

MESSAGE FROM HUMAN RESOURCES TO DDAS

Dear DDAS:

Hope you are well and caring for yourselves. I wanted to give you some information to get ahead of staff's questions in terms of returning to work.

1. Return to Campus/Work:

You will get questions from your staff about the email I sent this weekend. Staff will want to know your plans for their return to campus. It is important that we have the same message. A simple answer at this time is that the district is currently working on RTC plans and will keep them updated. The message here is that Ohlone will follow state and local guidance in terms of reopening/reentry. We are in the preparation stage for RTC. In addition, as part of preparing the campus, we have to put various protocols in place first and all employees have to be trained on social distancing, reporting illness, screening, cleaning, etc.

We are several weeks away from getting everything in place. When we do, we will work together with managers on a phase-in, staggered RTC plan for staff. We have a large RTC team sorting through a number of issues. Many of you serve on that team and know the amount of work that needs to be done prior to RTC.

The COVID-19 pandemic has created stress and uncertainty for many employees, and the prospect of returning to work in the midst of the pandemic can cause uneasiness and fear. We want to minimize their concerns and balance with the need to carry out our mission as a college.

2. Managers should be (in addition to the list sent to employees):

- Continue to telework. All managers will be called back to help assess each of their department's work spaces in order to determine the feasibility of operating under the established protocols. We expect this to occur very soon after the SIP is lifted.
- Work with HR on employees who are unable to return to work. How will work be accomplished?
- Start planning now on projects that can be done at home by employees.
- Cancel all in person meetings/trainings/orientations for the months of June and July, even if we are back on campus. I know the exact limit of the number of people who can meet at one time, but to be on the safe side use Zoom.
- Review your vacation plans and let your supervisor know now. While we know all of us need a break, during this pandemic you might be asked to change your plans. For the RTC plan to be successful we will need all managers on deck.
- Learn as much as you can about reducing the spread of the virus. Review the CDC and the Chancellor's websites, there is a ton of good information. The more you know the more you can assist us when we return to work.

<https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Communications-and-Marketing/Novel-Coronavirus> .

<https://www.cdc.gov/coronavirus/2019-ncov/>

Here are some reminders I sent in March – they are still valid:

- Check-in with your staff before you start meetings – meaning find out how folks are feeling. Some may have suffered loss due to the virus or other. Spouses or others they rely on for income might be laid-off and that could be affecting the household and their wellbeing. Encourage them to use our Employee Assistance Program.
- Conduct weekly departmental meetings and continue your one-on-one meetings.
- Don't email your staff outside of "normal" business hours (also on the weekends) unless it is an emergency
- Have staff check their work emails and phone messages. Make sure they are returning the calls and answering emails – remember we are "open".
- **Let them know we value them and we still have jobs and we will get through this together!**

Access to campus:

As we get closer to the end of May and in anticipation for RTC, access to campus will be even more restricted. Once cleaning starts we will want to close the buildings where we can. We have limited staff to do this work.

Finally, you must take good care of yourself. Managers have a lot of responsibilities including caring for their families and others. Watch your pace and don't sweat the small stuff. The semester is coming to an end! When it does, consider that you had a large part in helping all of us get through this unprecedented time that did not come with instructions.

Regards,

Shairon Zingsheim
Vice President, Human Resources and Training

Sent via email on May 11, 2020