

## HR UPDATE

4/14/2020

**SUMMER HOURS:** All classes will be offered on line through the summer and employees will continue to telecommute until further notice. Regular summer schedule in effect from May 15 through August 7<sup>th</sup> with the college closed on Fridays.

### **STEPS WE HAVE TAKEN ARE WORKING!**

Yavapai College is not immune to the COVID-19 virus **AND OUR STRATEGIES FOR KEEPING EMPLOYEES AND STUDENTS SAFE ARE WORKING!**

We have had several “close to home” cases involving YC employees. In none of these cases did we need to take drastic measures because supervisors and employees **DID ALL THE RIGHT THINGS**. Our social distancing, frequent handwashing, and telecommuting strategies **ARE WORKING!**

#### **New CDC Recommendation:**

The [Arizona Department of Health Services](#) indicates Arizona has reached the widespread level of community transmission.

The CDC recommends “wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies) **especially** in areas of significant community-based transmission.”

**Therefore, to add an additional level of safety, we are suggesting that employees who are working on campus or who come to campus wear a cloth face covering.**

A cloth face covering is simple and easy to make. Follow the directions at:

<https://youtu.be/tPx1yqvJgf4>

For more information from the CDC about wearing cloth face coverings:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

### **TESTING POSITIVE OR REQUIRED QUARANTINES:**

As a reminder: If you or anyone in your household tests positive for the COVID-19 virus or you are asked by a medical professional to quarantine due to the COVID-19 virus **you are required to:**

- Follow Your Health Care Providers Instruction
- Notify Your Supervisor **AND** HR Business Partner
- Your HR Business Partner will communicate next steps
- The College will implement the YC Corona Virus Response Protocol

#### **Review YC Guidelines for Reporting**

The college has a very responsive and coordinated plan to deal with these situations that includes protecting the privacy of our employees, sanitizing on-campus spaces, and informing coworkers and/or students of any exposure risk. Employees will also receive very specific directions regarding returning to work and utilizing their new paid leave programs. **THIS PLAN HAS WORKED AND WILL CONTINUE TO WORK IF EVERYONE DOES THEIR PART.**