

MESSAGE FROM HUMAN RESOURCES – Return to Campus Planning Update

Dear Colleagues,

As we end the eighth week of Shelter-In-Place (SIP) I am thinking of you and hoping that you are staying safe and spending time with your families. In my most recent email on April 28th, I told you that we were expecting an official order from the Alameda Public Health Department (ACPHH) about the extension of the SIP. The complete order is located here: [Shelter In Place Orders April 29.2020](#). The extension of the SIP is confirmed to be May 31st, and the document provides additional information that you might find useful. One change for Ohlone is that some construction projects on our campus can resume as long as strict social distancing rules are in place and followed. We are also able to continue lab instruction at the Newark campus for small groups of our Respiratory and Nursing students.

Return to Campus/Work planning:

As we anticipate the lifting of the SIP, we are continuing to prepare the campus for our return. Providing employees with a safe workplace has always been our top priority and we are taking every precaution to ensure our campuses are well prepared. We are considering a phased-in approach with timelines for each phase of reentry. We will look at reduced operational days and hours as part of the phased-in plan. As you know, summer session is all online, thus giving us more time to enter into the next phase of planning which is for the return of faculty, students and the community.

RTC Website:

The RTC team will be launching a website by May 22, 2020 where we will post information that will be useful to you and will provide frequent updates about our planning. The website will have specific information for all employees that includes various protocols, guidelines developed especially for COVID-19, links to required trainings and other information. There will be a place for you to provide us with input and suggestions. This is a big project as you can imagine, and it will be important that you stay informed. I will send out the link once the site is ready.

In the meantime, here are a checklist of what all employees should be doing now:

- Continue to telework until officially called back to work.
- Abide by the orders from your county's Public Health Officer.
- Arrange now for leave if you are unable to return to work due to closure of childcare facilities (closed due to COVID-19).
- If considered high risk group act now to obtain documentation from your physician and contact jgapuz@ohlone.edu
- Update personal contact information through Web Advisor.
- Complete mandatory trainings as assigned and related to COVID-19 prior to returning to work.
- Contact your supervisor now if you have particular concerns or need more time to prepare to return to work.
- Check you leave balances through Web Advisor should you need to take leave.

- Review the CDC website for information about COVID-19 and your role in preventing the spread of the virus: <https://www.cdc.gov/coronavirus/2019-ncov/>

In other news:

Classification and Compensation Study:

By now you have all received your Position Description Questionnaire (PDQ)s, if you have not, please let me know. We are excited to have job descriptions that accurately states what you do and provide a template for any new job classifications we implement.

Reaching out to students:

So many of you jumped right in to help us contact over 3,000 students. This project is continuing, but I do want to thank all of you who volunteered. We must do everything we can to remove barriers for our students, and we appreciate your willingness to help!

Access to campus:

Unless absolutely necessary, you are not allowed on campus unless you are called to report to work by your supervisor. If you need access for any other reason, please let your supervisor know. Visits are very limited. If you do come on campus you **must wear a face mask**. Face masks are scarce and only available for employees having to work on campus. If you don't have a mask, it is recommended that you use a scarf. If you have questions about this let me know.

Mental Health:

I am aware that many of you have been directly affected by COVID-19 and have lost loved ones. Below is our EAP link and I hope you reach out to speak with a counselor. Please reach out to our **Employee Assistance Program**: <https://www.ohlone.edu/hr/benefits/eap>. The process is confidential.

Training and retooling Opportunities:

The Vision Resource Center: <https://visionresourcecenter.cccco.edu/>

Keenan Safe Colleges: <https://ohlone-keenan.safecolleges.com/login> (more than just compliance training). Free classes at Ohlone for you and your family. Consider signing up for a class or two by using our tuition waiver.

To all of you out there, know that you are valued and even though we can't see each other in person, we will as soon as it is safe to do so! Let's hang tight – together we will get through this, together we are stronger!

Shairon Zingsheim

Vice President, Human Resources and Training

Sent via email on May 9, 2020