

Ventura County Community College District

COVID-19 Safety Guidance for Employees

The District is committed to maintaining a safe and healthy workplace. Fair and consistent consideration of the well-being of the District's employees are a priority, while ensuring the continuity of essential services for our students and our community. The District is continuing to actively monitor the status of the Coronavirus (COVID-19) with local healthcare officials and the Centers for Disease Control and Prevention (CDC), and is implementing applicable guidelines and recommendations as they are provided by the experts.

This document, as well as other COVID-19 information and forms, are available on the District's website under the Human Resources link.

What do employees need to do if they continue to report to the workplace?

• **Employees who have [symptoms of acute respiratory illness](#) (cough, fever of 100.4 degrees Fahrenheit or greater, shortness of breath, muscle aches, diminished or loss of taste or smell) should stay home** and not come to work until they are cleared by their physician with either a doctor's note or Employee Certification.

• **Follow preventive measures:**

- Wash your hands frequently throughout the day with soap and water for at least 20 seconds or use a hand sanitizer that contains at least 60-95% alcohol if you don't have access to soap and water;
- Avoid touching your eyes, nose, and mouth with unwashed hands;
- Avoid close contact with people who are sick;
- Cover your mouth when you cough or sneeze with a tissue, then throw it away and wash your hands; and,
- Frequently clean and disinfect touched objects and surfaces, several times per day.

• Practice **social distancing** at all times, including:

- Telephone or email communication rather than in-person;
- Skype or other web-based meetings in lieu of onsite meetings;
- Maintain a distance of at least six feet from others;
- Avoid handshaking;
- Do not carpool or rideshare

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Employees with Symptoms or Exposure to COVID-19:

- **Employees who appear to have symptoms of COVID-19, including fever, cough, shortness of breath, muscle aches and/or diminished or loss of taste or smell, upon arrival to work or who become sick during the day** will be separated from other employees and sent home. The employee shall isolate at home and call their primary care physician for direction. The employee may return to the workplace when they are cleared by their physician with either a doctor's note or Employee Certification indicating it is safe to do so. If a symptomatic employee provides a doctor's note certifying that an employee's symptoms are noncommunicable (i.e., allergies), the employee may be allowed to return to work.
- **Employees who are not showing symptoms of COVID-19 but have been exposed to a person who has received a COVID-19 diagnosis**, shall return home, isolate, and call their primary care physician for direction. The employee may return to the workplace when they are cleared by their physician with either a doctor's note or Employee Certification indicating it is safe to do so.

Employee Pay for Absences Due to COVID-19:

- Managers and Supervisors will discuss **work-from-home arrangements** with employees whenever possible. First responders and other employees who perform essential onsite tasks will continue to report to their jobsite, although staggering of shifts and work schedule adjustments may occur in some cases to increase social distancing and prevent the spread of COVID-19. If onsite and work-from-home assignments are not available, or the employee is unable to work, employees may use their sick leave and other leave banks for absences due to COVID-19 circumstances.

Some employees who are unable to work or telework due to certain COVID-19 events may qualify for the Families First Coronavirus Response Act (FFCRA) **emergency sick leave and/or FMLA expansion leave**. For more information regarding FFCRA leave, please see the FFCRA Guidance and Procedures, which may be found on the VCCCD Website under Human Resources/COVID-19.

Human Resources staff are available by email at hrtech@vcccd.edu to answer questions and provide assistance. We are here to help employees navigate through options based on your own individual situation.