

STAFF UPDATE FROM VICE PRESIDENT OF ADMINISTRATION, BRENDA RIESTERER – May 6, 2020

Hello everyone - the Leadership Team and the Incident Management Team continue to meet three times a week to stay informed of this ever changing pandemic situation. We continue to take precautions to protect everyone's health and well-being. With that in mind, I wanted to address a few things as we slowly open campus to more students:

- ABM, our contracted cleaning vendor, has been proactive in assuring the college of their enhanced cleaning protocols. More information can be found at <https://www.abm.com/covid-19/>
- We will be enforcing physical distancing and requiring individuals to wear a mask while on campus. If you need a mask, please complete a [Facilities work order](#) and one will be provided. Please only request a mask if you will be on campus.
- Employees must take their temperature and ensure it is 99.8 or below prior to coming on campus. If you do not have the ability to take your temperature at home, contact your manager to address this and arrangements will be made.
- We have taken precautions to reduce risks by making water fountains and unnecessary seating arrangements off-limits. The bottle filler stations at water fountains remain accessible.
- We will continue to restrict campus to only those who need to be on campus at approved and specific times.
- We are providing disinfectant wipes so individuals can disinfect any surfaces they or students touch.
- We have restocked our hand sanitizers and ensured there is soap in every restroom.
- Food service remains closed.

In addition, as we have more students trickling on to campus, we will be calling on more management and support staff to return to campus in the coming weeks. Here is what managers and support staff need to know:

- You are expected to work on campus if asked to do so by your supervisor.
 - You are required to provide a note to HR from a medical provider in the event a health issue puts you at risk by coming to campus.
- You are expected to perform work, either on campus or at home, outside of your normal day-to-day job functions if asked to do so by your supervisor.
- You are still expected to use leave when you are not working your usual amount of hours.
- We will honor our commitment to continue salary and benefits to all employees through June 30, 2020. Starting on July 1, 2020, you will be required to take leave without pay if you have exhausted your available leave or apply for the Family First Act, if applicable. More information can be found at <https://www.dol.gov/agencies/whd/pandemic/ffcr-employee-paid-leave>
- After June 30, 2020, those whose childcare makes it impossible to work (on or off campus) will need to take FMLA under the Families First Act. More information can be found at <http://www.dol.gov/agencies/whd/pandemic/ffcr-employee-paid-leave>
- We trust that employees will continue to be honest with their hours through June 30, 2020 and beyond. Managers are expected to continue to monitor work time and leave usage of their direct reports.

- Due to the unusual circumstances, we need staff to be available to support student as we complete certain spring semester courses into July. Therefore the college will remain open on Friday's throughout the summer. This will be re-evaluated in future years.
- If you have questions regarding leave options, please contact Shikara Beaudoin.

Thank you for your patience and support as we navigate through this pandemic.