

# Transitioning Back to Campus Operations

## FAQ's for Employees

The following information is provided in an effort to keep everyone informed on the full return to campus operations.

***Please note that the FAQ's are based on current information, and we will make every effort to update the information timely.***

[Local, state, and federal government guidelines shall be used to inform this process](#)

**The Colleges and District plan on transitioning back to campus operations. What date are employees expected to transition back to their campus workstations?**

- Classified and leadership members must report to their work stations at MJC, Columbia College, and Central Services as of July 19, 2021, if/when requested by their respective supervisors.
- All classified and leadership members must report to their work stations at MJC, Columbia College, and Central Services on August 2, 2021, to resume full in-person services to our students and the communities we serve.
- Faculty members teaching Summer courses may utilize their office spaces for campus related activities.
- Faculty members should consult with their division dean as it relates to utilizing campus workspaces for the Fall 21 semester. As conditions allow, counseling and other services will be brought back to campus to provide in person services to students.
- All faculty members should expect a full return to campus operations before the start of the Spring 22 semester.

**Why is the District requiring staff and managers to return on August 2<sup>nd</sup>, while faculty are not required to report to work until Spring 2022?**

The direction provided by local, state and federal agencies have provided guidance that it is safe for employees to resume workplace operations.

The Fall 2021 schedules have been established for some time now, and most course sections have been scheduled to be offered online. The colleges plan to resume on campus course offerings in Spring 2022.

**Will the District provide the option to work remotely if needed?**

Remote work may be considered for any staff member meeting the eligibility criteria for a medical accommodation. If you have concerns about returning on campus due to a health issue, please visit the [COVID-19 Resources](#) webpage. Human Resources is available to assist employees and managers with this process. If your assigned duties do not allow for a remote work assignment, consult with Human Resource and your supervisor regarding appropriate leave options.

### **When staff return to campus, how will meetings be conducted?**

All meetings will continue to be scheduled via Zoom. For those who prefer to meet in a conference room, the meeting must be scheduled in a meeting room that provides Zoom capabilities for participants who prefer to attend using the Zoom modality.

### **What is the best way to get technical support assistance from IT?**

The most efficient way to receive technical support from IT for the first few weeks of the return will be to submit a Service Request from the IT Service Desk support portal located at <https://www.yosemite.edu/servicedesk/>. Using this portal link will allow us to respond much quicker than by email or phone. IT will be redirecting all available support resources to prioritizing these requests to ensure that the smallest turn-around time as possible.

### **I'm worried about work exposure to COVID-19 or it's new variant while at work. What measures has the District put in place to protect employees?**

The District will continue to provide PPE's, ventilated air purification, hand sanitizers and cleaning/sanitization of facilities. Additionally, at this time, all employees will be required to wear a mask. The mask requirement may change with vaccination attestation.

### **Will the District provide physical barriers, distancing and special cleaning measures in the work place?**

The District is operating under the guidance provided by the CDC, CDPH, and Cal-OSHA. The latest guidelines no longer require barriers or physical distancing. The Facilities Department has established sanitizing measures during the pandemic that will remain in place.

However, areas that have already been setup with plexiglass will remain in place. Please check in with your department manager regarding your individual work stations.

### **Does the District have plans to track employees who have/have not been vaccinated?**

The District is in the process of establishing a process and developing a form that will allow employees to self-report the status of their vaccination. Once available, the form will be provided online and be routed directly to Human Resources and the employee's manager. All forms will be maintained in a confidential file in Human Resources.

### **Should I come to work if I'm sick and/or symptomatic?**

If you are not feeling well and/or have COVID-19 symptoms, you should take steps you normally would when sick, including focusing on caring for your health, not coming to work and contacting your healthcare provider, if you feel you need to. You should follow the normal procedures for sick time away from work which requires that you notify your supervisor.

**What communications process will the District and College campuses follow if daily operations are changed in response to COVID-19 or change in guidelines?**

Communication from the Chancellor/College Presidents will be emailed to employees, be available on the District/College webpage and/or communicated by supervisors.

**Can I take time off if my child's school or care provider has been closed by order of a public official or due to the pandemic?**

Please consult with Human Resources and your supervisor regarding possible options.