SJSU Supervisors,

The Novel Coronavirus (COVID-19) situation continues to evolve rapidly each day. It is important for the campus as a whole to be proactive in thinking about protective measures and to plan for changing circumstances. As managers, you can also expect to receive a lot of questions from concerned staff. To that end, University Personnel (UP) is providing guidance to assist you in managing your areas through this situation. We will also conduct small group meetings for supervising managers to answer questions and address specific concerns.

First and foremost, it is important that decisions are not based on protected statuses, such as ethnicity or actual or perceived conditions. While we want to be proactive in our approach, we also want to be measured and calm so as not to contribute to fears or any sense of panic that our employees may have. UP’s Employee Relations team is here to assist and can provide you with talking points and help you work through plans for your area. Overall, it is important to be flexible while maintaining accountability and to provide facts, not conjecture, about COVID-19.

UP encourages you to visit SJSU Health Advisories website frequently for information, advisories and resources regarding COVID-19. Additional guidance can be found under the Classes, Work and Campus Closure tab on the FAQ page of the Health Advisories website.

UP also recommends that you post the referenced flier attached in your respective areas: COVID-19 Coronavirus Disease: Share Facts, Not Fear.

UP advises moving forward as follows:

**Assess your Area/Strategy for Protective Measures**

**Social Distancing: Workspace and Commuting**

*Are staff primarily in open cubicles or in offices? How do staff commute to work?*

- What might a telecommuting program look like (i.e., alternating days; one or two days a week)?
- Who would be eligible (can a job be performed online/remotely - remember, some cannot)?
- Would equipment and/or a Virtual Private Network (VPN) connection be needed for employees to perform work?
What are ramifications of moving some or all of your operations to telecommuting (can work get done; expectations for employees)?
Consult Employee Relations
Review Temporary Telecommuter Agreement
Review SJSU IT Work Anywhere website to learn more about the tools and resources employees may need to work off campus.

Social Distancing: Meetings
Do you conduct in-person meetings/collaborations?
- Does the meeting space allow for social distancing?
- Set up Zoom for remote meetings to foster social distancing (and for possible telecommuting employees)
- Utilize Google Drives/Docs/Sheets for managing shared documents

Absence Monitoring/Telecommuting Requests/Sick Employees
Employees could be absent from work because they are sick; are caregivers for sick family members; are caregivers for children if schools or day care centers are closed; have at-risk individuals at home, such as immunocompromised family members; or are afraid to come to work because of fear of possible exposure.

Monitor and Plan for Absenteeism
How will you manage absenteeism in your unit?
- Review the usual absenteeism patterns in your unit, so you can identify if the rate of absenteeism has increased
- Alert Employee Relations about increases in absences, particularly those that appear due to respiratory illnesses
- Administer COVID-19 Employee Survey
- Remind employees to update Emergency Contact info in PeopleSoft
- Plan for alternative coverage by cross-training staff
- Can absenteeism be alleviated by telecommuting?
- Assess your area using the Sample Assessment Chart

Telecommuting Requests
How do you address individual requests for telecommuting?
- Work with your respective Cabinet official for your specific area.
- Consult Employee Relations
- Find out what employee concerns are (feel at risk?; issues with childcare?; concerned about a colleague’s travel?; “uncomfortable” working with certain constituents?)
- Can the work be done remotely?

Sick Employees
Employee is visibly sick: cough, sweat, sneezing, etc.
- Send home (sick time applied - Leave Manager will contact if individual does not return in a week)
- Send home (no sick time, “you can use vacation time”)
- Send home (“I don’t want to use vacation time” - Leave Manager involved)
- Contact Employee Relations/Leave Manager
Employee not showing visible signs but says, “I don’t feel well.”
- Send home (sick time applied - “keep in contact, let us know how you’re doing”
- Send home (no sick time - “You can use your vacation time.”
- Send home (no sick time - “I don’t want to use vacation time” - Leave Manager involved)
- Contact Employee Relations/Leave Manager

Important Reminder: Remember to maintain confidentiality of any health information that your employees may share with you.

For managers overseeing student workers, please contact University Personnel with any questions.

Sincerely,

Joanne Wright, Senior Associate Vice President, University Personnel

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