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March 19, 2020

**RE: Employee Workforce Planning**

Good afternoon,

I want to thank you again for your patience and dedication to our mission during this COVID-19 crisis. Information changes daily, if not hourly. Here is the direction that employees need to know for the time period of **March 25 to April 12, 2020**.

**Facilities Closures:**

- Campuses and offices are closed to the public and students until further notice.
- **ONLY** employees who are scheduled to report to work should be on campus or in the office during the time period of March 25 to April 12, 2020. Employees who have a non-scheduled need to be on campus or in the office should coordinate with their Immediate Management Supervisor and Campus Safety, following campus-identified processes.

**Amended Order from OC Health Officer (3-18-20):**

- *An Amended Order and Guidance of the Orange County Health Officer states "...nothing in this document prohibits businesses or other entities from operating within Orange County. Businesses and entities should operate in accordance with social distancing guidelines issued by the California Department of Health..." to maintain at least six feet of distance between people.*
- "This order **does not** prohibit activities such as ... going to work, or performing essential services."

- “A strong recommendation is made that all businesses enact social distancing, increased sanitation standards, and make every effort to use telecommuting for its workforce.”
- To read the amended order in full, visit <http://www.nocccd.edu/external-resources> and select the first item under “Article/Document.”

#### **Memorandum of Understanding (MOU's):**

- District administration has been working with United Faculty, CSEA, and Adjunct Faculty to draft MOU's to cover any working conditions that have changed or will be expected to change due to the COVID-19 crisis for a temporary period until April 12, 2020. Once signed by the unions, the MOU's will be distributed to managers. Many thanks to our Union partners for their collegiality during this process.
- In an effort to support those who are most affected by this crisis, for a temporary period until April 12, 2020, employees who have COVID-19 health-related issues—such as the employee identifying with a vulnerable population, becoming symptomatic or testing positive for the virus, and/or caring for a sick family member—will not be required to use sick leave for their absence. Please contact Human Resources if you have any questions.

#### **Faculty Members:**

- In keeping with state directives that instruction be immediately moved online, all NOCCCD faculty have been working to comply where possible. Cypress College and Fullerton College have resumed those Spring Semester courses that can be taught online. NOCE will resume modified instruction beginning with their Spring Term on April 13, 2020.
- United Faculty, Adjunct Faculty, Academic Senates, Deans, and campus administrators have been working closely with faculty members to facilitate online instruction and to provide training and functional support.

#### **Staff Management Plan:**

- Effective immediately, all campus and District departments shall establish a Staff Management Plan that allows for effective social distancing for those who are scheduled to come into the office, permits telecommuting for employees with eligible job duties, and ensures that critical services and functions are maintained throughout this crisis.

- The expectation is that work will continue to be done throughout this period, though the format of that work may change depending on District-wide needs. To serve our students, faculty and managers have worked diligently to convert instruction and support services to an online or remote delivery method and will continue to navigate the transition. Those in support roles have been developing ways to adjust to our new reality including moving away from paper-dependent processes, arranging for deliveries, and ensuring the confidentiality of records. So, while the way we work is changing, each one of us is contributing to the continuity of instruction, student support, and operations.
- Temporary Telecommuting Agreement
  - The District has crafted a “Temporary Telecommuting Agreement” (TTA) which will need to be signed by any Classified, Confidential, or Management employee who is approved to telecommute by their Immediate Management Supervisor. It will be distributed shortly.
  - Managers shall determine which employees cannot telecommute and will need to continue to report to the office, and establish appropriate social distancing protocols to keep them safe in the office.
  - Managers shall establish a schedule for all employees who are eligible for telecommuting.
  - In establishing telecommuting schedules, managers should prioritize those employees who are considered at great health risk and employees who are impacted by K-12 school closures, to the extent possible.
- Rotational schedules should be implemented when possible for in-office employees. Staff can be pooled to cover departmental needs on a rotating basis to ensure proper social distancing. For instance: a certain number of department staff will be scheduled to report to work at their campus/office. The staff not scheduled to report to work that day are expected to be telecommuting, including checking work email and responding to inquiries.
- From Governor Gavin Newsom’s *Guidance to Public Employees* (3/18/20): “It is the public policy of the state to continue to operate effectively during this emergency. This approach will keep as many employees as possible engaged and will allow departments to deploy staff to critical functions as absenteeism due to illness increases.”

### Employee Travel:

- As reported before, effective immediately all non-essential travel will be cancelled until further notice. For employees who have already expended funds on cancelled travel, please work with Linda Baxter in the NOCCCD Accounts Payable department. She will be available to assist with any questions, and can be reached at (714) 808-4740 or via email at [lbaxter@nocccd.edu](mailto:lbaxter@nocccd.edu).

### Meetings:

- All options for using technology solutions to conduct meetings should be considered in lieu of in-person sessions.
- Until further notice, NOCCCD Board of Trustees meetings will be conducted via Zoom teleconferencing, beginning with the March 24, 2020 Board Meeting.

### Confirmed COVID-19 Cases:

- As of today, NOCCCD has no confirmed cases of students or employees with COVID-19.
- Consistent with updated CDC guidance, any employee with a family member who has tested positive for COVID-19 should stay at home in self-quarantine.
- Employees who have symptoms of COVID-19 should stay at home and get tested ASAP.
- Any confirmed cases of COVID-19—whether concerning an employee or student— should be reported by the appropriate administrator to their Campus CEO, who will then report the case to Tami Oh, District Director, Risk Management, for state tracking purposes.

Regularly updated information and guidance, including employee resources, will be shared via email and online at <http://www.nocccd.edu/coronavirus>. Thank you again for your flexibility and resiliency in responding to this crisis. Over the past two weeks, you have demonstrated your commitment and dedication to our mission of serving students.



Cheryl A. Marshall, Ed.D.

Chancellor