Employees Returning to Work in Offices – August 2020

When will FRC re-open for student walk-in service?

10-month employees are to contact their supervisor prior to August 3rd for direction. Each office will develop an opening plan (see below) with a projected opening to students on August 10th. In order to prevent everyone showing up on campus at the same time, managers should work with their staff to determine the employee return schedule, which may include a virtual meeting to plan out the yearly work plan.

Will COVID testing be required for employees?

Employees are to self-monitor and follow all precautions before entering the workplace every day. Plumas County offers free testing and employees are encouraged to take advantage of this benefit. A Safer Play health monitoring system is being implemented to help monitor daily symptoms of both students and employees. This daily screening tool will help us track potential coronavirus cases and work with Public Health to proactively trace and isolate potential cases. FRC will work proactively for testing options through Public Health or local hospitals for any employee exhibiting symptoms. Students enrolling in classes that meet on campus, athletes and dorm residents will be tested prior to the start of school.

What is the cleaning protocol for offices?

Each employee will be responsible for cleaning their personal area and office. Disinfectant and cleaning supplies will be provided. Custodians will not enter individual offices on a daily basis: employees are responsible for emptying office trash and recyclables to the large bins provided in common areas. Custodial support will instead focus their efforts on regular daytime cleaning of bathrooms and high traffic areas, including wiping down common surfaces throughout the day. A schedule will be developed for these common areas. Please contact Megan Morris if additional supplies or cleaning are needed for your office.

Will there be screening for entering offices?

FRC is implementing a COVID symptom survey program, Safer Play, which will have a health screening and monitoring process for all students and staff. Touchless thermometers will be provided for high-traffic areas to check students who have individual appointments or prolonged exposure to office staff.

What is the occupancy of each office/area?

This will be created with the developing of the opening plan/office scheduling for each office. Occupancy and scheduling must be approved by the appropriate President’s Staff member.
What if our office area is too confined to maintain social distance?

Because most lecture classes are offered online, there may be classroom space available for conversion into temporary offices to spread out employees. Derek Lerch and Carlie McCarthy will coordinate any such requests. Each office should use the week of August 3-7 for reconfiguring the office if necessary. The Facilities Department will be working individually with offices on their particular situation and to provide necessary supplies. Offices should schedule an appointment on August 3rd or 4th through Megan Morris to deploy Facilities staff to walk through offices and prepare and install necessary safety equipment.

When will offices be open to the public?

The goal is to minimize interaction between large gatherings of people while providing safe, social distanced, in-person student support and learning services for those who need it. At this time, each department will open their doors from 9:00 am – 3:00 pm for Department Core Hours when they will be staffed and open for students.

In addition, each office will develop Department Virtual Work Hours from 8:00 am-9:00 am and 3:00-5:00 pm when employees will be immediately available to respond to phone calls and electronic communication. If employees are working from home, they will be available for immediate communication, including email and phone forwarding service (suggested link to forward phone calls: https://support.google.com/voice/answer/115061?co=GENIE.Platform%3DDesktop&hl=en). Department Virtual Work Hours may be outside of the regular working day of 8:00 am-5:00 pm with the approval of supervisor and President’s Staff member.

Any computer laboratory open to general students will maintain open hours to serve students as they have been scheduled in previous years as this access is vital for students taking classes in our heavily online environment. This includes the Learning Resource Center and Instructional Resource Center.

Will all employees be required to be in the office during Department Core Hours?

No, subject to approval. Department Virtual Work Hours may be held on- or off-site with approval. Any off-site work will require the employee to utilize a call forwarding service and be available during predetermined hours for communication. Additionally, staggered shifts and a cohort model of employees will be part of each office’s opening plan to minimize interaction between staff and promote a safer working environment; offices will not be fully staffed onsite throughout the open Department Core Hours of 9:00 am – 3:00 pm for enhanced safety protocol.

Will face coverings be required?

Yes, whenever someone is leaving their immediate work area, a face covering will be required to protect other employees. A limited number of cloth face coverings have already been provided to staff and some are available in Human Resources. Students may not enter buildings without face coverings, and some will be provided for students who forget to bring one. Students will be provided face coverings during orientation. It is up to the individual to wash their mask and remember to bring it to campus. Vented face masks with valves are not permitted as a face covering.
What should faculty do about their office hours?

We are encouraging virtual office hours for faculty to engage with students outside of classroom instruction. For faculty teaching on-campus laboratory classes, on-campus office hours may be held in the laboratory area or outside of buildings, using proper safety precautions. Again, the goal is to minimize close contact.

How will on campus laboratories be cleaned?

Further direction specifically related to classroom instruction of laboratories will be forthcoming in another communication.

Will training be provided for cleaning/sanitizing of offices?

Human Resources has provided links to Keenan training regarding COVID. Additionally, HR will be sending CDC and CDPH fliers describing cleaning techniques, COVID safety protocols, and other information.

What if someone on campus tests positive?

In the event that a positive case is found on campus, the situation will be turned over to Plumas County Public Health and FRC will coordinate for contact tracing, quarantine requirements, and monitoring. The FRC Exposure Response Plan is being updated as it will provide more detail.

What are the next steps for each office/department?

During the week of August 3rd, each office/area will develop their opening plan and have the plan approved by their respective President’s Staff member. Areas to include in the plan:

- Office capacity
- Traffic flow
- Staffing for Department Core Hours of 9:00 am-3:00 pm when office is open to students
- Staffing for Department Virtual Work Hours when staff will be immediately available for phone calls and electronic communication
- Department staffing hours including staggering, cohorts, and social distancing
- Work with Facilities Department for necessary PPE such as Plexiglas barriers, sanitization supplies for each office, changing office layout for physical barriers as students enter, relocation to open classrooms, etc.
- Create a weekly schedule for open Department Core Hours, Department Virtual Work Hours, staffing patterns, and contact information. This schedule will be approved by the respective President’s Staff member and forwarded to the Superintendent/President for final approval.