



**SAN LUIS OBISPO COUNTY
OFFICE OF EDUCATION**
LEADERSHIP ■ COMMUNITY ■ SERVICE
JAMES J. BRESCIA, ED. D, SUPERINTENDENT

March 16, 2020

All Employees,

We understand employees have many questions and concerns about COVID-19 and how the illness could affect them at work. Below are some guidelines to help employees better understand how SLOCOE will continue operations during this time.

Reporting to Work: You should have received a communication from your supervisor or department manager since Friday afternoon informing you when and where to report to work. What this looks like will depend upon your job duties. You may be asked to work remotely, work at an alternative site, perform emergency related duties or stay home. We expect staff to collaborate and assist in these efforts.

Employees must stay home from work if they:

- Are diagnosed with COVID-19;
- Have had close contact with someone who has been diagnosed with COVID-19 or may have been exposed;
- Pursuant to Governor Newsom's directive of March 15, 2020, individuals aged 65 or older and those with chronic disease(s) are to "home-isolate." If you are specifically in one of these categories, please also email Human Resources and your supervisor immediately for direction.
- Don't feel well or experience cold or flu symptoms. If you develop a fever, a cough or difficulty breathing, seek medical advice promptly.

If you are at a higher risk for serious illness or serve as a primary caregiver for someone who is at a higher risk, please discuss this with your supervisor or Human Resources. SLOCOE provides generous leave policies to accommodate our employees depending on your situation and will be flexible in implementing our leave policies.

Pay and Benefits: All regular part and full-time employees will continue to receive their current pay and benefits. This includes applicable extra duty for additional compensation, stipends and applicable premiums for classified staff such as shift differentials, bilingual premiums, etc.

Temporary employees, including substitutes, limited-term, and professional experts/advisors: Employees who fall in these categories are utilized on an as needed basis, subsequently, flexibility will be allowed with respect to available sick leave. In the event of a site closure there may be some work available for other positions required for continuation of government. If there is no work available employees may apply for unemployment insurance benefits through the Employment Development Department.

Childcare: We will make our best effort to accommodate employees who have school-age children and no other supervision options. Please discuss your work options with your supervisor and Human Resources.

Job Duties: SLOCOE will continue to operate business as usual to the extent possible. Instructional staff may be creating and supporting virtual learning experiences or receiving extra training. Our food service personnel will be supporting our meal program at SLOCOE sites and/or assisting other districts around the county. Our Maintenance, Operations, Grounds and Transportation staff will be disinfecting our sites, upgrading grounds, and supporting our district efforts. Clerical staff will be supporting the needs of our staff, sometimes remotely. Our Instructional Technology, Communications and Media staff will be ensuring that we all stay connected. Human Resources, Business Services, Fiscal, and Payroll staff will be available to answer questions and ensure you get your questions answered.

Reporting Absences: If you have received direction from your supervisor to report to work and are unable to do so, please report your absence as you would normally, and we will follow applicable leave policies/provisions. Please be checking your district email for updates daily.

Leaves and Accomodations: If you are currently on leave, the conditions of your leave will not change. Should you be able to return to work, an updated doctor's note is required. If you have any questions about needed accommodations, please call the Human Resources Department.

Travel: SLOCOE has placed a moratorium upon all SLOCOE employee-related travel outside San Luis Obispo County unless absolutely necessary


IT/Virtual Meetings: Employees are encouraged to use telephone and video conferencing instead of face-to-face meetings as much as possible during this outbreak. IT support services are available to employees who need assistance with this technology.

Cleaning of Facilities: SLOCOE Maintenance, Operations and Transportation department will embark on a disinfection plan to do a deep cleaning and sanitizing of all sites and work areas. SLOCOE will provide alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes will also be provided to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. SLOCOE will provide staff training on the HSA Basic Pest Management in the School and Childcare Settings.

Additional flexibility: Employees facing extenuating circumstances may request additional flexibility. The requests are to be made in writing to Human Resources and should include specific issues related to the individual employee's situation.

Please contact your direct supervisor or the human resources department with any questions or concerns (email hr-group@slocoe.org.)

Sincerely,



Thomas Alvarez
Chief HR Officer