



NORTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT



Summer  
2020

# NOCCCD COVID-19 Guidelines and Protocols Manual

# COVID-19 Guidelines and Protocols

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## Purpose

The purpose of this document is to establish guidelines and protocols for NOCCCD employees during the COVID-19 pandemic. It outlines directions for permitting employees on Campus, reporting positive COVID-19 cases, determining exposure to COVID-19, and general expectations for work in the North Orange County Community College District during this time.

## Introduction

At the North Orange County Community College District (NOCCCD), our priority is to keep our employees safe and healthy to the extent possible, especially in regards to the COVID-19 pandemic. As such, the District's *COVID-19 Guidelines and Protocols Manual* is aligned and consistent with local orders and ordinances of Orange County, the California Department of Public Health, the State of California's Phased Reopening Model, the Federal Government, the Occupational Safety and Health Administration (OSHA), and the Centers for Disease Control and Prevention (CDC).

This *COVID-19 Guidelines and Protocols Manual* highlights expectations and responsibilities of administrators, managers, confidential, classified, and temporary employees as the District operates essential business and services with respect to orders from the Orange County Public Health Care Agency. Because the knowledge and understanding of the COVID-19 virus continues to evolve, NOCCCD's *COVID-19 Guidelines and Protocols Manual* and other responses are dynamic in nature and will be updated as more information becomes available.

While this *COVID-19 Guidelines and Protocols Manual* outlines best practices, NOCCCD understands that every employee's situation is different and encourages those with specific risks or concerns to reach out to their manager or Human Resources to discuss alternatives, should they be necessary.

## Continued Classroom Closures

In May, NOCCCD announced that the Fall 2020 semester for Cypress College, Fullerton College, and North Orange Continuing Education will remain in remote status. Only classes that have been deemed to have an essential face-to-face component will be conducted, with new safety considerations, on Campus. State educational agencies and the local health department continue to develop school reopening guidelines which NOCCCD will follow when they are released.

## Expectations for Employees

All employees are expected to fully comply with the policies, protocols, and guidelines outlined in this document. The success of coworkers and students depends upon on how well NOCCCD employees follow physical distancing, health, and safety protocols. Please bring any concerns regarding the following protocols to your immediate management supervisor or Human Resources immediately.

# COVID-19 Guidelines and Protocols

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## COVID-19 Staffing Options

COVID-19 has drastically changed the way that NOCCCD employees fulfill their duties. Staffing options outlined in the *Manual* allow for maximum employee safety as well as the continuation of essential operations.

NOCCCD will return staff on-site over time in a coordinated process to ensure appropriate physical distancing. NOCCCD will assess expanded staffing based on essential operations, ability to control and manage specific work environments, and necessity to access on-site resources. These decisions, once approved, will be communicated through your respective Manager, Director, Dean, Vice President, or Vice Chancellor.

On-site staffing will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of staff, faculty and students, as well as the communities we serve. Once decisions to expand on-site staffing have been made, staff must follow the policies and protocols detailed in this *Manual* for returning to work on-site.

As on-site operations expand, NOCCCD will closely monitor and assess the potential spread of the virus, as well as existing local, state and federal guidelines for mitigations. If localized outbreaks emerge, tighter restrictions and reduced staffing may need to be re-implemented.

### Remote Work

Those who can work remotely to fulfill some or all of their job responsibilities may continue to do so as determined by their manager. All remote work must be approved by and monitored by the immediate management supervisor, and can be completed in a full or partial day/week schedule as appropriate. Employees who need improved access to technology or other office supplies for remote work should speak to their immediate supervisor.

### Alternating Days

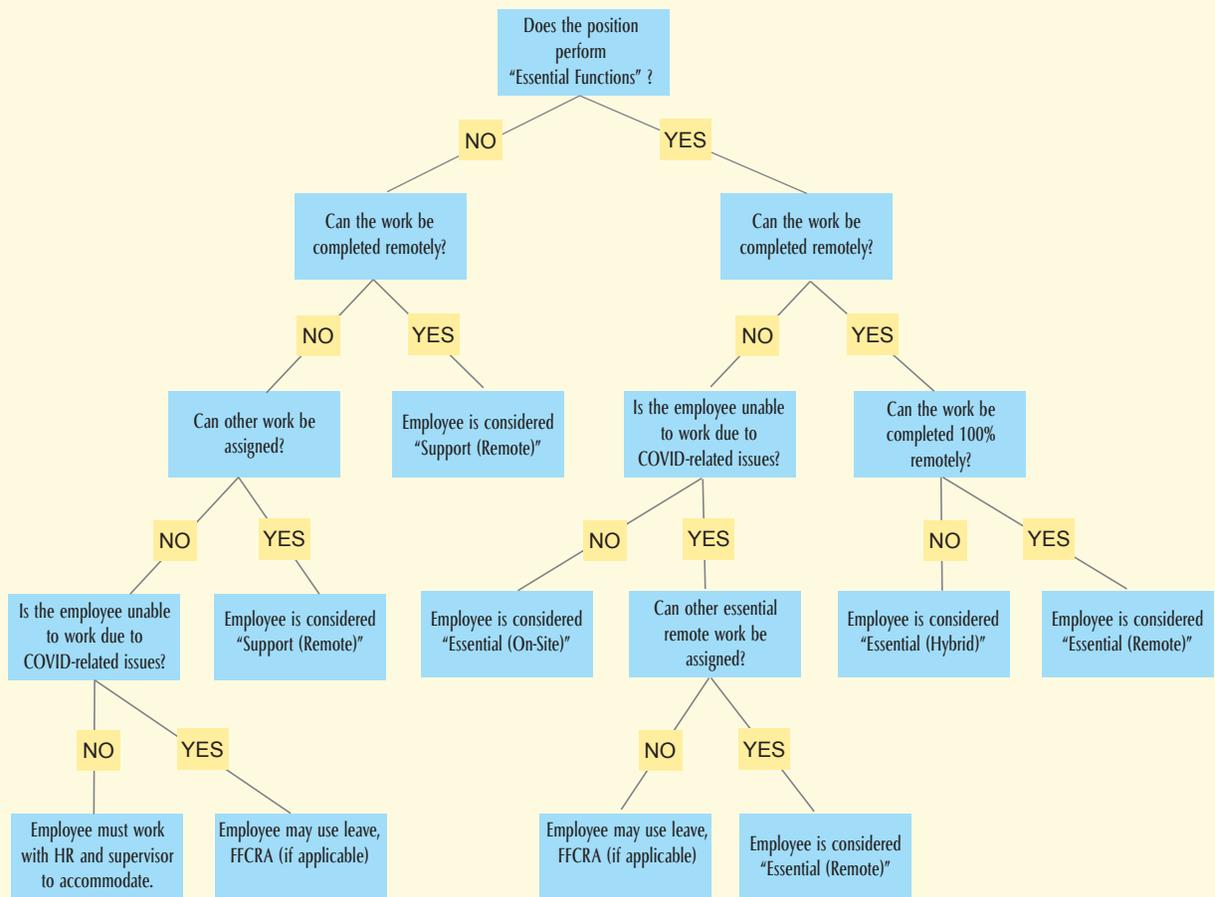
To limit the number of individuals and interactions among those on Campus, departments should attempt to schedule partial staffing on alternating days. Such schedules will help enable physical distancing, especially in areas with large common workspaces.

### Staggered Reporting/Departing

The beginning and end of the workday typically brings many people together at common entry/exit points of buildings. Department managers may stagger reporting and departure times to reduce traffic in common areas to meet physical distancing requirements.

# COVID-19 Guidelines and Protocols

## Staffing Decision Tree



# COVID-19 Guidelines and Protocols

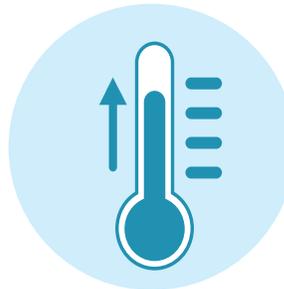
## Employee Self-Monitoring of Symptoms

Staff who have been instructed to return on-site must conduct self-symptom monitoring every day before reporting to work. If you believe you have one or more of the symptoms related to COVID-19 and have been instructed to work on-site, please contact your manager or immediate supervisor with your concerns.

Staff members who have been instructed 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 should contact Human Resources at 714-808-4816.

At this time, COVID-19 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
- Gastro-intestinal (GI) symptoms
- Loss of taste or smell



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



## When to Seek Emergency Medical Attention

Look for **emergency warning signs** for COVID-19. If you or someone you know is showing any of these signs, **seek emergency medical care immediately**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

**Call 911 or call ahead to your local emergency facility:** Notify the operator that you are seeking care for someone who has or may have COVID-19.

# COVID-19 Guidelines and Protocols

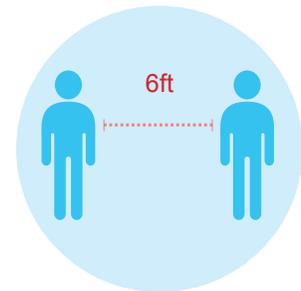
## Guidance for Employees Working On-Site

Employees who have been instructed to work on-site must follow these guidelines. The District may add to this list of workplace procedures as the need arises. Employees should monitor email and workplace communications to ensure they are up-to-date on all health and safety requirements.

## Requirements for On-Campus Work

### Use of Face Masks/Coverings On-site

- Employees must wear a face mask/covering while entering and leaving the Campus
- You must wear a face mask/covering at all times while in a shared work space/room
- Masks/face coverings must be worn by any staff in a reception/receiving area
- Masks/face coverings must be used when inside any facility where others are present, including walking in narrow hallways where others travel and in break rooms, conference rooms and other meeting locations
- Ensure the face mask/covering fits over the nose and under the chin



### Practice Physical Distancing

- Maintain at least six to ten feet of distance from other people
- Limit the length of interactions with others (less than 15 minutes)
- If you work in an open environment, be sure to maintain at least six feet distance from co-workers. If possible, have at least one work space separating you from another co-worker or utilize physical barriers such as cubicle walls or acrylic shields. (All adaptations of office environments must be approved by immediate supervisor.)
- Employees must not use other employees' work stations, phones, or equipment unless disinfected before and after use
- Do not gather in groups
- Respect room capacity limits

### Respect Facilities Guidelines

- Have a manager's approval to be on Campus unless on a regular and consistent on-site work schedule
- Check in with Campus Safety or sign-in at designated area prior to entering the Campus
- Go directly to designated work area
  - Exemptions are made for employees whose functions require movement across the Campus. These employee groups are: Maintenance & Operations; Campus Safety; and Academic Computing
- Check out with Campus Safety (or sign out) upon departing Campus

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

# COVID-19 Guidelines and Protocols

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**Using Elevators:** During the COVID-19 pandemic, elevator capacity will be limited. Each elevator must be assessed to ensure physical distancing standards. Visual cues and/or signage will then be posted in the elevator. If you are using the elevator, wear your face mask/covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use hand sanitizer with at least 60% alcohol upon departing the elevator.

**Meetings:** Convening in groups increases the risk of viral transmission. 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.

**Room Capacities:** In-person meetings are limited to the restrictions of local, state and federal orders and should not exceed 50% of a rooms' capacity, and seating must maintain six feet of separation between individuals. The Event Management System used for booking rooms on-site will be updated with these new restrictions (does not include classrooms). Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support physical distancing practices between attendees.

**Meals:** Before and after eating, you must wash your hands thoroughly to reduce the potential transmission of the virus. If you are eating in your work environment (break room, office, etc.), maintain at least six feet distance between you and others. Individuals should not sit facing one another. Only remove your face mask/covering in order to eat, then put it back on. Wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using in common areas.

**Mail and Deliveries:** The District/Campus has established contactless drop zones for all deliveries, including mail and packages. An assigned contact or contacts will process mail and packages at least three times per week, utilizing gloves. Please do not have personal mail/packages delivered to Campus at this time.

## Employee Personal Safety Practices

The District recognizes the importance of maintaining safe facilities and operations for all employees. The District and Campuses will provide information on public hygiene and sanitation to help minimize the spread of the virus, and will ensure that its facilities have the necessary supplies for preventive sanitation measures to the extent that such supplies are available.

**Physical Distancing:** The best tool to avoid being exposed to COVID-19 is to keep space between you and others. 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/they have no symptoms.

**Face Masks/Coverings:** Face masks/coverings must be worn by all staff working on Campus when in the presence of others, and in public settings where other physical distancing measures are difficult to maintain (e.g., common work spaces, meeting rooms, classrooms, etc.). Appropriate use of face masks/coverings is critical in minimizing risks to everyone. Ensure the face mask/covering fits over the nose and under the chin.

If needed, masks will be provided by the District/Campus, though employees are encouraged to bring their own. If you are need of a mask, please contact the Campus Safety or other designated department at your site.

# COVID-19 Guidelines and Protocols

## Instructions for Face Masks/Coverings

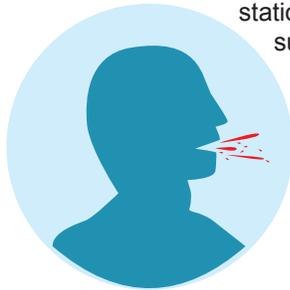
- Wash hands prior to handling the face mask/covering
- Ensure the face mask/covering fits over the nose and under the chin
- Do not touch your eyes, nose, or mouth when removing the face mask/covering. Wash hands immediately or use hand sanitizer after removing.
- Keep face mask/covering properly stored when not in use
- Disposable masks may only be worn for one day and then must be placed in the trash
- Face mask/covering must only be worn for one day at a time, and must be properly laundered before use again



**Handwashing:** It is recommended that employees wash their hands more frequently than normal. Wash your hands with soap and water for at least 20 seconds, especially after you have been in a public place. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.



**Hand Sanitizer:** 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. To help employees remain healthy, hand sanitizing stations are being added in key locations throughout the Campuses, and supplies will be available upon request.



**Coughing/Sneezing Hygiene:** If you do not have on your face mask/covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow. 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 a hand sanitizer that contains at least 60% alcohol.

**Protective Shields:** Where physical distancing is not possible due to the nature of the service being provided, protective shields will be installed as a barrier to keep students, faculty, staff, and visitors safe from the spread of COVID-19. Areas will be assessed by each site location based on the activities and services provided to determine the need for use of such shields.

**Personal Disinfection:** While custodial staff will continue to clean based on health care agency guidelines, additional care must be taken by employees to wipe down commonly-used surfaces. Before starting work and before you leave any room in which you have been working, you must wipe down all work areas with EPA-registered 60% alcohol solution or other disinfectant. This includes any shared-space location or equipment that you've touched (e.g. copiers, printers, computers, fax machines, A/V and other electrical equipment, coffee makers, desks, tables, light switches, door knobs, etc.).

**Cleaning Supplies:** The District/Campus will provide employees with necessary cleaning supplies, as available, to help disinfect offices and shared electronics. Please check with your designated Campus department for location of supplies. (If employees are using personal cleaning supplies, please note that OSHA guidelines discourage use of aerosol products in the workplace as use of such product requires the user to wear a respirator.)

# COVID-19 Guidelines and Protocols



## HOW TO WEAR A FACE COVERING

### Wear Your Face Covering Correctly



- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily

### Use the Face Covering to Protect Others

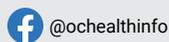


- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Wear the covering in public settings when around people outside of your household, especially when other [social distancing](#) measures are difficult to maintain
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering; and, if you do, wash your hands

### Take Off Your Cloth Face Covering Carefully, When You're Home



- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine (learn more about [how to wash cloth face coverings](#))
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing



# COVID-19 Guidelines and Protocols

## Employee Personal Protection Equipment (PPE)

To the extent such supplies are available, the District/Campus will provide the following appropriate personal protective equipment (PPE) for employees upon request:

- Face masks/coverings
- Disposable gloves

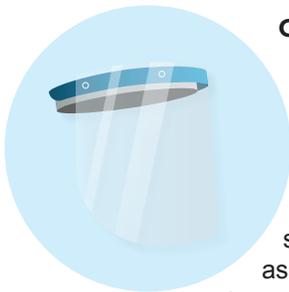
If PPE and other safety items are not readily available in your work area, please contact the following to request supplies:

- Cypress College: Campus Safety Department
- Fullerton College: Campus Safety Department
- NOCE: Campus Safety Department
- District Services Anaheim Campus (*Note: the following employees are not scheduled to be in the office every day. If you need supplies, please contact them with your request BEFORE you come on-site or contact Campus Safety*):
  - First floor: Monica Farias
  - Mezzanine: Karla Garcia
  - Eighth floor: Leslie Tsubaki
  - Ninth floor: Rosanne Gerardo
  - Tenth floor: Annalisa Webber

**Face Masks/Coverings:** Face masks/coverings must be worn by all staff working on-site when in the presence of others, and in public settings where other physical distancing measures are difficult to maintain (e.g. common work spaces, meeting rooms, classrooms, etc.). If needed, masks will be provided by the District/Campus.



**Gloves:** 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. Workers in high-risk areas (e.g. custodians, staff in Student Health Centers) will be given gloves as part of their PPE. If you believe you need disposable gloves when on Campus, please contact the department or individual noted above.



**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 non-healthcare environments. When employee activity requires goggles or face shields, they will be provided by the District/Campus.

**Protective Shields:** Where physical distancing is not possible due to the nature of the service being provided, protective shields will be installed as a barrier to keep students, faculty, staff, and visitors safe from the spread of COVID-19. Areas will be assessed by each site location based on the activities and services provided to determine the need for use of such shields.

# COVID-19 Guidelines and Protocols

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## Employee Protocols for Confirmed Case of COVID-19

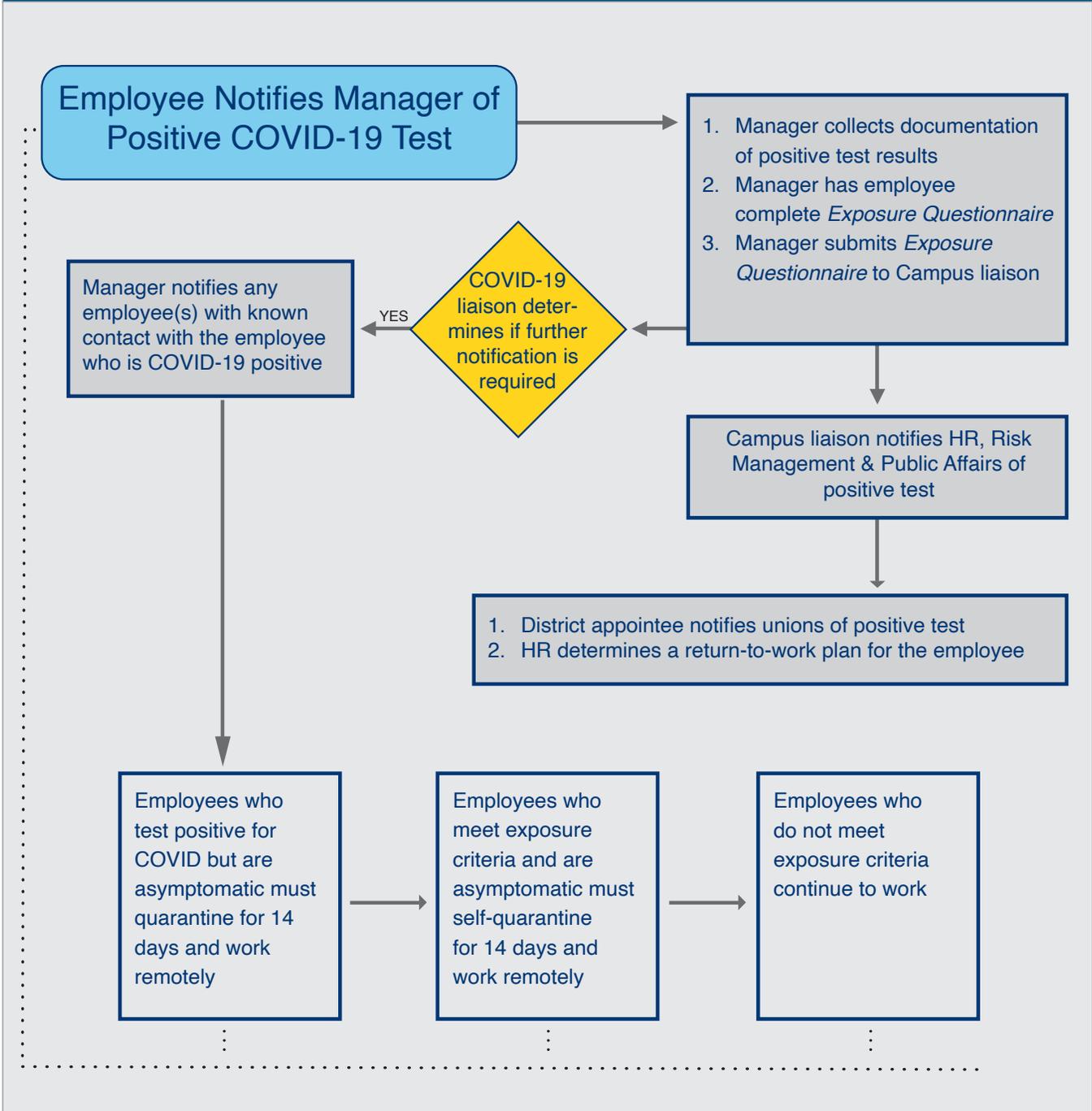
Employees who have been diagnosed with COVID-19 and who have been on-site and/or are scheduled to work on-site must notify their manager immediately.

### Next steps are:

- If the employee has been on-site, Manager will have employee complete *NOCCCD COVID-19 Exposure Questionnaire* to determine scope of possible exposure. The questionnaire serves two purposes:
  - To determine if the reporting employee meets the exposure criteria as defined by the CDC of within six feet for longer than 15 minutes
  - Help trace potential additional on-Campus exposures
- Manager will notify their Campus liaison of confirmed case
- The Campus liaison will notify and send completed Questionnaire to:
  - District/Campus CEO
  - Julie Kossick, Associate Vice Chancellor, Human Resources
  - Tami Oh, District Director, Risk Management
  - Kai Stearns, District Director, Public Affairs
- District appointee will notify union leadership of positive case
- A notification will be sent by a manager to any on-site employees who meet the exposure criteria
- A general notification from Campus Communications will go to employees known to have shared the same physical space the window as the on-site COVID-19 positive employee
  - Example of notification: “The District learned that an employee who worked in Building/Zone 1 on June 24, 2020, tested positive for COVID-19. All employees who known to have shared that area from the hours of XX to XX have been informed of the potential exposure and next steps.”
  - Such notification will be concise and HIPPA compliant
  - The purpose of such communications will be to
    - a. Serve as a notification for anyone who may have entered an exposed area without the District/Campus’ knowledge
    - b. Provide transparency
- A custodian/s will disinfect the exposed workspaces and surfaces used by the COVID-19 positive employee
- The District/Campus may elect to close the affected office for a period up to 72 hours to allow for natural deactivation of the virus. If this happens, employees in that office will be notified.
- The District will release positive case reports to all employees and the public based on the current the community infection rate as posted by the Orange County Health Care Agency (OCHCA)

# COVID-19 Guidelines and Protocols

## POSITIVE CASE DECISION TREE



# COVID-19 Guidelines and Protocols

## Employee Protocols for Possible COVID-19 Exposure

As employees return to work on-site, we expect that reports of possible COVID-19 exposure will increase. **PLEASE NOTE:** Exposure is currently defined by health care officials as: “Being within six feet of someone who is COVID-19 positive or exhibiting symptoms of COVID-19 for a duration of longer than 15 minutes.”

For the safety of the District/Campus community, any employee who was on-site and thinks that they have been exposed to the COVID-19 virus must take the following steps:

- Employee notifies manager of potential exposure
- Manager will have employee complete *NOCCCD COVID-19 Exposure Questionnaire* to determine scope of possible exposure
  - To determine if the reporting employee meets the exposure criteria as defined by the CDC of within six feet for longer than 15 minutes
  - Help trace potential additional on-Campus exposure
- If it is determined that the employee **does not** meet the exposure guidelines, employee may return to work
- If it is determined that the employee **does** meet the exposure guidelines:
  - ◆ Manager will notify their Campus liaison of confirmed case
  - ◆ The Campus liaison will notify and send completed Questionnaire to:
    - District/Campus CEO
    - Julie Kossick, Associate Vice Chancellor, Human Resources
    - Tami Oh, District Director, Risk Management
    - Kai Stearns, District Director, Public Affairs
  - ◆ A notification from the manager will be sent to any employees who meet the exposure criteria
  - ◆ If necessary, a general notification will be sent to other employees in the same work area from Campus Communications
  - ◆ Employee will be directed to self-quarantine for 14 days and work remotely if asymptomatic
  - ◆ Manager and employee should discuss if employee is able to work remotely during quarantine
  - ◆ Any questions regarding leave time or balances should be referred to Human Resources
  - ◆ Human Resources will work with the employee to determine a return to work plan

### Golden Rule for Returning to Work:

Employees must meet the following criteria and coordinate with their immediate management supervisor prior to returning to work:

- At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
- At least 10 days have passed *since symptoms first appeared and no sooner than 14 days*.

# COVID-19 Guidelines and Protocols

## COVID-19 Exposure Questionnaire-Confidential



**Instructions:** The Immediate Management Supervisor (IMS) should schedule a private location to interview the employee (via Zoom). **Note that this information is confidential.** Once the questionnaire has been completed, please send it via e-mail to Human Resources: Julie Kossick, Associate Vice Chancellor (jkossick@nocccd.edu).

Employee Name, Position, and Work Location: \_\_\_\_\_ Date: \_\_\_\_\_

IMS/Department/Campus: \_\_\_\_\_

Date of possible exposure \_\_\_\_\_ Date of symptoms \_\_\_\_\_ Date of positive test \_\_\_\_\_  
(if applicable) (if applicable) (if applicable)

1. Does the employee meet the exposure criteria (Close proximity to a person with a positive test for COVID being less than six feet in proximity and meeting for 15 minutes) outlined by the CDC?  
 YES     NO     N/A
2. Did the employee report to work after experiencing symptoms or after the exposure criteria was met?  
 YES     NO     N/A

a. If Yes, on which date(s)(days/times):  
\_\_\_\_\_

3. Did the employee wear a mask at all times during assigned work shifts?     YES     NO
4. Did the employee maintain at least six feet distance from others while at work?     YES     NO
5. Did the employee come into contact with any person who has tested positive with COVID-19 at home or while on duty for more than 15 minutes and less than 6 feet apart?     YES     NO

a. If Yes, on which date(s) did this occur? (days/times):  
\_\_\_\_\_

- b. Was a mask worn during any encounter(s)?     YES     NO
- c. Was the other person wearing their mask?     YES     NO

6. Which employee(s) or person(s) did you have contact with for more than 15 minutes and were in close proximity being less than 6 feet? (List all names if possible):  
\_\_\_\_\_  
\_\_\_\_\_

a. If Yes, on which date(s)(days/times):  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** If the employee did report to work after the potential exposure, the IMS/Campus must determine who else the exposed employee may have had contact with which meets the above exposure criteria.

# COVID-19 Guidelines and Protocols

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## CDC GUIDANCE FOR SELF-QUARANTINING DUE TO POTENTIAL COVID-19 EXPOSURE

**Instructions: If employee will be sheltering at home, print this page and provide to the employee.**

- Stay away from other people in your home as much as possible, staying in a separate room and using a separate bathroom, if available
- Do not allow visitors
- Wear a face mask if you must be around people
- Avoid sharing household items, including drinking cups, eating utensils, towels and bedding
- Wash hands frequently
- Clean high-touch surfaces daily
- Continue monitoring their symptoms, contacting their health care provider if their condition worsens

## On-site Facilities Protocols

Departments must assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, students, and visitors, such as:

- Reconfigure workspaces to maintain at least six-foot distance between employees or ensure that physical separators, such as cubicle walls or other guards, provide appropriate separation
- Place visual cues such as floor decals, colored tape, or signs to indicate where people should stand while waiting in line
- Identify separate entrance and exit pathways
- Identify workstation paths (e.g. one-way aisles and floor markers to facilitate physical distancing)
- Place one-way directional signage for large open work spaces with multiple through-ways to increase distance between employees moving through the space
- Stagger meal periods and rest breaks to the extent consistent with applicable law to decrease the number of people who are in common areas at any given time
- Install transfer-aiding materials, such as shelving and bulletin boards, to reduce person-to-person handoffs
- Establish contactless drop zones for all deliveries, including mail and packages. An assigned contact or contacts will process mail and packages at least three times per week, utilizing gloves.
- Consider designating specific stairways for up or down traffic if building space allows
- Use of restrooms should be limited based on size to ensure at least six feet distance between individuals
- During COVID-19 pandemic, elevator capacity will be limited. Each elevator must be assessed to ensure physical distancing standards. Visual cues and/or signage will then be posted in the elevator.
- In-person meetings are limited to the restrictions of local, state and federal orders and should not exceed 50% of a rooms' capacity, and individuals must maintain six feet of separation for physical distancing requirements. The site Event Management System used for booking rooms will be updated with these new restrictions. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support physical distancing practices between attendees.

## Cleaning and Disinfecting Protocol

### Custodial Crews:

- Custodial crews will clean and disinfect all physical spaces used throughout the day including offices, restrooms, conference rooms, elevators, floors, etc.
- Custodial crews will clean and disinfect key frequently-touched surfaces throughout the day including tables, door handles, light switches, sink handles, bathroom surfaces

### Employees:

- Employees should do their part to help keep the office as clean as possible by cleaning and disinfecting their workstations and surfaces they use such as, but not limited to, their computers, keyboards, mouse, phone, and surfaces/spaces commonly used such as copiers and printers, refrigerators and coffee makers.
- Cleaning and disinfecting supplies will be provided by District/Campus on request and will be stationed by shared electronics like copiers and printers.
- Employees should also avoid using others' workstations, tools and equipment, unless disinfected before and after each use.
- Employees should wash their hands with warm water and soap for at least 20 seconds after cleaning or sanitizing a surface.

# COVID-19 Guidelines and Protocols

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## Visitors on Campus

### Contractors and Vendors:

- Must check-in at Facilities Office or Campus Safety as instructed
- Must wear face mask/covering
- Go directly to their assigned work area without unnecessarily interacting with employees
- Practice physical distancing and good hygiene while on-site

### Other visitors:

- Until further notice, all Campuses remain closed to the public and non-essential visitors are prohibited

## Conclusion

The District looks forward to our employees returning to work on-site safely. The COVID-19 pandemic has created uncertain times and resulted in unprecedented workplace changes. As communicated throughout this *NOCCCD COVID-19 Guidelines and Protocols Manual*, we prioritize the health of our employees, students, and community as we continue to provide essential services and quality education.

We will execute our plan cautiously, following applicable state and local guidance. Knowing that each employee's needs and situations will be different, staff should discuss any concerns they have about returning to work as it relates to their personal health or scheduling situation with their immediate management supervisor and/or Human Resources.

Finally, we ask that employees be patient and understanding of the fact that the COVID-19 pandemic may require our plans to change. Employees will be given as much notice as possible in the event of an unforeseen setback or office closure.

# EMPLOYEE RIGHTS

## PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

### ▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅔ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

### ▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

### ▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

- |   |   |
|---|---|
| <ol style="list-style-type: none"><li>1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</li><li>2. has been advised by a health care provider to self-quarantine related to COVID-19;</li><li>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</li><li>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);</li></ol> | <ol style="list-style-type: none"><li>5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or</li><li>6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.</li></ol> |
|---|---|

### ▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



**WAGE AND HOUR DIVISION**  
UNITED STATES DEPARTMENT OF LABOR

For additional information  
or to file a complaint:

**1-866-487-9243**

TTY: 1-877-889-5627

[dol.gov/agencies/whd](https://www.dol.gov/agencies/whd)



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