

COVID-19 Frequently Asked Questions (F.A.Q.) for Employees

Updated April 6, 2020

Q1. *Is the campus closed?*

A1. Yes. The physical Mt. SAC campus is closed to students and the public. However, we are open for telecommuting and distance learning. With prior approval from their manager, on-site “essential” workers are permitted on campus. Your manager will let you know if you need to come to campus.

Q2. *Is the campus safe?*

A2. The College is taking measures to make the campus as safe as possible. We are following all the guidelines and suggestions of the medical professionals, including the Centers for Disease Control and Prevention, the California Department of Public Health, and the Los Angeles County Health Department.

Q3. *I am experiencing COVID-19 symptoms or I was exposed to COVID-19, what do I do?*

A3. Self-isolate; do not come to work. Please contact your health care provider or the Student Health Center at (909) 274-4400. Immediately inform Human Resources. If you are able to work, you may continue to telecommute. Employees are eligible for up to 10 business days of emergency paid leave to the extent that the employee is unable to work (or telework) and seeking a medical diagnosis. Employees may contact Human Resources by completing the [COVID-19 Emergency Leave Request Form](#) online or email hraccommodations@mtsac.edu.

Q4. *I cannot work or telecommute because I tested positive for COVID-19 and I am still recovering from the virus, but I've already exhausted the 10 business days of emergency paid leave. What are my options?*

A4. Mt. SAC’s Board of Trustees delegated the authority to grant paid leave of absence during the period of quarantine for those employees confirmed to have contracted COVID-19 (coronavirus), to the Vice President, Human Resources. You will need to email documentation from your health care provider to Human Resources at hraccommodations@mtasc.edu to certify you for additional paid leave beyond 10 business days.

Q5. *My doctor has advised me to self-isolate due to my underlying health condition or the health condition of someone I live with, what do I do?*

A5. Follow your doctor's advice and stay home. If you are able to work, you may continue to telecommute. Employees are eligible for up to 10 business days of emergency paid leave to the extent that the employee is unable to work (or telework) and are advised by a health care provider to self-quarantine due to concerns related to COVID-19. Employees may contact Human Resources by completing the [COVID-19 Emergency Leave Request Form](#) online or email hraccommodations@mtsac.edu.

Q6. *I am caring for my child whose school closed due to COVID-19, and I cannot work. What are my options?*

A6. We encourage you to contact Human Resources and work with your supervisor to determine if any accommodations can be made to allow you to telecommute while caring for your child. However, each person's personal circumstances are different, and we recognize the option to work and care for your child may not be possible. In cases where accommodations are not feasible, employees are eligible for up to 10 business days of emergency paid leave and may be eligible for 10 weeks of partial paid leave under the Emergency Family and Medical Leave Expansion Act. Employees may contact Human Resources by completing the [COVID-19 Emergency Leave Request Form](#) online or email hraccommodations@mtsac.edu.

Q7. *Human Resources approved me for paid leave. How do I enter paid leave on my time sheet?*

A7. Leave the approved emergency paid leave dates blank on your time sheet. Human Resource will report all approved emergency paid leave to Payroll. Payroll will add in the appropriate leave code.

Q8. *Do I have to telecommute?*

A8. All employees who are not on-site essential workers are directed to telecommute at this time. Your manager will inform you if you are deemed an on-site essential work who cannot telecommute.

Q9. *Will student workers, hourly, and professional experts be working?*

A9. Unless they are asked specifically to come to campus or given a specific assignment by their managers, then no.

Q10. *How should I be fill out my time sheet if I am working from home?*

A10. Please follow the directive from payroll below for your March time sheets and future time sheets:

Paid Status – Use this pay code to record temporary telecommuting hours (working from home, waiting for assignment from home)

Call Back Regular – Use this pay code to record critical onsite work that falls within your normally scheduled hours per day

Call Back Overtime – Use this pay code to record critical onsite work in excess of your normally scheduled hours per day (in excess of 8 hours for part-time staff)

Call Back Additional Hours – (Part-time staff only) Use this pay code to record critical onsite work that exceeds your normally scheduled hours but is less than 8 hours per day

Coming to campus to set up telecommuting is not considered call back time. Coming to campus to pick up your belongings is not call back time.

Q11. *Do I need to check email and voicemail while telecommuting?*

A11. Yes. While you are telecommuting (working from home), it is recommended you leave Outlook open to monitor incoming e-mails and to call your voicemail box to check your voicemail at least every 15 minutes. If you receive an e-mail or voicemail that requires an answer that you cannot give because you cannot be on campus, contact your manager for instructions what to do.

Q12. *What if I do not hear from my manager?*

A12. Continue monitoring your e-mail and voicemail. Your manager may send you an assignment at any time. We suggest you check in with your manager regularly. Please ask your manager to determine how frequently they would like you to check in with them.

Q13. *If I am not asked to come to campus, do I get paid?*

A13. All employees remained in paid status from March 20, 2020 – March 31, 2020. Faculty, Classified, Confidential, and Management employees will remain in paid status while they work remotely.

Short-term hourly employees (even those who may be students) will be paid their regular hours through the end of March, without requirement of work. From April 1 through April 20, any ongoing work performed by these employees should be transitioned to classified employees in the unit. A manager may have these employees continue the work past April 20 if there is a critical need identified in the Continuity of Operations Plan (COOP). Short-term hourly employees may be assigned any combination of onsite (essential work) or telecommuting. Both assignments shall be paid at straight time rate.

Professional experts assigned to a specific project may continue through the project end date. Professional Experts may be assigned any combination of onsite (essential work) or telecommuting. Both assignments shall be paid at straight time rate.

Q14. Will I be given “hazard pay” if asked to work on campus?

A14. No. However, classified employees, per the collective bargaining agreement, are eligible for “call back” pay at a rate of 1.5 times the classified employee’s hourly wage when they are called back to campus to perform essential work.

Q15. Will my work schedule change during these special circumstances?

A15. Possibly. For classified and confidential employees the official telecommute schedule is Monday through Friday 8am to 4:30pm with a 30-minute lunch break and two 15-minute breaks. However, classified employees can arrange with their manager an alternate schedule as per the contract Article 10.01.4.2 except that the 7-day notification period is waived during the COVID-19 telecommuting agreement.

Q16. Can I work other hours?

A16. *Yes, if your immediate manager approves. You can work alternate hours by arrangement with your immediate manager. The District shall provide the unit member and CSEA with a thirty (30) day written notice of changes in the unit member’s permanent schedule. The District shall provide the unit member with a seven (7) day written notice of temporary changes in the unit member’s schedule. The advance notice can be waived if both the manager and the unit member both mutually agree.*

Q17. I left my personal belongings on-campus, when can I return to pick them up?

A17. Mt. San Antonio College is currently closed to the public. Remember that *you are not to come to campus unless specifically instructed to do so by your manager*. If you need to come to pick up something from your office, then request approval from your manager. Do not come on your own. If your manager approves, then come to campus, but please remember to notify Campus Safety at (909) 274-4555 that you will be on campus and give the time and location of where you will be. When you are done, leave immediately and go back home. Do not linger, and do not do any work duties unless specifically directed by your manager.

Q18. I have a disability or medical condition that impacts my ability to perform my work remotely. How do I request an accommodation?

A18. Email your request to Human Resources at hraccommodations@mtsac.edu. We will review your request and engage you and your supervisor in an interactive process to determine any reasonable accommodations.

Q19. Can I take a vacation, a floating holiday, or use sick leave during the COVID-19 crisis?

A19. All leaves are available to you just as they would be during “normal” operations. Employees may request vacation per the terms of their applicable collective bargaining agreement. When you are on leave or approved vacation you are not required to work

or telecommute. However, if you cancel your leave or vacation, you must notify your immediate manager and be prepared to work and telecommute.

Q20. *Who can I ask for assistance to setup up my work space at home?*

A20. Each employee is solely responsible for the configuration and expenses associated with establishing and maintain a telecommuting workspace. Mt. SAC Risk Management team can advise you on how to setup an ergonomically designed workspace. For more information may contact Duetta Langevin via email at dlangevin@mtsac.edu or Andie Solorzano at asolorzano14@mtsac.edu.

Q21. *I am having difficulty coping with the stress and anxiety during the COVID-19 outbreak. What resources are available to me?*

A21. Classified, Confidential, and Management employees may access support through the SISC Employee Assistance Program (EAP) by calling (800) 999-7222. Faculty employees may access support through the Employee Assistance Service for Education (EASE) by calling (800) 882-1341.

Q22. *What health benefits will I have access to during the COVID-19 Emergency?*

A22. Benefit eligible employees may visit <https://www.mtsac.edu/hr/benefits/> to learn more about their health benefits.

The following benefits are available through plans under SISC for Classified, Confidential, and Management employees:

SISC MDLive - \$0 Copays

- MDLive is a downloadable app through your smartphone/tablet or you may visit <https://www.mdlive.com/> and register in affiliation with Self Insured School of California.
- In light of the COVID-19 situation, effective March 13, 2020, SISC is implementing \$0 copays on MDLive services. This benefit provides 24/7 access to a physician by video and/or phone. MDLive physicians follow CDC guidelines with respect to persons exhibiting COVID-19 symptoms.

\$0 Flu Vaccines

- Anthem Blue Cross and Blue Shield Members - \$0 flu shots are available at participating pharmacies. Members may call Navitus at (866) 333-2757 for more information.
- Kaiser Members - \$0 Flu Shots are available in the lobby of most Kaiser facilities.

Virtual Health Care

- Anthem Blue Cross and Blue Shield members may access MDLive Virtual Urgent Care for \$0. See the attached flyer for details.
- Kaiser provides \$0 telemedicine options.