

## **Frequently Asked Questions Regarding Chaffey College Safe Campus Return**

**Updated July 22, 2021**

- 1. When will we be required to physically return to campus?**
  - a. Our return to campus starts Tuesday, August 10, 2021. At least 50 percent of classified professionals, managers and professional experts from each department/area will work on on-site, while the other half work remotely. Each manager will decide the most effective alternating schedules and assignments to optimize the use of work space.
  - b. Employees will not be assigned to work on-site and remotely on the same day.
  - c. Employees whose work assignment requires 100% on-site work will work 100% on-site
  - d. Full and part-time faculty schedules have already been determined for the fall semester.
- 2. Will the district require employees and students to get vaccinated before returning to campus?**
  - a. At this time, vaccines are not required to work on campus; however, vaccines will be required for business travel and for coaches and student-athletes participating in away games.
- 3. Will there be signage on campus reminding students, staff and visitors about safety measures such as face covering policies and physical distancing?**
  - a. We have already started posting informational fliers around campus regarding face coverings and physical distancing.
  - b. All students will be required to wear face coverings indoors. Employees who have been vaccinated will no longer be required to face coverings indoors or outdoors, but they will be required to provide vaccination documentation.
  - c. Human Resources will provide direction and maintain records related to this process.
  - d. Employees and students who have not been vaccinated will be required to wear face coverings indoors unless eating or drinking or due to health reasons as approved through Human Resources.
- 4. Will student clubs or student government be allowed to meet in person?**
  - a. No, all student club meetings must continue to meet virtually until further notice.
- 5. How will the process for temperature checks be handled with the return of employees to campus?**
  - a. On-site temperature screenings will no longer be required beginning August 2.
  - b. Effective August 2, 2021, employees assigned to work on-site shall self-screen for clearance using the District-provided questionnaire, before entering the worksite.
  - c. Employees who have experienced any of the symptoms or conditions outlined in the self-screening process shall not report to campus and shall immediately inform the Executive Director of Human Resources or designee for further direction.

- d. If an employee experiences any COVID-19 related symptoms while on campus, he/she shall immediately notify the Executive Director of Human Resources (951-206-0640 or susan.hardie@chaffey.edu) or designee, exit the campus, and shall work with Human Resources to determine if testing/and or leave needs to be taken.
  - e. Employees who are cleared to work will sign a log indicating that the self-screening process was completed. Logs will be collected by managers and submitted to Human Resources.
- 6. Will staff lounges be set up with physical distancing measures?**
- a. By limiting campus capacity to 50 percent, we are creating an atmosphere that is conducive to physical distancing. We will continue to monitor state and federal guidelines and make adjustments to practices as necessary.
- 7. How does a department get PPE supplies and Plexiglas installed in their office?**
- a. Cal/OSHA guidelines no longer recommend Plexiglas and special cleanings. However, employees may still request PPE (hand sanitizer, face coverings and hand wipes) to maintain their assigned work area.
  - b. Plexiglas (upon review and approval) may be installed in those areas where employees interact with others and physical distancing is not possible.
  - c. If a department needs PPE, a SchoolDude work order can be submitted.
- 8. Can employees who were placed on temporary assignments during the pandemic remain on those assignments if the need is there and their director approves?**
- a. Assignments will be reviewed on a case-by-case basis by supervisors.
- 9. May I be given an extension to return to campus while I address childcare issues?**
- a. The District is providing this information so employees have adequate time to make arrangements for personal matters.
- 10. I have health concerns and would like to continue to work remotely for a few more months. What are my options?**
- a. Employees with medical or disability concerns may address these concerns with Human Resources.
- 11. My department does not engage with students. Why do I have to come to campus?**
- a. In order to be equitable to all employees, the return to campus will be made campus-wide.
- 12. Will I be expected to work face-to-face and virtually with students?**
- a. This is contingent upon job assignment. To ensure reasonable workload, managers from each department/area will monitor, determine, and schedule appropriately.
- 13. Why was the date of August 10<sup>th</sup> selected?**
- a. Returning the week of August 10<sup>th</sup> provides managers, professional experts, and classified professionals time to begin the transition process before students return to the campuses for the fall semester on August 16.

- 14. How long will the alternating schedule for managers, professional experts, and classified professionals last?**
- We anticipate that the schedule will be followed through October 2021; however, managers may make and communicate adjustments in order to best serve our students and the District community.
  - The Executive Team will continue to monitor the health guidance from state and local officials and communicate District-wide updates regarding scheduling and College programming.
- 15. Will all employees be scheduled Monday through Friday, 7:30 am to 4:30 pm.?**
- The District's standard in-person business hours will start with Monday through Friday, 7:30 am to 4:30 pm. The District will also continue to offer the standard virtual services Monday through Thursday from 7:30 am to 7:00 pm and Fridays 7:30 am to 4:30 pm during this time.
  - In some areas, students and staffing needs will require on-site support beyond 4:30 p.m. Exceptions will require approval by the Associate Superintendent/Vice President and will be communicated by the first-level manager.
- 16. When will students be notified that managers, professional experts, and classified professionals are returning to campus on August 10<sup>th</sup>?**
- Students enrolled in fall will be notified on Thursday, August 12 of the phased-in return of on-site services.
  - Managers will support their employees with the tools, protocols and strategies needed to complete their virtual and in-person assignments.
- 17. Is it possible the District will revert back to remote working if the state gets a surge of COVID cases?**
- The District will follow guidelines as required by the county and state.
- 18. How will managers know when their direct reports have been vaccinated?**
- Human Resources will provide managers with a list of employees in their area who need to wear coverings. The presence of a face covering, however, does not indicate whether a person has or has not been vaccinated.
  - Individuals shall not be retaliated against if they choose to wear a face covering.
- 19. What do I have to do if I do not want to wear a mask at my work station or indoors?**
- Employees will need to provide the District with proof of vaccination.
  - Employees will be provided with instructions on how to upload vaccination documentation to Human Resources. This information will be confidentially maintained.
- 20. Is it a HIPAA violation to ask me to provide proof of vaccination or to ask me if I am vaccinated?**
- No. The District is not asking for information relative to a diagnosis or medical condition.
- 21. Are students required to wear face coverings (classrooms vs. departments/offices)?**
- Students are required to wear face coverings indoors, including classrooms and service areas unless an accommodation is in place.

- 22. How should employees respond to a student who is not wearing a face mask?**
- a. If a student or member of the public approaches employees inside a building without wearing a face mask, employees are recommended to put on a mask, even if vaccinated, for both their safety and the safety of the student.
  - b. Employees should distribute face coverings to students as needed. All offices should maintain an accessible inventory of PPE which can be replenished using SchoolDude.
  - c. Should the student choose not to wear a face mask, employees may provide the student with online information for services.
  - d. If additional assistance is needed, employees should step back from the work area to receive assistance from the manager.
- 23. Does a department have to wait until August 10<sup>th</sup> to implement their staffing plan?**
- a. There are already employees working on-site and virtually.
  - b. On June 15, 2021, Governor Newsom lifted the state of emergency provisions, allowing for all employees to work on-site.
  - c. The phased-in process will have at least 50 percent of all managers, professional experts, and classified professionals on-site by August 10, 2021.
- 24. What happens to a work schedule if direct reports have children, spouses, or dependents who have a later start time for their day?**
- a. Operating hours must be set with the priority of serving the needs of students and the department.
- 25. Are departments required to submit an alternate work schedule form for their employees?**
- a. As long as the classified employee's fall schedule is the same as it was prior to the summer schedule (June 2021), the manager does not need to submit this form.
- 26. What directions are to be followed should an employee have symptoms of illness?**
- a. If employees are showing symptoms of illness, the manager should communicate these concerns to Human Resources as soon as possible.
  - b. The Executive Director of Human Resources or designee shall provide direction to the employee.
- 27. What is the expectation for working in different platforms (zoom and in-person)? Will there be a different expectation for employees working in Fontana and Chino?**
- a. Employees will continue to have access to and work through varied technology to provide services.
  - b. Managers will monitor and manage workload so that employees have balanced and manageable assignments.
  - c. Assignments will not be varied based on location.
- 28. Will the District be hiring federal work study or short-term workers?**
- a. Some student workers, short-term workers, and apprentices will be hired during this time. Management recommendations will be reviewed by Executive Team member(s).
- 29. Will the District schedule college reps to meet with students in-person?**
- a. Meetings will be scheduled and conducted consistent with Chaffey's safe practices and the associated university's guidelines.

- 30. Will the District be scheduling campus tours to other colleges and universities?**
- Campus tours continue to be suspended at this time.
- 31. Will the District host on-campus events and campus tours in the fall semester?**
- Non-instructional events and tours continue to be virtual at this time.
- 32. Will students be allowed to participate in off-site internships and apprenticeships?**
- Yes, providing the students are fully vaccinated and provide documentation.
- 33. Will the District allow the community to use the track and tennis courts?**
- The first priority to use campus athletic facilities will be for students enrolled in related courses and student athletes.
  - During the fall semester, the tennis courts and track may be open to the community during day time hours. More information on this will be forthcoming.
- 34. Are employees allowed to visit off-campus locations, like feeder high schools? Will they be required to be vaccinated?**
- Employees will be assigned consistent with their job description, safe practices, and regulations governing associated agencies and organizations.
  - Employees are required to be vaccinated if they are visiting or working at approved off-site locations; however, accommodations due to a medical condition or disability will be reviewed and authorized by Human Resources.
- 35. What protocols are being established for expectations of employees cleaning shared space/equipment?**
- Cal/OSHA guidelines no longer recommend special cleanings for common areas, shared space/equipment, or for door knobs/handrails. However, employees may still request PPE (hand sanitizer, face coverings and hand wipes) to maintain their assigned work area.
- 36. What occupancy caps will be placed on all campus locations?**
- While Cal/OSHA guidelines no longer recommend physical distancing or reductions in occupancy caps, the District is continuing to keep the density low at the campuses by limiting the number of in-person classes and reducing the section sizes during the fall semester.
  - If an outbreak were to reoccur, the District would need to re-instate physical distancing requirements and implement a low-density population protocol to address that possibility.
- 37. Will the District continue to utilize Zoom for meetings?**
- Yes, video-conferencing or other technologies will continue to take the place of in-person meetings as the manager deems appropriate.
  - If virtual meetings are not possible, the meetings should be conducted in a space that can accommodate physical distancing.
- 38. Will employees still be required to complete building logs to document times and building sites and when they are occupied?**
- Yes, all employees will complete two types of logs during the month. One log will document that employees in the area have completed the self-screening confirming they are not experiencing symptoms nor have been exposed to the COVID 19 and are cleared to work. Employees will also complete logs identifying

the times and locations they occupied onsite during the day. Both documents will be submitted monthly.