

# HR Guidance During Coronavirus (COVID – 19) Outbreak

**Bay March 19, 2020**

*This document will be updated and circulated as additional guidance is necessary.*

Questions regarding the district's response to COVID-19. Please email your questions to [coronavirusinfo@rscdd.edu](mailto:coronavirusinfo@rscdd.edu).

RSCCD's HR Guidance During Coronavirus (COVID-19) Outbreak Frequently Asked Questions can be found on our webpage at, <https://rscdd.edu/Coronavirus/Documents/rscdd-guidance-coronavirus-03-17-20.pdf>

## **Orange County issues and amended health order and guidance on March 18 at 4:40 PM**

In an effort to correct and clarify their previous order, OCHealth provided revised direction for Orange County businesses and employers. To items in the order that pertain to RSCCD are #4 & #6:

*#4 This order does not prohibit activities such as attendance at regular school classes, going to work, or performing essential services. In accordance with the state guidance, certain activities are essential to the functioning of our county and must continue...*

*#6 in accordance with the Interim Guide for Businesses and Employers issued by the Centers for Disease Control and Prevention, employers shall not require a healthcare provider note for employees **who are sick** with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documents in a timely way.*

To further clarify the guidance on addressing leaves, time off and pay, please follow these guidelines.

For employees who are sick, stay home. This absence is covered by our sick leave policies. You are not required to bring a doctor's note to validate your illness. Managers do not need to seek verification of an employee's illness.

## **Guidance for Managers**

- **Actively encourage sick employees to stay home:**
  - Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
  - Employees should notify their supervisor and stay home if they are sick.
  - Do not require a healthcare provider's note for employees **who are sick** with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.

As you continue to work with your departments to identify strategies to best maintain social distancing, we want to provide you with an email where you can seek guidance and ask questions as you work with your staff to keep them safe and continue essential functions to help our students. Please email your questions to [COVID19ManagerInfo@rscgd.edu](mailto:COVID19ManagerInfo@rscgd.edu)

### **When the Colleges and District remain open: addressing leaves, time off and pay**

- If you are a full or part-time employee and you stay home, you must use sick leave, personal necessity leaves, comp time or vacation. If you have no available sick leave, personal necessity leaves or vacation time available, the District will provide an advancement of leave to you.
- Employees 65 and older are not required to stay home, but you may stay home and work if possible. Please discuss this with your supervisor. If you stay home because you are ill or have a documented medical necessity, you must use sick leave, if you choose to stay home to take care of another family member, you can take personal necessity leave or vacation.
- An employee who has a documented medical necessity/vulnerable group, according to the CDC, these certain people are considered at “high risk” of serious complications. This includes people with chronic medical conditions. you may stay home and work if possible. Please discuss this with your supervisor. **These are individuals who are not sick at this time.**
  - First, the manager should assess whether the employee’s scope of work, responsibilities and duties can reasonably be performed remotely from home.
  - If yes, ask the employee to provide documentation. A simple health provider note will suffice (which the employee should be able to request from their health care provider remotely). A simple email from the DR’s office that indicates this person is under doctor’s care, or has a pre-existing medical, or venerable condition.
  - Please ensure that the approving manager is **NOT asking** to know what the preexisting condition is. The notice can confirm a medical necessity without identifying what that condition is.
  - If the employee cannot reasonably perform their responsibilities & duties remotely, that employee still has the option to remain at home however, they would be expected to use accrued leave (sick leave, personal necessity or vacation depending on the particulars).