

COVID-19 CHECKLIST FOR COLLEGES

Employment Issues

- Review telecommuting policies and update as necessary. Evaluate each staff member's duties to determine which could adapt to telecommuting. Instruct potentially telecommuting staff to ensure they have plans in place (for example, staff with work-issued laptops might bring them home nightly; all staff should know how to use remote work technology if necessary).
- Evaluate essential levels of staffing to maintain operations and develop contingency plans for shutting down portions or the entirety of operations if staffing levels drop due to staff illness or quarantine.
- Review call-in procedures and update as necessary, including considering alternative methods to handle a larger volume of call-outs.
- Review emergency notification protocols. Consider whether weather-related closure systems provide a useful starting point for CV-related notifications.
- In conjunction with public health authorities, disclose relevant information about exposures in your workplace. Do not share names of individual staff who are infected or exposed.
- Communicate clearly that discrimination and harassment related to CV are prohibited under policy and law. No person should be subject to bias, harassment, or discrimination related to CV. Promptly follow-up on any reports of bias, harassment, or discrimination.
- Some staff will express concerns about coming to work even if there is no particular elevated risk factor. Consider your response. Will you require staff to come to work, or allow them to be absent? Consider whether absent staff will be allowed to telecommute, to use paid leave, and to what extent.
- Remind staff of duty not to retaliate against staff who raise health or safety concerns.
- Remind all staff of their rights to unpaid leave under FMLA, of applicable disability laws, and their rights to paid sick leave.
- Consider ways in which you are willing to flex family, medical, and sick leave policies. For example, consider allowing staff to use leave to stay home as necessary to comply with CV protocols and related closures, even if they are not sick or do not have serious health conditions. Consider whether and how to pay employees who miss work to comply with CV protocols and have no applicable accrued leave. Remember that employees are less likely to report if they will lose pay.

- Consider which staff have immigration status that might be affected if institution closes or employment is interrupted.
- Per CDC, do not request doctors' notes to validate staff members' need for leave or to allow staff back to work after recovery.
- Consider whether you will pay staff for any 14-day quarantine period that follows a period of international travel.
- Consider whether your rules will be different for work-related and personal travel.

Working with Labor

- Review collective bargaining agreements for clauses that address issues affected by CV. For example, clauses affecting telecommuting, changes in work duties, or emergency closures could be on-point.
- Consider whether CV-related protocols might affect mandatory subjects of bargaining.
- Meet with union leadership now to anticipate potential collective bargaining issues related to CV.

Students

- Protect the confidentiality of student information as mandated under FERPA and state law. Do not disclose medical information about students except on an absolute need to know basis. It is appropriate to share information with specific public health officials as required by law. If there is need to communicate about exposure to CV in your institution, coordinate communication through CA Dept. of Public Health and your local public health official.

Procurement, Supply Chain, Insurance

- Review contracts for travel and events to determine cancellation penalties.
- Review your emergency contracting policies to ensure that you can act quickly to address needs. Specifically make sure that the president/superintendent has the delegated authority under California Education Code Section 81655 to declare an emergency and execute emergency contracts. Under Education Code Section 81655, a contract is not valid or enforceable until the Board ratifies the contract "by a motion of said board duly passed and adopted."

- Review your needs for construction materials or other hard goods over the next six months and determine whether you can and should preorder or stock up.
- Consult with your insurance provider or risk manager on your coverage for claims arising from COVID-19 and if there are any recommended or required pre-loss activities that your institution should be conducting.