



Management Team,

We thank you for your flexibility as Mt. SAC responds to this unprecedented national emergency. We are constantly reviewing and adjusting college policy to address developing circumstances. In response to new federal legislation, the “Families First Coronavirus Response Act,” Mt. SAC has expanded options for employees to take paid leave. The following information is current as of March 19, 2020. Notable updates are underlined.

If you suspect an employee may be showing symptoms (fever, cough, shortness of breath) of COVID 19, you may discuss their condition with them as it relates to COVID 19. If the employee is on-campus, contact Campus Safety at 909-274-4555.

Do NOT discuss any other conditions (other than COVID 19) with employees.

If you reasonably suspect that an employee has COVID 19 you may send them home and direct them to call Human Resources at 909-274-4225 to discuss leave options. Any employee sent home at the direction of a manager will be placed on paid leave, pending verification from a medical professional. Employees should call their health care provider or Student Health Services at 909-274-4400 for a phone assessment.

Mt. SAC will follow L.A. County Health Department protocol to assess for risk of infection. The employee may call their health care provider or the Student Health Center at 909-274-4400 to be assessed. If assessed as a risk of infection, a referral for testing will be provided. Remind them to remain away from the campus until they receive a negative test result or their health care provider clears them to return to work. If an employee tests positive for the virus, they should follow their health care provider’s instructions and remain off work until their health care provider clears them to return to work.

All employees are eligible for up to 10 business days of paid leave to the extent that the employee is unable to work (or telework) due to a need for leave because:

1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
4. The employee is caring for an individual who is subject to an order as described in subparagraph (1) or has been advised as described in paragraph (2);\*\*
5. The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions; OR\*\*\*
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Those who qualify under (2), (3), and (4) above, will be required to submit a medical note from a health care provider indicating self-quarantine due to concerns related to COVID-19 and a medical clearance is

required before the employee may return to work. If an employee remains on leave beyond 10 business days under any of the conditions above, they shall use their accrued sick leave, vacation, and extended illness leave (i.e. 100 days of half pay) to remain in paid status under those circumstances.

\*\*For those caring for high-risk family members, written notification stating the age and health risk factor of the family member living with the employee must be provided. A link to the school, district, or child care provider's website wherein a notice of closure is posted shall be sufficient.

\*\*\* For those who are caring for children whose school was closed, evidence from the school or daycare indicating the length of time for the closure must be provided. A link to the school, district, or child care provider's website wherein a notice of closure is posted shall be sufficient.

Employees may submit a request for paid leave using the online [COVID-19 Leave Request Form](#).

Direct employees to contact Human Resources to discuss options beyond the 10 business days, please call Human Resources at 909-274-4225.

In cases where an employee exhausts their sick leave balance, they may continue to take sick leave to address COVID-19 related issues, but they will accumulate a negative sick leave balance that must be repaid by future sick leave accruals or when employment ceases.

**For employees requesting a work accommodation due to COVID-19:**

At the direction of the executive management team, requests by managers, classified, and confidential employees to work remotely will not be approved at this time. Criteria to work remotely is currently being vetted and will be distributed by Wednesday, March 25.

The employee will need to contact Ryan Wilson, Manager, Title IX & EEO Investigations, at 909-274-5423; Sokha Song, Deputy Director, Human Resources, at 909-274-6830; or [hraccommodations@mtsac.edu](mailto:hraccommodations@mtsac.edu). Human Resources will engage in an interactive process with the employee and their manager to determine if a reasonable accommodation can be made in consideration of the totality of the circumstances.

Thank you for your cooperation and patience.