

Coronavirus and CCCS FAQ's

Table of Contents

<u>General Coronavirus Information.....</u>	<u>1</u>
<u>Personal Resources</u>	<u>3</u>
<u>Working Remotely/Continuity of Operations</u>	<u>4</u>
<u>Employees who are Sick.....</u>	<u>6</u>
<u>Exposure to COVID-19.....</u>	<u>7</u>
<u>CCCS Sponsored/CCCS Related Travel</u>	<u>10</u>
<u>Employee Personal Travel.....</u>	<u>10</u>
<u>Leave Processing.....</u>	<u>13</u>
<u>Supervisor Information</u>	<u>16</u>
<u>Levels of Safety in Colorado</u>	<u>17</u>
<u>Colorado Healthy Families and Workplaces Act.....</u>	<u>18</u>

Coronavirus and CCCS FAQ's for System Office Staff

General Coronavirus Information

1. Where can I find current information about Coronavirus?
 - The most current information can be found through the Center for Disease Control (CDC) website: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
 - You can also visit the Colorado Department of Health and Environment (CDPHE) website: <https://www.colorado.gov/pacific/cdphe/2019-novel-coronavirus>
 - If you have general questions about COVID-19 please call CO-Help at 303-389-1687 or 1-877-462-2911 or email COHELP@RMPDC.org. Answers are available in English, Spanish, Mandarin, and more.

2. What can I do to keep myself safe?
 - Practice good hygiene:
 - Thoroughly wash your hands with soap and water for at least 20 seconds (the time it takes to hum the Happy Birthday song twice)
 - Use hand sanitizer with at least 60% alcohol if you don't have soap and water.
 - Wash your hands before touching your eyes, nose, or mouth.
 - Cover your coughs and sneezes with a tissue and then throw the tissue away.
 - Wear a mask that covers your mouth and nose when interacting with others.
 - Stay home if you're sick; keep your children home if they are sick. Use the emergency and sick leave you are granted when you are not well so that you can rest and get healthy as quickly as possible.
 - Maintain appropriate social distancing of at least 6 feet if wearing a mask and 12 feet if unmasked and avoid crowds.
 - Always be prepared for an emergency and have a plan for your family. See the CDC's website (<https://www.cdc.gov/coronavirus/2019-ncov/community/home/get-your-household-ready-for-COVID-19.html>) for more information on how to create a plan.

3. What is CCCS doing about Coronavirus?
 - CCCS and the State of Colorado are closely monitoring the Coronavirus situation. State and local public health are working together, following federal guidance, to assess the situation and determine needs for monitoring, quarantine, or other restriction of movement and activities. We will take our lead from these expert's guidance and, along with our colleges,

Coronavirus and CCCS FAQ's for System Office Staff

are in contact with our local health partners to stay current on information related to Coronavirus.

- Every effort will be made to communicate in advance of any changes. Should the need arise to communicate any closures, you will be notified through email and/or the Lowry Emergency Notification System.
 - We will adhere to current guidelines on cleaning frequency. To assist the Facilities Department in coordinating on the number of staff that must be available and where for cleaning needs, employees must keep their supervisors apprised of their status in the office. Supervisors are to notify Greg Busch and/or Laura DuClos of which employees will be working in the office and on what days.
4. The Governor has declared a State of Emergency for Colorado. What does this mean?
- The issuance of the State of Emergency is an effort to assist in gaining access to emergency federal funding to assist with the management of COVID-19. This will allow Colorado to effectively increase the number of people who are being tested to mitigate the outbreak in the state and protect people who are most susceptible to fall severely ill from the virus.
5. Does CCCS have a pandemic plan?
- Yes, CCCS has emergency plans and we are reviewing and updating our pandemic plans so we are prepared.
6. Where can I get tested?
- If you are experiencing COVID-19 symptoms or feel as though you have been exposed to the virus, contact your healthcare provider. They will provide you with instructions on whether you need to be tested and where to go for care and testing.
 - See the CDC website for additional information on COVID-19 testing:
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/testing.html>
7. If I come to the office, what guidelines do I need to follow?
- CCCS Staff who plan on coming into the office are expected to perform a self-assessment for COVID-19 symptoms each day they plan on coming in, prior to their arrival. Employees should take their temperature and self-monitor, reporting to HR only if they are experiencing COVID-19 symptoms. People with these symptoms or a combinations of symptoms may have COVID-19 and should stay at home:
 - Temperature that exceeds 100.4°
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills

Coronavirus and CCCS FAQ's for System Office Staff

- Muscle pain and body aches
- Headache
- Sore throat
- Feel fatigued more than normal
- New loss of taste or smell
- Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

Staff are encourage to stay at home if they are feeling ill in any way. Please note: If you do not have a thermometer, CCCS has ordered some to be used at the office and will notify employees as soon as these are set up.

- All staff are expected to practice social distancing from other staff of at least six feet or more. Practice social distancing and high levels of hygiene in public areas on the Lowry Campus (e.g. break rooms, hallways, conference rooms, copier/work rooms, mail room, bathrooms, etc.) and respect other employee's space.
- Employees working in the office are required to wear masks (purchased or homemade) in all public areas on the Lowry Campus (e.g. break rooms, hallways, conference rooms, copier/work rooms, mail room, bathrooms, etc.). Masks need not be worn in offices or work spaces with at least six-foot social distancing (to hallways, common areas or other employee's work spaces). If staff forget to bring a mask or their mask becomes unusable, extra masks will be available from the front desk of Building 959 or from Greg Busch. If you have health reasons that you cannot wear a mask, please contact Laura DuClos in HR for guidance.
- Supervisors should evaluate their staff who work in cubicles and rotate schedules to ensure social distancing is maintained. Employees who work in cubical settings should consult with their supervisor and Facilities before making any modifications to their work areas.

8. What if I can't wear a mask?

- If you have health reasons that you cannot wear a mask, please contact Laura DuClos in HR for guidance.

Personal Resources

9. I feel overwhelmed with what is going on. Is there someone I can talk to?

- It is completely understandable to be overwhelmed with the news about Coronavirus, personal situations, work, etc. CCCS employees have access to free and confidential resources through the Colorado State Employee Assistance Program (CSEAP). Here is the link to their website: <https://www.colorado.gov/c-seap>. The phone number is 303.866.4314.

Coronavirus and CCCS FAQ's for System Office Staff

- **Colorado Crisis Services Line (1-844-493-TALK):** If you or someone you know is in crisis or needs help dealing with one, call this toll-free number 1-844-493-TALK (8255) or text TALK to 38255 to speak to a trained professional. Chat services are also available from 4 p.m. to 12 a.m. daily at <https://coloradocrisiservices.org/>.
- CSEAP will be providing recurring webinars on Managing the Social and Emotional Impact of Stay-at-Home Orders during a Pandemic. Participants are limited to 100 but CSEAP will be providing this training on a weekly basis during the COVID-19 pandemic. While this webinar acknowledges the uncertainty of our current pandemic, this presentation does NOT provide an educational focus on COVID-19 or workplace response to COVID-19. Visit the CSEAP website (<https://www.colorado.gov/c-seap>) for the most recent information on this and other CSEAP webinar trainings.

Working Remotely/Continuity of Operations

10. Can I work from home during the pandemic?

- Based on the available information from the Governor, CDPHE, CDC, and local health departments, the System Office has transitioned to remote work, when appropriate, to adhere to recommended guidelines and safety measures. We encourage supervisors to work with their employees on strategies and plans for allowing for remote work, where possible. This may include assigning special projects that could be different than your regular job duties.
- Offices are open for those who must or prefer to come to the office to work. Some teams may also work on a rotating schedule for employees reporting to the office. Allowing employees to work remotely where they can will promote social distancing for those that must come to the office. Please work directly with your supervisors on requirements and expectations.
- Essential employees and those that are not able to work remotely, or prefer to work in the office, will report to work. You will need to coordinate with your supervisor to ensure the office maintains appropriate safety and social distancing guidelines.

11. I have a personal health situation in which I have been advised to avoid close contact with others. What should I do?

- See the System Office Leave Management Guide located on the [System Office Employee Internal Website](#). Individual employees with personal health circumstances, including those who have been approved by their supervisor for remote work, should submit a COVID Administrative Leave Request to HR: <https://internal.ccs.edu/coronavirus/>. Completing this request form, even if your supervisor has allowed for working remotely, will help HR keep track of who may be eligible for emergency leave if they are not able to work.

Coronavirus and CCCS FAQ's for System Office Staff

12. I live with a high risk individual and don't feel I should come in to the office. What should I do?

- See the System Office Leave Management Guide located on the [System Office Employee Internal Website](#). Individual employees with health concerns for individuals they reside in the same household with, including those who have been approved by their supervisor for remote work, should submit a Completing this request form, even if your supervisor has COVID Administrative Leave Request to HR: <https://internal.cccs.edu/coronavirus/>. allowed for working remotely, will help HR keep track of who may be eligible for emergency leave if they are not able to work.

13. My child's school/day care has closed and I can't come into the office. Can I work from home?

- See the System Office Leave Management Guide located on the [System Office Employee Internal Website](#). Most employees will be permitted to work remotely. If your child is sick or there is reason to believe you may have been exposed to COVID-19 please notify HR at COVIDNotices@cccs.edu.
- From April 1, 2020 – December 31, 2020, employees who were not able to work remotely due to child care or school closures were eligible for paid admin leave for some of the missed time under the Families First Coronavirus Response Act.
- Effective January 1, 2021, employees may be eligible for up to 80 hours of emergency leave under the Colorado Healthy Families and Workplaces Act. If you are unable to fulfill your full work hours please notify HR by submitting a COVID Administrative Leave Request to HR: <https://internal.cccs.edu/coronavirus/>.
- After January 1, 2021, outside of eligible leave under the Colorado Healthy Families and Workplaces Act, you will be required to use annual or sick leave for the time you are unable to work. Please coordinate with your supervisors on scheduling needs and any necessary adjustments that may need to be accommodated. Contact HR for questions regarding leave.

14. What are some things I can do to effectively work remotely?

- The CCCS website (<https://internal.cccs.edu/coronavirus/>) has links to Tech Tips for Successfully Working from Home and Telework Best Practices.
- You are strongly encouraged to do the best you can to create an adequate and ergonomically correct workspace at home. This includes a space that is quiet and distraction free and has proper furniture and equipment. You can visit the State of Colorado website to take an Ergonomic Assessment online to assess your remote setup (<https://www.colorado.gov/dhr/ergonomics>).

Coronavirus and CCCS FAQ's for System Office Staff

Employees who are Sick

15. I am not feeling 100% but I am OK to work and I don't have reason to believe I have the flu or Coronavirus. Can I come to work?
- Please do not come to work if you are not feeling well, even if it is just a head cold. CCCS offers generous sick leave for employees so they can rest and recover from illness and take care of their wellbeing. If you come to work while you are ill, you will be sent home by your supervisor. If you feel like you must work, talk to your supervisor about working from home.
 - The CDC has established guidelines for symptoms and how long you should isolate. Please see <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>. You should seek care for respiratory distress – consider a telemedicine visit with your healthcare provider.
16. My co-worker is coughing/sneezing, can they be sent home?
- We should not assume that everyone who coughs or sneezes is sick. People may have allergies or someone's perfume/cologne has caused them to sneeze. Trust that your colleagues are going to do what is right and if they are sick, or have been exposed to the virus, they will stay home.
 - If an employee is ill, their supervisor will send them home. You can reach out to HR at 720-858-2449 for assistance.
17. I have an employee who showed up for work today and they are ill. What should I do?
- If employees come to work when they are ill, supervisors should send the employee home, regardless of the type of illness. Supervisors are not to give a medical diagnosis but rather exercise their current authority to send employees home when they appear to be ill and when it impacts their ability to perform their work OR the health of others.
 - If the employee has COVID-19 symptoms (e.g. fever, chills, respiratory complications, cough) they should be advised to seek medical attention. Notify HR immediately at COVIDNotices@cccs.edu.
 - If the employee feels they need to work, or doesn't feel they are sick enough not to work, you can allow them to work from home if appropriate. If the employee can't work remotely, they will use sick leave if their illness is not COVID-19 related or emergency leave if their illness is COVID-19 related. Please coordinate with HR if you believe emergency leave is applicable. See the System Office Leave Management Guide located on the [System Office Employee Internal Website](#).

Coronavirus and CCCS FAQ's for System Office Staff

18. My co-worker called in sick today. Should I be concerned?

- People's health situations are personal and private. ADA, HIPAA, and FMLA require us to maintain individual confidentiality in regards to employee medical situations and we will not share personal details of others with you.
- Please be assured that our employees and students wellbeing is of utmost importance to us. If an employee or student at CCCS has been infected with COVID-19 or we have reason to be concerned, HR or the Chancellor will communicate necessary information with you without violating any privacy laws.

Exposure to COVID-19

19. I am sick and think I may have COVID-19. What should I do?

- Stay home! Please notify your supervisor. (Supervisors should follow up with HR.)
- CCCS will follow the CDC's recommendations for exposure (<https://www.cdc.gov/coronavirus/2019-ncov/php/open-america/community-mitigation-concepts.html>) which identifies what steps you should take if you are exposed to a confirmed COVID-19 case. CCCS will work with local health officials on how best to respond.
- If a public health official contacts you, follow the recommendations of the public health agency and keep your supervisor or HR informed.
- **The CDC recommends that anyone experiencing symptoms (that are not expressly urgent) should use a form of telemedicine as their first point of care.** It's best to "talk" through symptoms with a health care professional *before* showing up in-person. The more contact a person has with "sick environments", the more likely they will unwittingly participate in the spread of a disease.
- All of our medical carriers provide various telemedicine platforms.
 - Anthem – Customer Service, 800.542.9402
 - 24/7 NurseLine, 800.337.4770
 - Video Visit, www.livehealthonline.com
 - Email, www.anthem.com, log into your account to email your doctor
 - Kaiser – Customer Service, 303.338.3800
 - Phone visit, 303.338.4545 to schedule
 - Video Visit, 303.338.4545 to schedule
 - 24/7 nurse line, www.kp.org, Appointment Center to schedule
 - Email, www.kp.org, log into your account to email your doctor
 - Cigna – Customer Service, 800.244.6224
 - Premium Personal Health Team, 800.244.6224
 - Email, www.mycigna.com, log into your account to email your doctor

Coronavirus and CCCS FAQ's for System Office Staff

20. My employee has called in sick and thinks they may have COVID-19. What should I do?
- Tell the employee not to come into the office, remind the employee of the information on contacting their healthcare provider, and notify HR immediately at COVIDNotices@cccs.edu. HR will assist in responding appropriately and follow up on any necessary actions CCCS will need to take based on the information and appropriate local health authority guidance.
 - Do not disclose personal information about this (or any medical condition) with others. Leave any necessary messaging to HR and the Chancellor, who will determine what's appropriate, once complete and accurate information has been established. This is not to conceal any concerns but to ensure individual privacy and that accurate information is shared with necessary actions that may need to be taken by others.
21. My employee notified me that their partner/child/family member has COVID-19. What should I do?
- Advise the employee not to come to the office, remind the employee of the information about health resources, and notify HR immediately at COVIDNotices@cccs.edu. HR will assist in responding appropriately and follow up on any necessary actions CCCS will need to take based on the information and local health authority guidance.
 - If the employee can work, allow them to work remotely. If they are unable to work remotely, even on alternative special projects, the employee may be granted emergency leave. The employee may be required to provide a fitness to return or doctor's note to HR prior to returning to work. See the System Office Leave Management Guide located on the [System Office Employee Internal Website](#).
 - Do not disclose personal information about this (or any medical condition) with others. Leave any necessary messaging to HR and the Chancellor, who will determine what's appropriate, once complete and accurate information has been established. This is not to conceal any concerns but to ensure individual privacy and that accurate information is shared with necessary actions that may need to be taken by others.
22. I have been diagnosed with COVID-19, now what?
- Notify HR immediately by emailing COVIDNotices@cccs.edu. Employees who have been diagnosed with COVID-19 and are unable to work are eligible for paid administrative leave that may significantly reduce the amount of personal leave you will need. You may be required to provide a fitness to return or doctor's note to HR prior to returning to work. Please contact HR for additional guidance.
 - HR will work with the leadership team on the appropriate CCCS response if employees need to be notified or office space needs to be closed for extensive cleaning. Your personal

Coronavirus and CCCS FAQ's for System Office Staff

information will not be shared with employees, just general information regarding the situation and to provide instructions for employees that may have been exposed.

23. I was notified by a health official to self-quarantine because I may have been exposed to COVID-19, now what?
- You should follow the guidelines of the health official and keep your supervisor informed of your status.
 - If you are well enough to work you will be permitted to work remotely. If you are unable to work remotely, you may be granted emergency leave during your quarantine period. Please complete a COVID Administrative Leave Request to HR: <https://internal.cccs.edu/coronavirus/> so that HR can keep track of who may be eligible for emergency leave.
24. Who will pay for COVID-19 testing for people covered by the SBCCOE or State benefit plans?
- Kaiser, Anthem and Cigna will cover the costs of COVID-19 tests, which must be ordered by a doctor. Testing will be given without deductibles, co-pays or co-insurance requirements.
 - Health care providers are also lifting requirements for co-payments and in patient fees for plan members who have been diagnosed with COVID. Please reach out to your insurance provider for additional details and check with them on potential cost savings.
25. What will CCCS do if someone in the office is diagnosed with COVID-19?
- First and foremost, confidentiality around an employee's health should be maintained to comply with federal regulations (FMLA, ADA, HIPAA). CCCS will not disclose the identity of infected employees, except as required to health care officials.
 - CCCS will provide general information to all employees following the guidance of CDC and local health officials. This may include asking other employees to self-quarantine, closing an office for a period of time and for extensive cleaning and/or other actions, depending on official guidance.
 - Employees who are asked to self-quarantine may be allowed to work remotely and are asked to complete a COVID Administrative Leave Request to HR: <https://internal.cccs.edu/coronavirus/>. Those that can't work remotely may be granted emergency leave. Completing this request form will help HR keep track of who may be eligible for emergency leave.

Coronavirus and CCCS FAQ's for System Office Staff

26. When can employees return to work following COVID-19 like symptoms?

- CCCS will adhere to CDC guidelines on returning to work. Please see <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html> for current information.

CCCS Sponsored/CCCS Related Travel

27. I need to travel to a location to conduct work at a non-CCCS site. What should I do?

- Some CCCS staff may need to travel to other locations for work that cannot be conducted remotely. This travel needs to be approved by both an employee's supervisor and the business/organization where they will be working. Employees must wear appropriate PPE (personal protective equipment) and practice social distancing. The employee will also need to identify local COVID-19 requirements at the remote location, comply with those requirements and ensure those requirements meet the minimum CCCS COVID-19 standards.

28. I have scheduled a CCCS sponsored/CCCS related international trip. What should I do?

- Until further notice, CCCS has suspended sponsored international travel. This suspension applies to both employees and students. Check with your college leadership on any future trip plans.

29. I have a CCCS sponsored/CCCS related trip scheduled within the U.S. What should I do?

- It is likely that your conferences and gatherings are cancelled or transitioned to a remote format. You should check with the coordinator of your event to see if they will be offering a remote version of meetings/conferences and plan accordingly. Check on cancellation fees and keep your supervisor informed of your status.

30. What about CCCS sponsored/CCCS related travel within Colorado?

- Depending on the timing and location, your event may be cancelled or transitioned to a remote format.
- CCCS is recommending social distancing where appropriate. Where possible consider alternative formats for meetings or gatherings.

Employee Personal Travel

31. I am planning a personal trip that involves international travel. What should I do?

- If you are planning international travel you must disclose your travel plans to your Supervisor and HR immediately. The CDC recommends testing before and after travel and quarantines when an individual returns from their travels. Guidance from the CDC is located at: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>. CCCS will not allow you back at work during any required quarantine period. Quarantine following your scheduled leave will be addressed as follows:

Coronavirus and CCCS FAQ's for System Office Staff

- Where possible, you will be assigned to work remotely during the necessary quarantine period beyond the end of your scheduled leave.
- This may involve using our discretion to assign alternate work or projects during that time period, in lieu of an employee's regular duties.
- For any time during the quarantine period you cannot work remotely, emergency leave may apply or you may be asked to use annual leave. In order for HR to keep track of who may be eligible for emergency leave, please complete a COVID Administrative Leave Request to HR: <https://internal.ccs.edu/coronavirus/>.
- Each situation that emerges will be evaluated based on its specific and unique circumstances and appropriate and reasonable arrangements will be made in conjunction with the employee and supervisor.

32. I am planning a personal trip within the U.S. What should I do?

- You must keep your supervisor apprised of any personal travel. CCCS will require employees to follow guidelines from the CDC. Guidance from the CDC regarding travel is located at: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>.
- We advise that you research the state/city/area wherever your destination takes you. The CDC risk assessments and State/City declarations of emergency are changing regularly and local or state health officials may act quickly to implement restrictions.
- If the CDC or local health authorities require quarantine, CCCS will not allow you back at work during the quarantine period. Quarantines after your scheduled leave will be addressed as follows:
 - Where possible, you will be assigned to work remotely during the necessary quarantine period beyond the end of your scheduled leave.
 - This may involve using our discretion to assign alternate work or projects during that time period, in lieu of an employee's regular duties.
 - For any time during the quarantine period you cannot work remotely, emergency leave may apply. In order for HR to keep track of who may be eligible for emergency leave, please complete a COVID Administrative Leave Request to HR: <https://internal.ccs.edu/coronavirus/>.
 - Each situation that emerges will be evaluated based on its specific and unique circumstances and appropriate and reasonable arrangements will be made in conjunction with the employee and supervisor.
- If an employee was not prepared for self-quarantine requirements and their computer and work materials are still in the office, do not allow the employee to come to the office to gather their things. Make arrangements to gather and get them their needed work materials that will not require personal interaction.

Coronavirus and CCCS FAQ's for System Office Staff

33. I am planning on going on a cruise, what should I do?

- Per CDC guidance, people should avoid travel on cruise ships, including river cruises, worldwide. Guidance from the CDC is located at: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/returning-cruise-voyages.html>
- Quarantines after your scheduled leave will be addressed as follows:
 - Where possible, you will be assigned to work remotely during the necessary quarantine period beyond the end of your scheduled leave.
 - This may involve using our discretion to assign alternate work or projects during that time period, in lieu of an employee's regular duties.
 - For any time during the quarantine period you cannot work remotely, emergency leave may apply or you may be asked to take annual leave. In order for HR to keep track of who may be eligible for emergency leave, please complete a COVID Administrative Leave Request to HR: <https://internal.ccs.edu/coronavirus/>.
 - Each situation that emerges will be evaluated based on its specific and unique circumstances and appropriate and reasonable arrangements will be made in conjunction with the employee and supervisor.
- If an employee was not prepared for self-quarantine requirements and their computer and work materials are still in the office, do not allow the employee to come to the office to gather their things. Make arrangements to gather and get them their needed work materials that will not require personal interaction.

34. My employee is travelling while they are on leave, what should I do?

- Visit the CDC website for the most up to date information about travel: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>. CCCS will adhere to CDC guidelines on quarantines and restrictions.
- If your employee is travelling to an area with established quarantines or restrictions notify HR so they can work with you on how to address the employee's return. Keep in mind travel restrictions could change during travel. Employees should check in with their supervisors prior to returning to the office in the event their situation has changed and they will be required to self-quarantine.
- If an employee was not prepared for self-quarantine requirements and their computer and work materials are still in the office, do not allow the employee to come to the office to gather their things. Make arrangements to gather and get them their needed work materials that will not require personal interaction.

35. Do I need to notify my supervisor of my travel plans while I am on vacation?

- We ask that employees keep their supervisors and/or HR apprised of their travel plans, both prior to leaving and before returning to the office, while the COVID-19 virus is active. This will

Coronavirus and CCCS FAQ's for System Office Staff

allow us to work together to identify the most appropriate response to a given situation based on the applicable CDC guidelines on quarantines and restrictions.

- Employees are responsible for keeping up to date on travel restrictions and adhering to any established guidelines for quarantines or restrictions.

Leave Processing

CCCS has a System Office Leave Management Guide that provides guidance on specific leave questions located on the [System Office Employee Internal Website](#).

36. If I am prevented from coming to work, will I be required to use my sick/annual leave?
- If you are prevented from coming to work due to a health reason or as a result of guidelines from a health official, please complete a COVID Administrative Leave Request to HR: <https://internal.cccs.edu/coronavirus/>), even if you have been approved by your supervisor for remote work.
 - Employees who are unable to work remotely that have health reasons to be away from the office, including those impacted by COVID-19, and those who have been instructed by a health official to self-quarantine, may be eligible for emergency leave. Remote work will be the first consideration and this may include special projects that may be different than your regular job duties. HR will review any limits or restrictions for emergency leave with the employee. See the System Office Leave Management Guide located on the [System Office Employee Internal Website](#).
 - If the employee has been diagnosed with COVID-19 they may be eligible for emergency or paid admin leave until they are no longer symptomatic as provided in the [CDC guidance](#).
 - Employees who are ill or unable to work remotely, not as a result of COVID-19, will need to use sick or annual leave.
37. If the office closes and I am not able to work remotely will I still be paid?
- CCCS will strive to maintain business continuity during this situation. This includes transitioning Instruction to remote formats and allowing employees to work remotely where possible.
 - Supervisors will be working with employees to identify strategies for working remotely, even if that requires identifying special projects for employees that are different than their typical job duties. If offices do close, benefit eligible employees who are not able to work remotely may be provided with paid admin leave.

Coronavirus and CCCS FAQ's for System Office Staff

- Temporary and hourly employees will be permitted to work remotely where possible. Those who are not able to work remotely may be eligible for emergency leave under the Colorado Healthy Families and Workplaces Act. Please contact HR for questions specific to your current situation.
38. If I am required to quarantine will I have to use my leave?
- If you are required to quarantine please notify your supervisor and submit a COVID Administrative Leave Request to HR: <https://internal.ccs.edu/coronavirus/>) so that HR can keep track of those who may be eligible for emergency leave.
 - Remote work will be the first option for employees. This may include your supervisor providing you with special project work to complete that is different than your regular job duties. If you are not able to work remotely, you may receive emergency leave for your time out of the office. Depending on the situation, you may also be asked to take your own leave.
39. If I am diagnosed with COVID-19 will I lose pay?
- Please contact HR at COVIDNotices@cccs.edu so we can work through your individual situation together. You will be required to remain out of the office through a quarantine period beyond being ill.
 - Employees diagnosed with COVID-19 that are unable to work are eligible for emergency leave. The amount of time paid will depend upon the circumstances and type of employee (e.g. full time, hourly, temporary, etc.).
 - Instructors who are diagnosed with COVID-19 and are unable to complete their Instructional assignments will be paid the remainder of their Instructional assignment pay for the current semester. Additional assignments will not be awarded if the Instructor is unable to start a new term. Non Instructional assignments (e.g. curriculum development, etc.) that are not able to be completed will not continue to be paid. These assignments may be delayed to a later date or re-assigned to another employee depending on business need.
40. Will I be required to submit a doctor's note for sick time or time out of the office related to COVID-19?
- You and your supervisor should work with HR on determining any documentation needed.
 - HR may require documentation confirming your status out of the office related to COVID-19 so that proper guidelines and restrictions from work can be followed to ensure the safety of the workplace.
 - If you are diagnosed with COVID-19, you will be required to provide some form of documentation indicating you are released to return to work.

Coronavirus and CCCS FAQ's for System Office Staff

41. I previously submitted a leave request for personal time that is no longer happening. What should I do so that I do not lose that leave?
- If your supervisor has already approved your leave, you can submit a leave request for negative hours. When the time comes for the approved leave, Banner will process your original request and remove the approved leave as well as the negative leave request which will put hours back in your leave bank.
 - If your supervisor has not yet approved the leave, ask that it be returned to you for revision or denied. If it is returned for revision, you will then be able to cancel the request.
42. I have use or lose annual leave but don't want to take time off if I can't go anywhere. Will I lose my leave?
- Even though you may not be able to travel or go anywhere, taking time away from the office for rest and renewal is still encouraged and important for your wellbeing. Employees are encouraged to use their leave and supervisors are encouraged to support their employees in taking time off.
 - Annual leave carryover limits are established in State Personnel Rules for Classified employees and Board Policies for APT employees. Employees who choose not to take leave will remain subject to the applicable leave carryover cap on June 30.
 - The State has issued emergency rules that will allow Classified employees whose leave was denied or were unable to take leave because of their essential/critical status, to carryover up to an additional 80 hours over their cap into the new fiscal year for the duration of the pandemic emergency. These requests will be coordinated through HR in June. An employee who chooses not to take leave will not be eligible for the additional carryover.
43. If the office is shut down can I be required to report to work?
- CCCS has identified critical/essential personnel required to maintain business continuity. Individuals identified as critical/essential will be required to report to the office according to their established schedule. Employees should work with their supervisors on scheduling.
 - Employees who are not identified as critical/essential should work remotely during office closures.
 - Employees designated as critical/essential who do not report to work as scheduled will be required to use their earned leave for the time missed, unless they are sick or required to quarantine.

Coronavirus and CCCS FAQ's for System Office Staff

Supervisor Information

44. What should I be doing to prepare my staff for working remotely?

- You should be working with your employees to make sure they have the appropriate resources and plans to work remotely. Help employees who don't regularly work remotely test their setup and comfort level. Being away from the office for one day is different than being away for a longer period of time. Think through paper driven processes and how those may be transitioned to electronic and impromptu meetings or discussions and how those may be handled alternatively.
- Make sure your work unit has plans for maintaining business continuity. What are the critical job functions that need to be maintained? What will you do if someone becomes ill and can't work, do they have backup? Are there desk manuals or guides on a shared drive that would allow someone else to pick up work others might not be able to do if they become sick? How will you monitor that critical job functions are being completed?
- Make sure you have all your employees contact information and have discussed how you would like to be notified of their status and changes in circumstances. Determine a plan for check-ins or team meetings to discuss status of projects, keep people connected to work, etc.

45. I have staff that are not in positions that could be done remotely. What should I do?

- Get creative! Think about special projects or work tasks that the employee could do remotely, even if they are not part of the employee's typical job duties.
- There are plenty of areas that could use some help. Reach out to other departments to see if they need any assistance where your employees could provide support.

46. Do we need to track Admin/Emergency Leave?

- Yes! We need to keep track of the amount of paid admin/emergency leave provided. Please do not approve paid admin/emergency leave without first working with HR to ensure eligibility.
- For timesheet employees who complete a timesheet, once approved by HR, admin leave can be coded on the employee's timesheet. We will still ask supervisors to report any admin leave used to HR on a weekly basis.
- Supervisors will need to use the Admin Leave Tracking Sheet for Supervisors on the coronavirus website (<https://internal.ccs.edu/coronavirus/>) to track and report all paid

Coronavirus and CCCS FAQ's for System Office Staff

admin leave used. This spreadsheet should be submitted to COVIDNotices@cccs.edu weekly on Wednesdays if anyone on your team has been provided paid admin leave.

- For any temporary employees who should be paid admin/emergency leave for COVID-19 matters, you may need to work with HR to process the time via payroll.

Levels of Safety in Colorado

47. Colorado has six levels of safety. What does that mean?

- Colorado has established a dial framework with different levels of “openness” at the county level. Each level provides guidance to how counties will respond to circumstances in their county. You can access information about the status dial and find your county’s level here: <https://covid19.colorado.gov/>
- It is the intent of CCCS to maintain business continuity and ensure we continue to support our students as best we can. How this happens will vary by county. Instruction may be transitioned to remote instructions wherever possible and alternative arrangements in the best interest of the student will be made for courses that cannot be transitioned to remote.
- Local orders (e.g. Tri-County Health, etc.) would apply to individuals living in the impacted cities and counties. Employees should notify their supervisors if they live in an area with a local order. Where possible, these employees will be permitted to work remotely. If remote work is not possible, employees may be eligible for emergency leave.
- City and County of Denver orders will impact the System Office and we would adhere to the order for all employees. System Office employees will receive communications from the System Office Operations Plan team as changes occur. Employees should confirm schedules and expectations with their supervisors.

48. Do I have to come to the office?

- For now, the State has asked that we keep staff levels in the office at no more than 50%. For the System Office, employees who are able to effectively work remotely should continue to do so. This must be coordinated with your supervisor. We will continue to monitor the guidance from the State, CDPHE, and local health authorities to adjust our plans as needed.
- Employees identified as critical or essential will continue to report to work as scheduled.

49. What happens if I am not able to work remotely during a stay-at-home order?

- Every effort will be made to provide options for employees to work remotely. This may include special projects that are different than your regular job duties. Employees who are not able to work remotely may be provided with paid administrative or emergency leave. All

Coronavirus and CCCS FAQ's for System Office Staff

paid administrative or emergency leave must be approved by HR. If you feel you will need leave please submit a COVID Administrative Leave Request to HR:

<https://internal.cccs.edu/coronavirus/>).

50. I have been designated as essential but I am not able to perform my job requirements. Will I still be paid?

- Please work directly with your supervisor and HR on your specific situation. You may be required to use personal time (sick or annual leave) for the time you are not able to perform your essential functions.

Colorado Healthy Families and Workplaces Act

51. What is the Healthy Families and Workplace Act (HFWA)?

- The HFWA is a Colorado act that provides emergency paid sick leave for all employees for the following situations:
 - Self-isolating or work exclusion due to exposure, symptoms, or diagnosis of COVID-19
 - Seeking a diagnosis, treatment, or care (including preventative care) of such an illness
 - Being unable to work due to a health condition that may increase susceptibility to or risk of such illness
 - Caring for a child or other family in category 1 – 3, or whose school or child care is unavailable due to COVID- 19.
 - Closure of a temporary employee's work location, and work cannot be performed remotely.
- The act was effective January 1, 2021 and remains in effect until 4 weeks after the public health emergency ends.
- See the CO Department of Labor and Employment website for a flyer on HFWA (Colorado Workplace Public Health Rights Poster):
<https://cdle.colorado.gov/sites/cdle/files/Poster%2C%20Paid%20Leave%20%26%20Whistleblower%20-%202021%20poster.pdf>

52. My child's school or day care is closed and I am unable to work remotely. I would like to utilize leave under HFWA, what should I do?

- Supervisors are encouraged to coordinate a flexible schedule with employees wherever possible.

Coronavirus and CCCS FAQ's for System Office Staff

- Employees with child care needs as a result of COVID may be eligible for emergency leave under the HFWA. Employees who are unable to work remotely as a result of a school/day care closure for some of all of their regularly scheduled hours should contact HR at COVIDNotices@cccs.edu. HR will work with the employee on the necessary documentation that may be required and will arrange for a call to discuss options. Working remotely, including on alternative schedules, will be the first option but employees may be eligible for paid leave for part of the time they are unable to work.