March 30, 2020

Much continues to happen in our community since we left our offices two weeks ago. At this point in time, we are particularly focused on supporting the health and safety of our employees. So in a continuing effort to support a safe and healthy working environment for our Southwestern College employees and community, we ask that you adhere to the following protocols as we continue through the spring semester and summer.

Who the Protocol Applies to

• Employees who have been identified as “essential personnel” meaning some or all of their work must be performed on campus, or
• Non-essential employees who have an interest in returning to campus momentarily. Please take note that we do not recommend that employees return to campus unless they have been identified as “essential personnel.”

EMPLOYEE PROTOCOLS

A. Employee, or a family member in the same household is sick with a cold, flu, or virus

• Employee shall stay home, or if at work shall immediately inform supervisor and return home
• If the employee thinks they have been exposed to COVID-19 and develops a fever and symptoms, such as cough or difficulty breathing, they should call their healthcare provider for medical advice.

B. Employee tests positive for COVID-19

• Employee shall notify supervisor.
• Supervisor shall immediately notify Angela Riggs in Human Resources: ariggs@swccd.edu
• Prior to returning to work, employee will email a doctor’s release to Angela Riggs in HR.
• Human Resources will notify manager of the employee return to work date.

C. Employee has been in contact with someone who tested positive to COVID-19, or in contact with a suspected but unconfirmed coronavirus victim

• Employee shall notify supervisor and immediately self-quarantine for a minimum of 14 days.
• Supervisor shall immediately notify Angela Riggs in Human Resources: ariggs@swccd.edu.
• Employee shall contact Angela Riggs in Human Resources on the 14th day of quarantine to discuss returning to work ariggs@swccd.edu or 619-216-6629.
• Human Resources will notify manager of the employee return to work date.

Emergency Paid Sick Leave (Effective: April 1, 2020 – December 31, 2020)
The Families First Coronavirus Response Act (HR 6201) expands emergency paid sick leave as a means to protect the health of employees and the people around them. Full-time employees are entitled to two weeks (80 hours) of fully paid time off. Part-time employees get number of hours of paid leave equal to the average hours worked over a two week period. This paid sick leave applies to A-C above, and is intended to be applied prior to any accrued leave.

For more information on how to protect yourself against the Coronavirus (COVID-19), please visit the CDC website: https://www.cdc.gov/coronavirus/2019-ncov/index.html