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**[Staff-I] Workplace guidelines in relation to COVID-19**

1 message

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**Human Resources** <hr@cca.edu>

Thu, Mar 12, 2020 at 3:58 PM

To: faculty-l@lists.cca.edu, staff-l@lists.cca.edu

Dear Colleagues,

As you're aware, yesterday the college made the difficult decision to suspend classes so that staff and faculty can prepare for the potential remote delivery of curriculum, student services, and operational support that may be required down the line. CCA leadership is meeting daily to prepare for and respond to this rapidly changing situation, and is closely following the guidance of health officials as we determine next steps. We are grateful for the patience and understanding you have shown as we navigate this together. Many of you are or will be a part of establishing new practices and policies to that end, and your efforts are greatly appreciated.

I know there are many questions about workplace policies in relation to COVID-19. To help provide information and answers, we are in the process of creating a new Portal page that gathers policies and information about work expectations, sick time, leave to care for loved ones, self-quarantine, information for managers, and other topics that may be especially helpful to you during this time.

We expect to have that page completed by Monday, if not before. In the meantime, please see the reminders and recommended actions below, and [contact Human Resources](#) if you have questions or concerns.

- **Stay home if you are sick**, and review CCA's [paid leave policies](#). If you are concerned you do not have sick time available, [contact HR](#).
- **Well employees are expected at work as usual.**
- **Update your [personal and emergency information](#) in Workday**, and be sure you are signed up to receive emergency alerts through our Rave system.
- **[Sign up for direct deposit](#)** in Workday.
- **Practice self-care.** CCA's Employee Assistance Program is available to eligible employees at 800-834-3773 or [www.claremontep.com](http://www.claremontep.com) for help with feelings of stress or anxiety.
- **Support one another.** This is a difficult time for everyone, and your kindness and concern will help our students, and our entire community, get through this together.

We will continue to share the latest updates and information via email and on [Portal](#). Should you have questions about workplace policies or require additional assistance, your [Human Resources](#) team is standing by to support you. Thanks so much for all you do!

With gratitude,  
Leslie Gray, Vice President, Human Resources

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## HUMAN RESOURCES DEPARTMENT

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