

## MESSAGE FROM HUMAN RESOURCES TO DDAS

Dear DDAS:

In addition to the information I sent out last evening to all employees, I am providing some additional details to you that you might find helpful. Please don't hesitate to reach out to me with questions, suggestions or ideas. We are all navigating this together and apparently the pandemic did not come with "how to" instructions.

### General Update/Timeline:

Preparation of our campuses for Return to Campus/Work: On-going

We are continuing to meet as a RTC and have been making a lot of progress. Many of you serve on that committee so this will be repetitive

June 15 – 30<sup>th</sup>: Managers will be scheduled to come back on campus to assist in the preparation of the campus/departments/division. This is not meant to be every day and not full days. This is a time period for you to assess your areas and offer ideas about the best way to serve students and keeping yourself and employees safe. We will schedule small group trainings and orientations to our new procedures. Some employees may need to be relocated in other areas with less staffing.

June 22<sup>nd</sup> – 30<sup>th</sup>: Employees will be scheduled to return to campus to assist with their work areas, get acquainted with new procedures and restrictions. Continue to purge and clean up their work areas. Employees may be relocated if they are unable to work in their regular workspaces.

July 6<sup>th</sup> Soft opening of Student Services (campus closed still).

July 15<sup>th</sup> Open to serve students and the community (campus opened for limited days and hours).

August 17<sup>th</sup> Official opening of the campus with increased service.

In the meantime, the following areas will be operational by the dates included (employee count may not be exact – email me if you have questions):

DEPARTMENT/GROUP	# of EEs	APPROX. RETURN DATE	COMMENTS
Warehouse	1	June 8	Operational since the beginning of SIP; will increase days and hours on campus

Mailroom	1	June 8	Operational since the beginning of SIP; will increase days and hours on campus
Custodians, Grounds, Maintenance, director, supervisor, leads	29	June 15th	Operational since the beginning of SIP; will increase days and hours on campus
Campus Police Services	9	June 15th	Operational since the beginning of SIP and will continue.
Information Technology Services	17	June 22	Operational since the beginning of SIP; will increase days and hours on campus
Student Services: VPSS and International Programs Office	4	July 6	
Student Health Center	3	July 6	
Superintendent/President and Executive Team	5	July 6	
Executive Support Staff	3	July 6	
<b>Student Services:</b> Financial Aid	7	July 6	
<b>Student Services:</b> EOPS	4	July 7	
<b>Student Services:</b> SAS	13	July 8	
<b>Student Services:</b> Dean's office/Counseling Support	4	July 8	
<b>Student Services:</b> Transfer Center	1	July 8	
<b>Student Services:</b> Student Success Coordinators	2	July 7	
<b>Student Services:</b> Admissions and Records	7	July 8	
<b>Student Services:</b> Student Life	2	July 8	
Research and Planning	2	July 8	
Purchasing, Contracts, and Auxiliary Services	3	July 8	
Business Services	13	July 8	
Human Resources	6	July 13	
Administrative and Technology Office	2	July 13	
PIO, Marketing and Outreach	3	July 15	
Curriculum and Scheduling	2	July 15	
Deans and Instructional Offices. Include TV,	38	July 15	

Theatre, Radio, Gallaudet, Biotech (Sette)			
Newark Instructional office: Allied Health and Deaf Studies	6	July 22	
Executive Dean Newark/Business Div./DE/SWF/Admin	5	July 22	
Civic Center	4	July 22	
Foundation: Community Education	2	July 22	
Tri-Cities Career Center	8	August 17	

*Note: Services normally provided at Newark are being discussed and may be suspended until Spring 2021. Employees may be assigned to Fremont.*

Here are other logistics you might find interesting:

- ✓ **Entry procedures:** Until August 17<sup>th</sup> we will be using one entry/check-in point at Building 7 – 1<sup>st</sup> floor. Using QR code for quick touchless process for entry questionnaire to be completed; temperature and mask check.
- ✓ **Cleaning and Sanitation procedures:** We are working with an outside company to aid and supplement our current cleaning staff. We are required to sanitize our facility before employees return to work. Employees will be required to assist with that effort in caring for their own workspaces and open areas on a daily basis.
- ✓ **Managers' responsibilities:** We are going to lean on you heavily to monitor your staff and make sure they are keeping healthy and abiding by any restrictions we put in place.
- ✓ **Website:** We launched a website with a vision of storing as much information as possible so we don't have to provide paper. We have printable signage so you can print and use as needed. <https://www.ohlone.edu/return-campuswork-information-and-resources>
- ✓ **What to do if an outbreak occurs:** We are working on defining this process so that we are able to react quickly should an active case be reported as well as employees reporting they have symptoms. The goal is to be able respond as quickly and efficiently as possible.
- ✓ **Mandatory Training:** This week we are rolling out training for employees. Please encourage them to attend. Training will be on-going. You may be required to do daily trainings with your employees
- ✓ **Hours of operations:** Our team is open to ideas for efficient effective scheduling. At this point, given the staggering of schedule to bring staff back to campus, a decision needs to be made about the number of workdays and daily hours of operations. That is forthcoming.

- ✓ **Access to campus:** I sent you an update on this last Friday. The process is still the same until we open campus for employees.
- ✓ **Temporary employees and Student Workers:** We are not rehiring temporary employees for summer or fall unless we absolutely have to do so.
- ✓ **Meetings:** In-person meetings should be avoided for groups of 10 or more. Use zoom. If our work days are shorter than 8 hours, we recommend holding meetings during the times/days that you and your team are teleworking.
- ✓ **Restricted movement on campus:** Once we're open and employees are coming to work on a regular basis, movement around campus will be restricted.
- ✓ **Vacations:** These are not restricted 😊. Be sure you are using your vacation time and floating holidays. Once we are open to students, instruction and the community we need to have managers available to assist as needed. It might be a good idea to plan time off now so that you can coordinate with other managers in your area.

My communication would not be complete unless I subject you to yet another checklist – so here goes:

**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.
- Work with HR on employees who are unable to return to work. How will work be accomplished?
- Think about how you will implement social distancing within your current work environment. May need to relocate employees to other spaces.
- Model good physical and social distancing practices.
- Stay in touch with your employees. Currently there is an imbalance of work duties. Some areas need assistance more than others. Please let me know if you have employees who need to be reassigned.
- Cancel all in person meetings/trainings/orientations for the months of June, July and August.
- 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!**

Finally, you must take good care of yourself. We made it through the spring semester!

Regards,

Shairon Zingsheim  
Vice President, Human Resources and Training

*Sent via email on June 2, 2020*