you have employees in your area that might be considered for assignments in other areas.

In closing, I wanted to express a heartfelt thank you for all you continue to do to support students, one another, and the community during the pandemic. Please stay safe and healthy.

With hope for a better future for our students and our county,

Victoria Simmons,
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