

Frequently Asked Questions for Employees:

Working Remotely and Modifying Methods of Instruction at SRJC

This FAQ was developed by the SRJC Coronavirus Taskforce in collaboration with Faculty Leadership Council (AFA, Academic Senate & Department Chairs), CFT, Classified leadership (SEIU & Classified Senate), Management team and Student leadership (SGA)

**This is an ongoing situation and portions of these FAQs will be updated as circumstances change.*

District information

1. How does the Governor's "shelter in place" order affect SRJC?

- a. Because college employees are, with few exceptions, also sheltering in place, instruction, student services and district services will be delivered primarily using modified or remote methods, effective March 30.
- b. We do not yet know how long we will be operating in this remote format. This situation is constantly evolving and we are preparing to continue in this manner throughout the spring semester and possibly beyond.

2. Are events being canceled?

- a. All college events are canceled through Thursday, May 21.
- b. We are currently looking at the schedule of events beyond May 21, including Commencement, and are considering alternatives. We will provide more information as it becomes available.

3. Will the summer term continue as originally planned?

- a. At this point we do not know. No decisions about the summer term have been made. We are currently focusing all efforts on supporting SRJC faculty and staff who are moving spring 2020 instruction and services to remote methods. We do not yet know how long this crisis will continue and once we are past the initial transition period, we will begin looking to the future.

4. Will there be emergency funding available to students who need it to continue with their education?

- a. The SRJC Foundation has established the SRJC Crisis Response Fund, which will make funding available to students who are experiencing financial hardship as a result of the coronavirus situation in our community. The fund will allow for immediate access and flexibility to support a variety of basic needs to help our students pay rent and bills,

- provide food, and support their families as they go without work and important services.
- b. Please refer students who would like to learn more about the fund eligibility criteria to the Financial Aid Office at financialaid@santarosa.edu. Students can access the application at [this link](#).
 - c. Please refer anyone interested in supporting students in need with a donation to the SRJC Crisis Response Fund to <https://santarosajc.ejoinme.org/crisisfund>.

Employee information

1. Who is allowed to be at district sites during the “shelter in place” order?

- a. Employees who are currently allowed to work on campus include:
 - i. IT employees who are performing in-person critical work to support the efforts of the district as we transition to new methods of instruction and services.
 - ii. Distance Education staff who need to be on campus to provide support and professional development to employees needing assistance with remote delivery of instruction and student services.
 - iii. District police staff who are needed to monitor our campuses and sites.
 - iv. Custodial services staff needed to clean occupied areas.
 - v. Facilities operations staff needed to deal with critical issues that arise.
 - vi. Warehouse and mailroom staff needed to continue logistic operations
 - vii. Classified employees who require access to systems not available to them remotely to perform critical duties, with supervisor and vice president approval.
- b. We understand that we need to provide clarity regarding faculty who need to use resources on campus. The district is working to develop criteria and procedures for faculty and other instructional support staff who require access to district sites in order to provide remote instruction or services. Faculty can expect to receive more information on this over the weekend.
- c. All employees who are on campus are asked to practice social distancing, wash hands and use supplies provided by the district to clean surfaces frequently.
- d. In the event that we have a confirmed case of coronavirus at an SRJC campus or site, we will reassess all of these protocols and permission levels and will inform the community as of any resulting changes.
- e. We ask that all other employees of the district avoid coming to campus during the “shelter in place” order.

- f. We understand that some faculty members and staff may need to come to a District site to pick up materials or equipment. We ask that you plan ahead and limit time in the office as much as possible.
- 2. Are STNCs required to work?**
- a. Yes, but only if they can do so remotely. The district is committed to paying STNC wages for the time they were scheduled to work through April 7, regardless of their ability to work in a remote environment.
- 3. What work will not be happening while Californians are sheltering in place?**
- a. During this time, all efforts will be focused on providing modified methods of instruction for students, providing Student Services remotely, and providing support services for students and employees working remotely. For this reason, we are consulting with Academic Senate, Classified Senate, SGA and our unions regarding canceling all non-essential shared governance committee and council meetings.
 - b. There may be exceptions for critical work provided any such meetings can be conducted remotely.
- 4. Where can employees find resources for working remotely?**
- a. Employees and students can find information about remote resources at santarosa.edu/srjc-remote-resources.
 - b. Classified employees can also review the [telecommuting FAQs](#), which were created in collaboration with SEIU.
 - c. More information regarding how to access Finance and Administrative operational services remotely can be found at [this link](#).

Coronavirus information

- 1. What should I do if I believe I may have come into direct contact with coronavirus?**
- a. In order to protect our community, we have been advised that employees in this situation self-quarantine until they have been cleared by their primary care physician or the [Sonoma County Department of Health Services](#). We also require that they stay away from campus until they have been cleared.
 - b. Please alert Human Resources at 707-527-4954. HR will work with employees to conduct an initial intake process. You may also report any Coronavirus illness or travel-related inquiries directly to the following individuals in the Human Resources department:

- Sarah Hopkins, Director/Human Resources, shopkins@santarosa.edu
 - Stephanie Jarrett, Manager/Training & Compliance, sjarrett@santarosa.edu
 - Danielle Donica, Human Resources Technician, ddonica@santarosa.edu
 - Linda Jay, Human Resources Technician, ljay@santarosa.edu
- c. SRJC will alert the Sonoma County Department of Health Services regarding these cases.
- d. Employees who have been advised to self-quarantine and have been prohibited from coming to campus will not be required to use sick leave and will continue to receive compensation as normal.

2. What if I show symptoms of respiratory infection but don't suspect any contact with coronavirus:

- a. In order to protect our community, we ask that you stay away from campus until you have been free of a fever for 24 hours. You are encouraged to contact your primary care physician if you need medical advice. Please also alert your supervisor as to your absence.

3. What personal prevention efforts does the district encourage?

- a. You can find a full list of prevention recommendations at the Student Health Services page at this link: <https://shs.santarosa.edu/corona-virus>.
- b. Some recommendations include:
- i. Hand washing (for a minimum of 20 seconds)
 - ii. Covering coughs and sneezes with a tissue or sleeve
 - iii. Not touching your face
 - iv. Staying home as much as possible
 - v. Avoiding travel
 - vi. Social distancing (no handshakes, using Zoom for meetings)
 - vii. If you must be in an area with other people, maintaining six feet of personal space between individuals

4. What are SRJC's recommendations regarding *international* travel?

- a. SRJC has canceled international district-paid travel until further notice. Any employee who has international district travel scheduled should contact their vice president to discuss the process for cancelation.
- b. No new travel requests are being approved at this time.
- c. We advise employees doing personal travel to follow the [CDC travel guidelines](#) and to avoid travel to any country at a CDC level 3 alert or higher.
- d. Employees who have traveled to or through a country that is under a CDC level 3 alert or higher (such as China, Italy, Iran and South Korea) is asked to self-quarantine for 14

days on their return and is required to stay away from campus during that time. We also ask that you report this travel to HR. (See item #1b for more details.)

5. What is the district's position on traveling *out-of-state*?

- a. SRJC has canceled out-of-state district-paid travel until further notice. Any employee who has district travel scheduled should contact their vice president to discuss the process for cancelation.
- b. No new travel requests are being approved at this time.
- c. While whether or not to travel at this time is a personal decision, SRJC discourages any travel while the shelter in place order is in effect, particularly to areas with widespread incidences or ongoing community spread, such as New York and Seattle.

6. Situations like this can create anxiety for many. Individuals who feel they may benefit from additional counseling may contact the following resource:

- a. Employees who feel they may benefit from additional support can contact [Employee Assistance Plan](#). This service is now also available for students. Please use company code 'EAP can help'

For more information:

- [SRJC Coronavirus updates & information](#)
- [Student Health Services coronavirus webpage](#)
- <https://socoemergency.org/>
- <https://211sonoma.org/>
- You can also call the county's 24-hour information hotline at 211 or 800-325-9604 or text COVID19 to 211211.
- [CDC travel guidelines](#)