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**[Staff-I] HR Newsletter: Workplace Guidelines during COVID-19**

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Human Resources <hr@cca.edu>  
To: staff-l@lists.cca.edu

Thu, Mar 19, 2020 at 5:12 PM

**STAFF WEEKLY UPDATE**

Dear Colleagues,

I hope everyone is hanging in there! I personally am missing the in person interaction and nonverbals that can be so vital in communications! To help us stay engaged, senior leadership still plans to hold All Staff meetings, Staff Advisory Committee (SAC) will host various forums in the coming weeks, and many folks are continuing team meetings, individual standings, and even lunch dates via Zoom! Whatever we can do to stay connected as we adjust to our new remote work environment is awesome - keep doing it!

This newsletter contains information on workplace policies that might be useful to you during this time. In addition, HR and SAC will be updating portal pages with more detailed information and resources for remote work and having a little fun!

Please stay healthy and safe and do not hesitate to contact us at [hr@cca.edu](mailto:hr@cca.edu) with questions or concerns. BTW - Anyone else struggling with working from home with kids? [Here's a little video humor.](#)

Onward!

Leslie Gray, Vice President, Human Resources

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**[WORKPLACE GUIDELINES DURING COVID-19 CLOSURE](#)****Reminders for Remote Working:**

- Regular part and full-time employees should be working according to the remote work arrangements they've established with supervisors.
- Regular employees unable to work due to their own illness or others, please enter the sick time hours in Workday in line with standard sick time policy. HR will work with employees who do not have sick balances during this time period.
- Regular hourly employees who are unable to work due to not having access to campus will still be paid at this time, and therefore must be available to work as requested. Payroll will email hourly workers with detailed time tracking instructions.

**Campus/Building Access:**

During the public health closure, access to CCA buildings and offices is to essential employees and activities necessary to maintain basic campus operations. You may access your office or workspace on either campus to retrieve belongings or necessary supplies and equipment Monday through Friday, 11am–1pm by following the steps.

- Any office or computer equipment that is taken home must be "checked out" through ETS prior to coming to campus; email [helpdesk@cca.edu](mailto:helpdesk@cca.edu) to submit a completed form.
- Call Public Safety when you arrive at 415-726-2061, (San Francisco), or 510-385-1821 (Oakland); show your CCA badge and sign-in.
- Record any company property that you plan to remove from your office on the sign-in sheet. ETS Helpdesk will cross check items on the sign-in sheet with the check-out forms that they collect.
- Public Safety will not be able to help move anything. Please be extra considerate of our Public Safety officers. Their top priority is the health and safety of our students who remain in the residence halls.
- Desks, attached monitors, file cabinets, and bookshelves must remain and cannot be removed from offices under any circumstances

**Access to Mail Deliveries:**

Staff can pick up mail and deliveries from shipping and receiving on both campuses Monday thru Friday, 11 am to 1 pm.

**Temporary Reimbursement Policies:**

We are working on an interim reimbursement for temporary extra costs. In the meantime, kindly use good judgment to keep your effectiveness high, and consult with your manager or the Business Office before incurring any additional costs associated with work. More soon!

**Sign up for Direct Deposit:**

In order to avoid delays with your paycheck or other funds, we strongly encourage you to sign up for direct deposit in [Workday](#) is easy and just takes a couple of minutes. Click [here](#) for instructions.

**Medical information Related to COVID-19:**

Blue Shield and Kaiser will make ALL virtual health care visits (not just associated with COVID-19) available to its members without copays, coinsurance or deductibles through May 31, 2020. They are discouraging you from going to the doctor's office for other illnesses and risk being exposed to COVID-19, so whenever possible, utilize the telemedicine option for non-emergency services.

- Blue Shield members can access a virtual care option such as Teladoc before seeking in-person care. Please call 1-800-Teladoc (835-2362) or visit [Teladoc.com/bsc](https://www.teladoc.com/bsc).
- Kaiser members can schedule a phone or video appointment with their doctor or speak to a 24/7 Advice Nurse by calling 1-866-454-8855 or visit [kp.org/appointments](https://kp.org/appointments).

COVID-19 testing: Currently, Kaiser and Blue Shield do not recommend testing people who are not showing symptoms of COVID-19 (cough, fever, difficulty breathing). For patients with symptoms that meet the criteria, they will make appropriate arrangements for testing. You will not have to pay for costs related to COVID-19 screening or testing.

Kaiser and Blue Shield will not charge member cost-sharing (including, but not limited to, copays, deductibles, and coinsurance) for all medically necessary screening and testing for COVID-19. In the event you are diagnosed with COVID-19, additional services, including hospital admission (if applicable) will be covered and charged according to your normal plan coverage rules.

**Flexible Spending Accounts (FSA) Update Related to COVID-19:**

Dependent Care: For those employees who have a Dependent Care FSA and your children's daycare has closed, you may have the option to make changes to your Dependent Care FSA election. We are waiting for final direction from the IRS and from our carrier, Discovery Benefits, on how this will be administered. As soon as we know more information, we will reach out to those enrolled in the Dependent Care FSA with your options.

Commuter or Parking: If you wish to update or stop contributing to your commuter or parking FSA, you may do so at any time. Please go to your benefits worklet in Workday>change benefits>select parking and transit changes from the drop down menu. Make sure you do not waive the benefit and instead put 0 as the amount (if you want to go down to 0).

**Claremont EAP is Available for Support:**

CCA provides benefit eligible employees with support for a wide variety of challenges through the [Claremont EAP](#). The Coronavirus is forcing us to hunker down, prioritize self-care and take care of each other. Lean on Claremont to help you manage our new realities.

- Schedule video counseling visits with a licensed clinician (up to five free counseling sessions, per incident and per household member)

- Research child care options in your neighborhood
- Get advice from a financial consultant via telephone to discuss your budget
- Consult with an attorney to receive free legal assistance
- Talk to an elder care expert to locate resources for your aging relative
- Visit Claremont Personal Advantage at [www.claremonteap.com](http://www.claremonteap.com) for webinars, articles, assessments, videos and financial calculators
- Visit [www.positivitycenter.org](http://www.positivitycenter.org) for tips on mindfulness, compassion and more!

If you or a member in your household needs assistance, you can contact the EAP for confidential assistance, 24 hours a day, seven days a week at 1.800.834.3773.

### **Retirement Information During Turbulent Times:**

With recent global health concerns — and their effect on the markets — you may have questions or concerns about your retirement savings. TIAA and Sageview can help you navigate this uncertainty and share what you can do to feel more confident when making decisions for both the short and the long term.

- Stay informed by checking out Sageviews's [3 Tips for Turbulent Times](#) to help you keep perspective on market conditions and what they may mean to you.
- Register for the free SageView webinar, [Market Volatility and Your Retirement Plan](#), by [clicking here](#). When: Wednesday, March 25th, 8:30am-9:30am PST
- Additionally, you can schedule an individual appointment with the following resources at your convenience, with no cost to you:

SageView Retirement Consultants (Investment Information, Asset Allocation, Financial Planning, Rollover Options)

- David Shnapek - [dshnapek@sageviewadvisory.com](mailto:dshnapek@sageviewadvisory.com) or 1-650-446-9024
- Ann Cheu - [anncheu@sageviewadvisory.com](mailto:anncheu@sageviewadvisory.com) or 1-650-446-9024

TIAA Retirement Resources

- General Retirement Planning Questions or Advice - 1-800-842-2252

Other benefits Questions? Please contact [benefits@cca.edu](mailto:benefits@cca.edu).

## **WELLNESS TIP OF THE WEEK**

### **Social Distancing**

While we're instructed to keep our distance from one another physically during the Coronavirus pandemic – Claremont encourages you to decrease your emotional distances! Let's all reach out and communicate more than usual!

To learn more about Social Distancing and ways that you can still stay in contact please check out the [Claremont EAP Flyer!](#)

Claremont EAP

[www.claremonteap.com](http://www.claremonteap.com)

[positivitycenter.org](http://positivitycenter.org)

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## Reach out to your HR Team!

For general assistance, please email us at [hr@cca.edu](mailto:hr@cca.edu) or call the HR hotline at 510.594.3700.

## Claremont Employee Assistance Program (EAP)

CCA provides benefit eligible employees with support for a wide variety of challenges through the Claremont EAP. If you or a family member needs assistance with personal, family or work-life balance issues, you can contact the EAP for confidential assistance at **800.834.3773**. Benefits include up to five free counseling sessions per incident per household member and referrals to help you deal with a wide variety of life issues.

## Anonymous Employee Comment Form

HR has designed a [new form](#) to provide an outlet for employees (faculty, staff and student workers) to share anonymous feedback, suggestions, comments, questions, or general concerns regarding CCA. Responses submitted via this form have no record of the sender and will be reviewed initially by Human Resources.

## Submitting Content for the HR Newsletter

If you are looking to include content in the HR Newsletter, please submit your content to [hr@cca.edu](mailto:hr@cca.edu) by EOD Wednesdays. Mary Aymor- Thuku will be compiling the content on a weekly basis. The HR Newsletter is sent out generally weekly, on Fridays.

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### HUMAN RESOURCES DEPARTMENT

[hr@cca.edu](mailto:hr@cca.edu) | ☎ 510.594.3700, option 3



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Staff-I mailing list

[Staff-I@lists.cca.edu](mailto:Staff-I@lists.cca.edu)

<http://lists.cca.edu/mailman/listinfo/staff-I>