



Nancy Chan &lt;nchan@cca.edu&gt;

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## [Staff-I] HR News: SAC Stay Connected, Campus Access, Health & Safety Guidelines, FREE Professional Development Courses, FSA, HSA, Commuter/Parking and EAP Services

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Human Resources <hr@cca.edu>  
To: staff-l@lists.cca.edu  
Cc: rebeccadreynolds@gmail.com

Fri, Apr 3, 2020 at 4:53 PM



### STAFF WEEKLY UPDATE

Dear Awesome Colleagues,

We've made it through our third week of our remote work environments. Many of us are still getting used to our new normal. As can be expected, there's likely been an increase in our screen time as we carry on with our work and also make efforts to stay connected to one another. In every zoom, I am encouraged by the smiling face of a colleague, and also the shared consolation in acknowledging that the lack of in person interaction can also be really hard! In this edition of our newsletter, we continue to provide important updates on health & safety guidelines, your benefits, and also resources to stay engaged. I hope to see you online soon!

Have a great weekend!

Warm Regards,  
Leslie Gray, Vice President, Human Resources

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### STAFF ADVISORY COMMITTEE (SAC) UPDATE

#### **Stay Connected!**

Looking to connect with your peers and experience the CCA community virtually?  
Join SAC's informal check-in session to catch up, asking questions, share stories, etc

on **Friday April 10th 1pm-2pm**. All are welcome!

To RSVP, please email [cca.advisory.committee@cca.edu](mailto:cca.advisory.committee@cca.edu) and we'll share the zoom link.

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## **OPERATIONS UPDATE- CAMPUS ACCESS REMINDER**

CCA Campuses is accessible to students, faculty, and staff to retrieve personal and work items during the following days/hours:

- **SF Campus:** Tuesday and Thursdays 11a-1p
- **Oakland Campus:** Monday and Wednesdays 11a-1p

When you arrive at campus contact Public Safety at:

- **SF patrol phone: 415-726-2061**
- **Oakland patrol phone: 510-385-1821**

Public Safety will meet you, check your ID, have you sign in, provide necessary access and wait until you leave to secure the building. For the safety and security of all, **PLEASE BRING YOUR CCA ID TO SHOW THE PUBLIC SAFETY OFFICER!**

For Access to **Dogpatch**, to retrieve personal items only:

- Keycard access is available (until further notice) on **Mondays, 11a -2p and Wednesdays, 3p-6p**. This access is only to retrieve items. A member of the Facilities or Public Safety teams will be there to assure that the facilities are secure by 2p on Mondays and 6p on Wednesdays.

Questions? Please reach out directly to Noel Knille at [nknille@cca.edu](mailto:nknille@cca.edu).

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## **HR UPDATES**

### **Updated Health & Safety Guidelines for Essential Workers:**

The following are updated guidelines for essential workers based on recommendations from state agencies.

- If you are sick, stay home! Essential workers are to be instructed to not come to campus if they are ill, have symptoms including cough for fever, or are tested positive or suspected to test positive by a healthcare provider.
- Help reduce the spread of germs. Sneeze and cough into a cloth or tissue or, if not available, into one's elbow. Do not shake hands or engage in any unnecessary physical contact.
- Remain at least 6 feet away from others and to not come in physical contact with others; if handling material with which others are in contact, to wear gloves and or wipe down with cleaners before and after; and thoroughly wash and dry hands at nearby sink facilities.
- Hand sanitizer with 60% to 90% alcohol is provided to essential workers.

- Custodial workers, facility techs, and any employees or contractors who may be entering students' personal living quarters (rooms, suites, apartments), need access to PPE (personal and protective equipment):
  - Gloves, masks (not specialized N95 masks used for infection control, only masks used for barrier protection from cleaning chemicals).
  - Disinfectant products such as ready to use a.k.a. "RTU" in labeled spray bottles and/or wipes.

Please contact Human Resources at [hr@cca.edu](mailto:hr@cca.edu) with any questions for comments about this protocol.

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### **Access to Free Online Professional Development Courses:**

The following online courses are available to regular staff. Hourly workers please consult with your managers on courses of interest, which should be taken during regular work schedules as time permits. Below is more info:

- View the course catalog found [here](#).
- To register for an online course please email the full name of the course(s) that you wish to take to [benefits@cca.edu](mailto:benefits@cca.edu). Your request will be processed on or before the Friday that you submit your request.
- Once processed, you will receive two emails from [welcome@myhrworkplace.com](mailto:welcome@myhrworkplace.com) and [noreply@thinkhr.com](mailto:noreply@thinkhr.com) with instructions on how to log into the site and access your course.

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

### **Flexible Spending and Health Savings Accounts (FSA and HSA) Update:**

Coronavirus Aid, Relief and Economic Security Act (CARES Act), signed on March 27, 2020 now includes additional benefits for FSA and HSA as Qualified Healthcare Expenses:

- Over the counter (OTC) drugs and medicines (such as aspirin, cough medicine, etc.)
- Menstrual products

This change is automatic and is retroactive to January 1, 2020. If you have receipts for any of these types of items, you may submit them to your administrator ([Discovery](#): phone 866.451.3399 or [Health Equity](#): phone 866.382.3510) for reimbursement.

In the future, if your plan uses a debit card, you can purchase these items at the store and receive immediate reimbursement.

### **Commuter/Parking FSA:**

Not using commuter funds these days? To stop or change your commuter or parking FSA contribution at any time, log into [Workday](#) and follow these steps:

- Go to your benefits worklet and click change benefits or type "change benefits" in the search bar in Workday.
- Select parking and transit changes from the drop down menu, enter today's date and hit submit.
- On the next screen, make updates to your amount and make sure you do not waive the benefit and instead put 0 as the amount (if you want to go down to 0) and hit submit.

**Employee Assistance Program (EAP) COVID-10 Resource Center:**

- Visit Claremont’s COVID-19 Resource Center by [clicking here](#) for easy access to global resources and Claremont virus-related materials.
- Visit the Positivity Center by [clicking here](#) with links to the Greater Good Science Center’s COVID-19 information.

**WELLNESS TIP OF THE WEEK**

**Self-Care & Support**

As the pandemic continues, social distance and self-quarantine can take its toll on you mentally and physically. Please make sure you are taking moments for self-care amidst it all with help from this Self-Care Support Calendar.

### Self-Care & Support Calendar

Please take good care as you care for others. *From the Folks at PaperClip Communications*

2020  
April

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
As the pandemic continues, social distance and self-quarantine can take its toll. Plus, you're working hard to do your job in innovative, quality, compassionate ways to honor your commitment to students. Please make sure you're taking moments for self-care amidst it all with help from this <i>Self-Care &amp; Support Calendar</i> . You're amazing.			<b>1</b> Have Some Fun!	<b>2</b> Embrace the Pause	<b>3</b> Focus on What's Going Right	<b>4</b> Take the Strive for Five Social Connections Challenge
<b>5</b> Name Your Grief	<b>6</b> Bust Out the Sidewalk Chalk	<b>7</b> Look at What We ARE Doing	<b>8</b> Think Ahead to Big Celebrations	<b>9</b> Stock Up on Nutritious Eats	<b>10</b> Tap into Mental Health Training Tools	<b>11</b> Tap into the Familiar
<b>12</b> Stay Connected During a Pandemic	<b>13</b> Take Control of Health Anxiety	<b>14</b> Don't Be Guilted into Being More Productive	<b>15</b> Clean and Disinfect with Confidence	<b>16</b> Celebrate Public Radio Music Day	<b>17</b> Be Mindful and Ground Yourself	<b>18</b> Read Books That Reinforce the Best of Humanity
<b>19</b> Find Something You Can Control	<b>20</b> Make the Most of Inside Time	<b>21</b> Realize That Life <i>Isn't</i> Shut Down	<b>22</b> Make One Small Change	<b>23</b> Enhance Your Cultural Competence	<b>24</b> Get Good, Quality Sleep	<b>25</b> Grab Hold of What <i>Is</i> Certain
<b>26</b> Address FOMO with JOMO	<b>27</b> Reduce Car Germ Uncertainty	<b>28</b> Be Uplifted	<b>29</b> Give Yourself the Beauty Treatment	<b>30</b> Find Comfort in Poems of Hope and Resilience	<i>Please share this calendar with anyone you believe could benefit.</i>	

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## Key Facts About Clean Hands

Keeping hands clean is one of the most important steps we can take to avoid getting sick and spreading germs to others. It is best to wash your hands with soap and clean running water for 20 seconds. However, if soap and clean water are not available, use an alcohol-based products to clean your hands. Alcohol-based hand rubs significantly reduce the number of germs on skin and are fast acting. To learn more facts on proper hand washing please visit page 3 of the [Claremont EAP Newsletter](#).

### [Claremont EAP](#)

800.834.3773

[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) | o 510.594.3700, option 3



5223 Broadway Terrace | Oakland, CA | 94618

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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>