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General Coronavirus Information

1. Where can I find current information about Coronavirus?
   • The most current information can be found through the Center for Disease Control (CDC) website: https://www.cdc.gov/coronavirus/2019-ncov/index.html
   • You can also visit the Colorado Department of Public Health and Environment (CDPHE) website: https://www.colorado.gov/pacific/cdphe/2019-novel-coronavirus
   • If you have general questions about COVID-19, please call CO-Help at 303-389-1687 or 1-877-462-2911 or email COHELP@RMPDC.org. Answers are available in English, Spanish, Mandarin, and more.

2. What can I do to keep myself safe?
   • Practice good hygiene:
     • Thoroughly wash your hands with soap and water for at least 20 seconds (the time it takes to hum the Happy Birthday song twice).
     • Use hand sanitizer with at least 60% alcohol if you don’t have soap and water.
     • Wash your hands before touching your eyes, nose, or mouth.
     • Cover your coughs and sneezes with a tissue and then throw the tissue away.
     • Wear an appropriate mask or face covering when you leave your home.
       • Executive Order (D 2020-138) requires all individuals over ten (10) years old to wear a face covering over their nose and mouth when entering or moving within any Public Indoor Space. The applicable exceptions include individuals who cannot medically tolerate a face covering. Employees should contact HR at ACCaskHR@arapahoe.edu to discuss an accommodation and students should contact Disability Access Services.
       • You must wear a CDC approved mask or face covering and bring your ACC ID if you come to any campus, in-person. Please review ACC’s Wellbeing and Safety for more details. Neck gaiters and masks that have a vent that exhales ARE NOT approved to be worn on campus
     • Complete the On Campus Symptom Screening form each day you are coming to campus and before you arrive. *Signs will be posted at entrances with a QR code to the form to complete.
       • If you answer Yes to any of the symptom screening questions, you will need to remain home, not come to campus, and contact your health provider.
       • If you are an employee and answer Yes to any of the symptom screening questions, complete the Employee Exposure Form.
       • If you are a student and answer Yes to any of the symptom screening questions, complete the Student Exposure Form.
• You do not need to complete the form if you are not coming to any ACC campus that day.

• If you arrive to campus and have forgotten to complete the symptom screening form at home - or if you are traveling to multiple ACC campuses that day - there will be a poster on all ACC entry doors with a QR Code that will take you to the form on your cell phone. Please complete the form before entering the building, and if you answer Yes to any of the symptom screening questions, please do not enter the building.

• Stay home if you’re sick; keep your children home if they are sick. Contact your supervisor and HR to discuss any telework and/or leave options.

• Always be prepared for an emergency and have a plan for your family. See the CDC’s website (https://www.cdc.gov/coronavirus/2019-ncov/community/home/get-your-household-ready-for-COVID-19.html) for more information on how to create a plan.

3. What is CCCS/ACC doing about Coronavirus?

• CCCS/ACC and the State of Colorado are closely monitoring the Coronavirus situation. State and local public health are working together, following federal guidance, to assess the situation and determine needs for monitoring, quarantine, or other restriction of movement and activities. We will take our lead from these expert’s guidance and are in contact with our local health partners to stay current on information related to Coronavirus.

• Every effort will be made to communicate in advance of any changes. Please continue to monitor your email and the ACC Website for the latest updates.

4. The Governor has declared a State of Emergency for Colorado. What does this mean?

• The issuance of the State of Emergency is an effort to assist in gaining access to emergency federal funding to assist with the management of COVID-19. This will allow Colorado to effectively increase the number of people who are being tested to mitigate the outbreak in the state and protect people who are most susceptible to fall severely ill from the virus.

5. Does CCCS/ACC have a pandemic plan?

• Yes, CCCS/ACC has emergency plans and we are reviewing and updating our pandemic plans, so we are prepared.

6. Where can I get tested?

• If you are experiencing COVID-19 symptoms or feel as though you have been exposed to the virus, contact your healthcare provider. They will provide you with instructions on whether you need to be tested and where to go for care and testing.

• See the CDC website for additional information on COVID-19 testing: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/testing.html or CDPHE information found here: https://covid19.colorado.gov/testing.

• See the Exposure to COVID-19 section for information about telemedicine from the CCCS/ACC health care providers.
Support Resources

7. I feel overwhelmed with what is going on. Is there someone I can talk to?

- It is completely understandable to be overwhelmed with the news about Coronavirus, personal situations, work, etc. CCCS/ACC employees have access to free and confidential resources through the Colorado State Employee Assistance Program (CSEAP). Here is the link to their website: https://www.colorado.gov/c-seap. The phone number is 303-866-4314.

- **Colorado Crisis Services Line (1-844-493-TALK):** If you or someone you know is in crisis or needs help dealing with one, call this toll-free number 1-844-493-TALK (8255) or text TALK to 38255 to speak to a trained professional. Chat services are also available from 4 p.m. to 12 a.m. daily at coloradocrisisservices.org.

- CSEAP provides webinars on a variety of topics. Visit the CSEAP website for the most recent information on CSEAP’s available webinar trainings.

Working Remotely/Continuity of Operations

8. Can I work from home until this goes away?

- When offices are open, any arrangements for working remotely must be approved in advance by the employee’s supervisor.

- We encourage supervisors to work with employees on strategies and plans for allowing for remote work, where possible. This may include assigning special projects that could be different than your regular job duties.

- When offices are open, those who must come to the office to work will be able to do so. Some teams may also work on a rotating schedule for employees reporting to the office. Allowing employees to work remotely where they can, will promote social distancing for those that must come to the office. Please work directly with your supervisor on requirements and expectations.

- There are occasions where based on the essential functions of a position, employees will be asked to return to work on campus. For those employees who have concerns for returning to work on campus, they should submit an Employee Self-Isolation or Required Quarantine Report Form. HR will work with the employee and supervisor to discuss the circumstances, review applicable state and federal laws and discuss safeguards, as applicable.

- President’s Cabinet held a Town Hall on Tuesday, July 7th. A copy of the PowerPoint presentation and recording of the Town Hall can be found on myACC, on the Employee Tab > From the President’s Office section > Town Hall Meetings subsection. This includes additional information for returning to work on campus in the fall and the 20/21 budget.

- An all campus meeting was held on Tuesday, August 18th. A copy of the PowerPoint presentation can be found on myACC, on the Employee Tab > From the President’s Office section > Building Campus Connections & Summit Day Presentations subsection.

- Training is required for all employees for returning to work on campus. Angela Johnson sent this training and a link to the training acknowledgement form via email to all employees on Tuesday,
July 7th. This required training can be found on myACC > Employee tab > Employee Forms section > COVID-19 Information subsection > ACC Return to Work Safety Training.

- An all campus meeting was held on Tuesday, October 13th. A copy of the PowerPoint presentation can be found on myACC, on the Employee Tab > From the President’s Office section > Building Campus Connections & Summit Day Presentations subsection.

- There was an update to the On-Campus Wellbeing & Safety Protocol Strategy for Arapahoe Community College Employees, Students, and Visitors on October 19, 2020.


- Email message sent from Dr. Diana Doyle on January 4, 2021:

  Happy New Year Everyone!

  I hope you all have enjoyed a fun, soulful, restful and safe holiday and semester break! I do hope you now are getting excited to start a new semester. I know I am!

  Just a couple of reminders as we begin spring semester:

  ACC will follow the plan for the start of spring semester that we shared with you in December. Remember, our goals are to maintain the health and wellbeing for employees and students and curtail the spread of the COVID-19 virus. To that end, spring semester will begin as follows:

  Classes: All ACC Campuses

  - Classes will begin on Tuesday, January 19th.

  - For the first three weeks of spring semester, until February 8th, these classes will be taught virtually: all General Education courses and CTE classes in Business, Accounting, Computers, Paralegal, and Criminal Justice. Only CTE courses in Health Careers areas, Automotive Technology, Law Enforcement Academy, and certain Art & Design courses will begin on campus on January 19th.

  - During these first three weeks we will carefully monitor the recommendations and requirements of the Colorado Department of Public Health & Environment (CDPHE), Tri-County Health Department (TCHD), and the Governor’s Office. Hopefully we gradually will be able to bring other classes onto campus as the semester progresses and it is safe to do so. Please reach out to VPI/Provost Rebecca Woulfe or any of the Instructional Deans or Department Chairs with any questions on class status.

  Services for Students:

  - Beginning January 6th and for two weeks, in order to serve new and returning students who will need to come to campus for assistance, a very few ACC employee volunteers will staff the front door of the Main Building on the Littleton Campus and the front desks at the Parker and Sturm Campuses (no more than two people at a time). As we did in August, these employees will be provided with N95 masks, and Plexiglass is in place to keep 6ft of social distancing between them and the students. Everyone coming onto campus must
complete the On Campus Screening Form (On Campus Screening form) before arriving on campus, and must sign in upon entering.

- The Library/Learning Commons will operate virtually until at least February 8th. We will assess the operation of these facilities based on the status of the virus and recommendations/requirements of the CDPHE, TCHD and/or Governor’s Office.

- In order to serve students who may not have a reliable computer at home, one Computer Lab on each campus will be available for student use by appointment only.

- The Child Development Center will operate under State childcare guidelines and remain open as per their posted schedule.

**Employee Staffing:**

As always, the safety, health and wellbeing of our employees and students is a high priority. Following the guidelines not only helps contain the spread of the virus, but also helps our students complete their studies with as few disruptions as possible during this challenging time.

- Regardless of the current status level of the virus, the vast majority of employees will begin spring semester working remotely. Only the following employees will be on campus for the time being: Faculty/Instructors teaching the designated onsite CTE courses, employees designated as essential for providing certain functional services for keeping the college operating, and employees whose job functions cannot be performed remotely. Employees who fit these categories will be notified by their supervisor.

- As with classes, we will continue to monitor the status of the virus and CDPHE, TCHD, and Governor’s Office recommendations/requirements to determine when it will be safe to bring more employees onto campus.

- No unauthorized visitors to any ACC campus.

- As Arapahoe and Douglas counties move to Orange level restrictions:
  - Office areas cannot be above 25% occupancy, with 6ft social distancing intact.
  - Services are provided remotely where able. Where not able, services will be provided at no more than 25% occupancy in an area and by appointment only.
  - Indoor gatherings or other events on any ACC campus will not be allowed at this time.

- Employees and students coming to campus must continue to complete the On Campus Screening form (On Campus Screening form), wear appropriate facial coverings and maintain 6ft social distancing while on campus, and comply with all other safety/wellbeing requirements.

Please contact your supervisor if you have any questions. While we anticipate needing to begin spring semester with an abundance of caution for safety and wellbeing, let’s remain hopeful that as the semester progresses, we will see COVID-19’s impact become less and our ability to resume some campus activities become a reality.
COVID-19 Vaccine:

At this time we do not have COVID-19 vaccine information beyond what we all have heard through the CDPHE, Governor’s Office, and media outlets. As more specific information becomes available regarding vaccine status and availability for educators, we will keep you informed.

Stay tuned for further updates at the BCC Week Virtual All-College Town Hall meeting on Tuesday, January 12th. I’m looking forward to seeing everyone at that time and gearing up together for the start of a new semester!

Hey ACC – We got this!

Peace and be well,

Diana

9. I have a personal health situation in which I have been advised to avoid close contact with others. What should I do?

- Employees who feel they need work accommodations due to their own personal health circumstances should submit an Employee Self-Isolation or Required Quarantine Report Form. HR will work with the employee and supervisor to discuss any leave benefits under the Colorado Healthy Families and Workplaces Act (HFWA), Americans with Disabilities Act (ADA), and/or Family and Medical Leave Act (FMLA), as applicable; and to discuss what telework and/or alternative work schedules may be available. HR may require documentation of your situation. If all available leave under HFWA is exhausted, employees may be required to use their own sick, annual, or comp leave or leave without pay, as applicable.

10. I live with an individual at risk of severe illness from COVID-19 and don’t feel I should come into the office. What should I do?

- Employees who feel they need work accommodations should submit an Employee Self-Isolation or Required Quarantine Report Form. HR will work with the employee and supervisor to discuss any leave benefits under the Colorado Healthy Families and Workplaces Act (HFWA) and/or Family and Medical Leave Act (FMLA), as applicable; and to discuss what telework and/or alternative work schedules may be available. HR may require documentation of your situation. If all available leave under HFWA is exhausted, employees may be required to use their own sick, annual, or comp leave or leave without pay, as applicable.

11. My child’s school/day care is closed and I can’t come into the office. Can I work from home?

- You may be permitted to work remotely. Discuss teleworking with your supervisor. If your child is sick or there is reason to believe you may have been exposed to COVID-19, please notify your supervisor, and HR by emailing ACCaskHR@arapahoe.edu or calling 303.797.5741.

- Effective January 1, 2021, employees who are not able to work/telework due to child care or school closures may be eligible for paid admin leave for some of the missed time under the Colorado Healthy Families and Workplaces Act (HFWA). If you are unable to fulfill your full work hours, please notify your supervisor, and HR by emailing ACCaskHR@arapahoe.edu or calling 303.797.5741. HR may require documentation of your situation. If all available leave under HFWA is exhausted,
employees may be required to use their own sick, annual, or comp leave or leave without pay, as applicable.

- Outside of eligible leave under the HFWA, you may be required to use annual, sick and/or comp leave, as applicable for leave-eligible employees, for the time you are unable to work. Please coordinate with your supervisor on scheduling needs and any necessary adjustments that may need to be accommodated.

12. What are some things I can do to effectively work remotely?

- You are strongly encouraged to do the best you can to create an adequate and ergonomically correct workspace at home. This includes a space that is quiet and distraction free and has proper furniture and equipment. You can visit the State of Colorado website to take an Ergonomic Assessment online to assess your remote setup (https://www.colorado.gov/dhr/ergonomics).

**Employees who are Sick**

13. I am not feeling 100% but I am OK to work, and I don’t have reason to believe I have the flu or Coronavirus. Can I come to work?

- Please do not come to work if you are not feeling well, even if it is just a head cold. CCCS/ACC offers generous sick leave for leave-eligible employees so they can rest and recover from illness and take care of their wellbeing. If you come to work while you are ill, you will be sent home by your supervisor. If you feel like you must work, talk to your supervisor about working from home so that you don’t spread germs in the office.


- See ACC COVID-19 Plan for information regarding those approved to work on campus.

- Complete the On Campus Symptom Screening form each day you are coming to campus and before you arrive. *Signs will be posted at entrances with a QR code to the form to complete.

  - If you answer Yes to any of the symptom screening questions, you will need to remain home, not come to campus, and contact your health provider.

    - If you are an employee and answer Yes to any of the symptom screening questions, complete the Employee Exposure Form.

    - If you are a student and answer Yes to any of the symptom screening questions, complete the Student Exposure Form.

14. My co-worker is coughing/sneezing, can they be sent home?

- We should not assume that everyone who coughs, or sneezes is sick. People may have allergies, or someone’s perfume/cologne has caused them to sneeze. Trust that your colleagues are going to do what is right and if they are sick, or have been exposed to the virus, they will stay home.

- If an employee is ill, their supervisor will send them home. You can reach out to HR for assistance by emailing ACCaskHR@arapahoe.edu or calling 303.797.5741.
15. I have an employee who showed up for work today and they are ill. What should I do?

- If employees come to work when they are ill, supervisors should send the employee home to prevent the spread of illness, regardless of the type of illness. Supervisors are not to give a medical diagnosis but rather exercise their current authority to send employees home when they appear to be ill and when it impacts their ability to perform their work OR the health of others.

- If the employee has COVID-19 symptoms, they should be advised to seek medical attention (see Exposure to COVID-19 section for additional information). Notify HR immediately by emailing ACCaskHR@arapahoe.edu or calling 303.797.5741.

- If the employee feels they need to work or doesn’t feel they are sick enough not to work, you can allow them to work from home if appropriate. If the employee can’t work remotely, coordinate with HR to discuss if paid admin leave is applicable.

- See ACC COVID-19 Plan for information regarding those approved to work on campus.

16. My co-worker called in sick today. Should I be concerned?

- People’s health situations are personal and private. ADA, HIPAA, and FMLA require us to maintain individual confidentiality in regard to employee medical situations and we will not share personal details of others with you.

- Please be assured that our employees and students wellbeing is of utmost importance to us. If an employee or student at ACC has been infected with COVID-19 or we have reason to be concerned, HR, the President and/or divisional Vice President will communicate necessary information with you without violating any privacy laws.

Exposure to COVID-19

17. I am sick and think I may have COVID-19. What should I do?

- Stay home! Please notify your supervisor. (Supervisors should follow up with HR.) Submit an Employee Self-Isolation or Required Quarantine Report Form

- CCCS/ACC will follow the CDC’s recommendations for exposure (https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html) which identifies what steps you should take if you are exposed to a confirmed COVID-19 case. CCCS/ACC will work with local health officials on how best to respond.

- If a public health official contacts you, follow the recommendations of the public health agency and keep your supervisor or HR informed.

- The CDC recommends that anyone experiencing symptoms (that are not expressly urgent) should use a form of telemedicine as their first point of care. Local doctors and emergency rooms may not test for COVID-19, so it’s best to “talk” through symptoms with a health care professional before showing up in-person. The more contact a person has with “sick environments”, the more likely they will unwittingly participate in the spread of a disease.
• All of our medical carriers provide various telemedicine platforms (for benefit-eligible employees who have elected medical insurance through ACC/CCCS or the State of Colorado for classified employees).
  
  o  Anthem – Customer Service, 800.542.9402  
    •  24/7 NurseLine, 800.337.4770  
    •  Video Visit, www.livehealthonline.com  
    •  Email, www.anthem.com, log into your account to email your doctor  
  
  o  Kaiser – Customer Service, 303.338.3800  
    •  Phone visit, 303.338.4545 to schedule  
    •  Video Visit, 303.338.4545 to schedule  
    •  24/7 nurse line, www.kp.org, Appointment Center to schedule  
    •  Email, www.kp.org, log into your account to email your doctor  
  
  o  Cigna – Customer Service, 800.997.1654  
    •  https://www.cigna.com/  
    •  Telehealth information: https://www.cigna.com/individuals-families/member-resources/telehealth-connection-program  

• The state of Colorado and your local county may offer free COVID-19 testing services and resources. Visit https://covid19.colorado.gov/ for information.

18. My employee has called in sick and thinks they may have COVID-19. What should I do?

•  Tell the employee not to come into the office, remind the employee of the information in question 17, and notify HR immediately by emailing ACCaskHR@arapahoe.edu or calling 303.797.5741. HR will assist in responding appropriately and follow up on any necessary actions CCCS/ACC will need to take based on the information and appropriate local health authority guidance. The employee may be required to provide a fitness to return or doctor’s note to HR prior to returning to work.

•  Ask the employee to submit an Employee Self-Isolation or Required Quarantine Report Form.

•  Do not disclose personal information about this (or any medical condition) with others. Leave any necessary messaging to HR, President and divisional Vice President, who will determine what’s appropriate, once complete and accurate information has been established. This is not to conceal any concerns but to ensure individual privacy and that accurate information is shared with necessary actions that may need to be taken by others.

•  Employees will need to receive clearance to return to work on campus from their supervisor and/or Human Resources, and they should complete the Return to Work Form (COVID-19) available on myACC, on the Employee tab > Employee Forms section > COVID-19 Forms subsection, prior to the employee returning to work in-person.

Updated 01/11/2021
19. My employee notified me that their partner/child/family member has COVID-19. What should I do?

- Advise the employee not to come to the office, remind the employee of the information in question 17 about health resources, and notify HR immediately by emailing ACCaskHR@arapahoe.edu or calling 303.797.5741. HR will assist in responding appropriately and follow up on any necessary actions CCCS/ACC will need to take based on the information and local health authority guidance.

- Ask the employee to submit an Employee Self-Isolation or Required Quarantine Report Form.

- If the employee can work, allow them to work remotely. If they are unable to work remotely, even on alternative special projects, the employee may be granted paid admin leave under the Colorado Healthy Families and Workplaces Act (HFWA). The employee may be required to provide a doctor’s note to HR prior to returning to work.

- If all available leave under HFWA is exhausted, employees may be required to use their own sick, annual, or comp leave or leave without pay, as applicable.

- Do not disclose personal information about this (or any medical condition) with others. Leave any necessary messaging to HR, President and divisional Vice President, who will determine what’s appropriate, once complete and accurate information has been established. This is not to conceal any concerns but to ensure individual privacy and that accurate information is shared with necessary actions that may need to be taken by others.

- Employees will need to receive clearance to return to work on campus from their supervisor and/or Human Resources, and they should complete the Return to Work Form (COVID-19) available on myACC, on the Employee tab > Employee Forms section > COVID-19 Forms subsection, prior to the employee returning to work in-person.

20. I have been diagnosed with COVID-19, now what?

- Notify HR immediately by emailing ACCaskHR@arapahoe.edu or calling 303.797.5741. Employees who have been diagnosed with COVID-19 and are unable to work, are eligible for paid administrative leave under the Colorado Healthy Families and Workplaces Act (HFWA) that may significantly reduce the amount of personal leave and/or leave without pay that you may need. You may be required to provide a fitness to return or doctor’s note to HR prior to returning to work. If all available leave under HFWA is exhausted, employees may be required to use their own sick, annual, or comp leave or leave without pay, as applicable. Please contact HR for additional guidance.

- Submit an Employee Self-Isolation or Required Quarantine Report Form.

- HR will work with the leadership team on the appropriate CCCS/ACC response if employees need to be notified or office space needs to be closed for extensive cleaning. Your personal information will not be shared with employees, just general information regarding the situation and to provide instructions for employees.

- Employees will need to receive clearance to return to work on campus from their supervisor and/or Human Resources, and they should complete the Return to Work Form (COVID-19) available on myACC.
21. I was notified by a health official to self-quarantine because I may have been exposed to COVID-19, now what?

- You should follow the guidelines of the health official and keep your supervisor informed of your status.
- If you are well enough to work, you will be permitted to work remotely. If you are unable to work remotely, you will be granted paid admin leave under the Colorado Healthy Families and Workplaces Act (HFWA) during your quarantine period. If all available leave under HFWA is exhausted, employees may be required to use their own sick, annual, or comp leave or leave without pay, as applicable.
- Submit an Employee Self-Isolation or Required Quarantine Report Form. HR may require additional documentation.
- Employees will need to receive clearance to return to work on campus from their supervisor and/or Human Resources, and they should complete the Return to Work Form (COVID-19) available on myACC, on the Employee tab > Employee Forms section > COVID-19 Forms subsection, prior to the employee returning to work in-person.

22. Who will pay for COVID-19 testing for people covered by the SBCCOE benefit plans?

(For benefit-eligible employees who have elected medical insurance through ACC/CCCS or the State of Colorado for classified employees)

- Kaiser, Anthem and Cigna will cover the costs of COVID-19 tests, which must be ordered by a doctor. Testing will be given without deductibles, co-pays or co-insurance requirements.
- Health care providers are also lifting requirements for co-payments and in-patient fees for plan members who have been diagnosed with COVID-19. Please reach out to your insurance provider for additional details and check with them on potential cost savings.

23. What will CCCS/ACC do if someone in the office is diagnosed with COVID-19?

- First and foremost, confidentiality around an employee’s health should be maintained to comply with federal regulations (FMLA, ADA, HIPAA). CCCS/ACC will not disclose the identity of infected employees, except as required to health care officials.
- CCCS/ACC will provide general information to all employees following the guidance of CDC and local health officials. This may include asking other employees to self-quarantine, closing an office for a period of time and for extensive cleaning and/or other actions, depending on official guidance. Employees who are asked to self-quarantine will be allowed to work remotely when possible and are asked to complete an Employee Self-Isolation or Required Quarantine Report Form. HR may require additional documentation.
24. When can employees return to work following COVID-19 like symptoms?

- CCCS/ACC will adhere to CDC guidelines on returning to work. Current CDC guidelines can be found here: [https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html).

- Employees will need to receive clearance to return to work on campus from their supervisor and/or Human Resources, and they should complete the Return to Work Form (COVID-19) available on myACC, on the Employee tab > Employee Forms section > COVID-19 Forms subsection, prior to the employee returning to work in-person.

**CCCS/ACC Sponsored and CCCS/ACC-Related Travel**

25. I have scheduled a CCCS/ACC sponsored international trip. What should I do?

- Until further notice, CCCS/ACC has suspended sponsored international travel. This suspension applies to both employees and students.

26. I have a CCCS/ACC sponsored trip scheduled within the U.S. What should I do?

- Until further notice, CCCS/ACC has suspended sponsored travel to areas of the U.S.

- It is likely that your conferences and gatherings are cancelled. You should check with the coordinator of your event to see if they will be offering a remote version of meetings/conferences and plan accordingly. Check on cancellation fees and keep your supervisor informed of your status.

27. What about CCCS/ACC sponsored and/or CCCS/ACC-related travel within Colorado?

- The Governor has issued a “State of Emergency” for Colorado in order to gain access to federal emergency funds. The Governor is also updating guidelines on gatherings and business openings. Depending on the timing, your event may be cancelled.

- Until further notice, CCCS/ACC has suspended CCCS/ACC sponsored and/or CCCS/ACC-related travel within Colorado, unless approved by the President.

- It is advisable to transition meetings to WebEx or other videoconference formats at this time.

**Employee Personal Travel**

28. I am planning a personal trip that involves international travel. What should I do?

- **Update as of September 11, 2020:** Employees are no longer required to disclose personal travel. However, self-responsibility means taking care of yourself and being mindful of the wellbeing of people around you while traveling within your community, traveling to other states, traveling internationally, and upon your return. It is recommended that employees research their travel destination to be fully informed. There are some states outside of Colorado that require visitors to quarantine when visiting their state. There are also restrictions for international travel when traveling to certain international locations. Additional information can be found here: [https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html](https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html).

- If an employee becomes ill as a result of personal travel, follow the call-in procedure as determined by the supervisor and submit an Employee Self-Isolation or Required Quarantine Report Form. HR will contact the employee and supervisor to discuss the specific circumstances.
29. I am planning a personal trip within the U.S. What should I do?

- **Update as of September 11, 2020:** Employees are no longer required to disclose personal travel. However, self-responsibility means taking care of yourself and being mindful of the wellbeing of people around you while traveling within your community, traveling to other states, traveling internationally, and upon your return. It is recommended that employees research their travel destination to be fully informed. There are some states outside of Colorado that require visitors to quarantine when visiting their state. There are also restrictions for international travel when traveling to certain international locations. Additional information can be found here: https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html.

- If an employee becomes ill as a result of personal travel, follow the call-in procedure as determined by the supervisor and submit an Employee Self-Isolation or Required Quarantine Report Form. HR will contact the employee and supervisor to discuss the specific circumstances.

30. My employee is travelling while they are on leave, what should I do?

- **Update as of September 11, 2020:** Employees are no longer required to disclose personal travel. However, self-responsibility means taking care of yourself and being mindful of the wellbeing of people around you while traveling within your community, traveling to other states, traveling internationally, and upon your return. It is recommended that employees research their travel destination to be fully informed. There are some states outside of Colorado that require visitors to quarantine when visiting their state. There are also restrictions for international travel when traveling to certain international locations. Additional information can be found here: https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html.

- If an employee becomes ill as a result of personal travel, follow the call-in procedure as determined by the supervisor and submit an Employee Self-Isolation or Required Quarantine Report Form. HR will contact the employee and supervisor to discuss the specific circumstances.

31. Do I need to notify my supervisor of my travel plans while I am on vacation?

- **Update as of September 11, 2020:** Employees are no longer required to disclose personal travel. However, self-responsibility means taking care of yourself and being mindful of the wellbeing of people around you while traveling within your community, traveling to other states, traveling internationally, and upon your return. It is recommended that employees research their travel destination to be fully informed. There are some states outside of Colorado that require visitors to quarantine when visiting their state. There are also restrictions for international travel when traveling to certain international locations. Additional information can be found here: https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html.

- If an employee becomes ill as a result of personal travel, follow the call-in procedure as determined by the supervisor and submit an Employee Self-Isolation or Required Quarantine Report Form. HR will contact the employee and supervisor to discuss the specific circumstances.
Leave Processing

32. If I am prevented from coming to work, will I be required to use my sick/annual leave?

- If you are prevented from coming to work due to a health reason or as a result of guidelines from a health official, please complete an Employee Self-Isolation or Required Quarantine Report Form, even if you have been approved by your supervisor for remote work.

- HR will work with the employee and supervisor to discuss any leave benefits under the Colorado Healthy Families and Workplaces Act (HFWA) and to discuss what telework or alternative work schedules may be available. HR may require documentation of your situation.

- Employees who are unable to work remotely that have health reasons to be away from the office, including those impacted by COVID-19, and those who have been instructed by a health official to self-quarantine, will be eligible for paid admin leave under the Colorado Healthy Families and Workplaces Act (HFWA). If all available leave under HFWA is exhausted, employees may be required to use their own sick, annual, or comp leave or leave without pay, as applicable. Remote work will be the first consideration, and this may include special projects that may be different than your regular job duties.

- Employees who are ill or unable to work remotely, not as a result of COVID-19, may need to use sick or annual leave if leave-eligible, or leave without pay. Employees should talk to their supervisor, and HR by emailing ACCaskHR@arapahoe.edu or calling 303.797.5741, regarding their specific circumstances.

33. If the office closes and I am not able to work remotely will I still be paid?

- CCCS/ACC will strive to maintain business continuity during this situation. This includes transitioning Instruction to remote formats and allowing employees to work remotely where possible.

- Supervisors will be working with employees to identify strategies for working remotely, even if that requires identifying special projects for employees that are different than their typical job duties. Employees may be eligible for leave under the Colorado Healthy Families and Workplaces Act (HFWA). Contact your supervisor, or HR by emailing ACCaskHR@arapahoe.edu or calling 303.797.5741 with any questions. If all available leave under HFWA is exhausted, employees may be required to use their own sick, annual, or comp leave or leave without pay, as applicable.

- Hourly staff who are able to work remotely should coordinate their work hours and times with their supervisors and should continue to submit their hours through Banner for regular payroll processing until the end of their current work assignment.

34. What type of support resources are available for hourly staff who are no longer eligible for admin leave as of May 15, 2020?

- **Unemployment Resources:** In partnership with the Governor’s Office, state agencies, and community partners, the Colorado Department of Labor and Employment launched OnwardCO.org. OnwardCO is a COVID-19 response site that will provide support for individuals in Colorado impacted by job loss by connecting them to essential services, online training programs, and immediate employment opportunities.
• **Colorado Healthy Families and Workplaces Act (HFWA):** If you believe you may qualify for HFWA benefits, please contact the Office of Human Resources at ACCaskHR@arapahoe.edu or calling 303.797.5741 for information.

• **The Colorado State Employee Assistance Program:** CSEAP provides free and confidential counseling and other self-care resources. The counselors are standing by to help employees navigate these uncertain times and are offering video counseling to all employees. To access the employee assistance program, visit the state website at www.colorado.gov/CSEAP or call 303.866.4314.

• Questions? Contact ACCaskHR@arapahoe.edu.

35. If I am required to quarantine, will I have to use my leave?

• If you are required to quarantine please notify your supervisor and submit an Employee Self-Isolation or Required Quarantine Report Form.

• Remote work will be the first option for employees. This may include your supervisor providing you with special project work to complete that is different than your regular job duties. If you are not able to work remotely, you may be eligible for leave under the **Colorado Healthy Families and Workplaces Act (HFWA).** HR will work with the employee and supervisor for what type of leave may apply under HFWA.

• If all available leave under HFWA is exhausted, employees may be required to use their own sick, annual, or comp leave or leave without pay, as applicable.

36. If I am diagnosed with COVID-19, will I lose pay?

• Please contact HR by emailing ACCaskHR@arapahoe.edu or calling 303.797.5741 so we can work through your individual situation together. You will be required to remain out of the office through a quarantine period beyond being ill.

• Employees diagnosed with COVID-19 who are unable to work are eligible for paid admin leave under the **Colorado Healthy Families and Workplaces Act (HFWA).** The amount of time paid will depend upon the circumstances and type of employee (e.g. benefit eligible, temporary, etc.).

• If all available leave under HFWA is exhausted, employees may be required to use their own sick, annual, or comp leave or leave without pay, as applicable.

• Instructors who are diagnosed with COVID-19 and are unable to complete their Instructional assignments will be paid the remainder of their Instructional assignment pay for the current semester. Additional assignments will not be awarded if the Instructor is unable to start a new term. Non-Instructional assignments (e.g. curriculum development, etc.) that are not able to be completed will not continue to be paid. These assignments may be delayed to a later date or re-assigned to another employee depending on business need.

37. Will I be required to submit a doctor’s note for sick time or time out of the office related to COVID-19?

• You may be required to submit a doctor’s note for illnesses not related to COVID-19 when you are out of the office for more than three days. This is on a case-by-case basis. Talk to your supervisor and/or HR.
HR may require documentation confirming your status out of the office related to COVID-19 so that proper guidelines and restrictions from work can be followed to ensure the safety of the workplace.

If you are diagnosed with COVID-19, you will be required to provide some form of documentation indicating you are released to return to work.

38. I previously submitted a leave request for personal time that is no longer happening. What should I do so that I do not lose that leave?

(For fulltime, leave-eligible employees only)

• If your supervisor has already approved your leave, you can submit a leave request for negative hours. When the time comes for the approved leave, Banner will process your original request and remove the approved leave as well as the negative leave request which will put hours back in your leave bank.
• If your supervisor has not yet approved the leave, ask that it be returned to you for revision or denied. If it is returned for revision, you will then be able to cancel the request.

39. If the office is shut down, can I be required to report to work?

• CCCS/ACC has identified critical/essential personnel required to maintain business continuity. Individuals identified as critical/essential will be required to report to the office according to their established schedule. Employees should work with their supervisors on scheduling.
• Employees who are not identified as critical/essential should work remotely during office closures.
• Employees designated as critical/essential who do not report to work as scheduled will be required to use their earned leave for the time missed, unless they are sick or required to quarantine.
• See Executive and Public Health Orders section for additional information regarding individuals at risk of severe illness from COVID-19.

Supervisor Information

40. What should I be doing to prepare my staff for working remotely?

• You should be working with your employees to make sure they have the appropriate resources and plans to work remotely. Help employees who don’t regularly work remotely test their setup and comfort level. Being away from the office for one day is different than being away for a longer period of time. Think through paper driven processes and how those may be transitioned to electronic and impromptu meetings or discussions and how those may be handled alternatively.
• Make sure your work unit has plans for maintaining business continuity. What are the critical job functions that need to be maintained? What will you do if someone becomes ill and can’t work, do they have backup? Are there desk manuals or guides on a shared drive that would allow someone else to pick up work others might not be able to do if they become sick? How will you monitor that critical job functions are being completed?
• Make sure you have all your employees contact information and have discussed how you would like to be notified of their status and changes in circumstances. Determine a plan for check-ins or team meetings to discuss status of projects, keep people connected to work, etc.

41. I have staff that are not in positions that could be done remotely. What should I do?

• Get creative! Think about special projects or work tasks that the employee could do remotely, even if they are not part of the employee’s typical job duties. Reach out to other departments to see if they need any assistance where your employees could provide support.

• Hourly staff who are able to work remotely should coordinate their work hours and times with their supervisors and should continue to submit their hours through Banner for regular payroll processing until the end of their current work assignment.

• There are occasions where based on the essential functions of a position, employees will be asked to return to work on campus. For those employees who have concerns for returning to work on campus, they should submit an Employee Self-Isolation or Required Quarantine Report Form. HR will work with the employee and supervisor to discuss the circumstances, review applicable state and federal laws and discuss safeguards, as applicable.

42. Do we need to track Admin Leave?

• Yes! We need to keep track of the amount of paid admin leave provided. Please do not approve paid admin leave without first working with HR to ensure eligibility.

• **Update as of September 10, 2020:** Employees and supervisors should contact ACCaskHR@arapahoe.edu for any questions or to discuss what paid admin leave may be available under HFWA. An HR representative will contact both the employee and supervisor to discuss the specific circumstances. There is a form that must be completed when HFWA is approved and taken. HR will provide a link to that form once HFWA leave is approved.

• For leave-eligible employees who complete a timesheet, once approved by HR, admin leave can be coded on the employee’s timesheet.

• For any temp hourly employees who should be paid admin leave for COVID-19 matters, you will need to work with HR to process the time via payroll.

**Executive and Public Health Orders**

43. What does the Safer at Home and in the Vast, Great Outdoors phase mean?

• The Safer at Home and in the Vast, Great Outdoors Executive Order is an option to allow some employees back to work but not at full capacity. Under the Safer at Home in the Vast, Great Outdoors Executive Order, everyone is still advised to stay at home as much as possible. Critical businesses are open and non-critical businesses are operating with restrictions. See ACC COVID-19 Plan for who is approved to return to work on campus.
44. How long will the Safer at Home and in the Vast, Great Outdoors Executive Order phase last?

- Executive order (D 2020 091) issued on June 1, 2020, remains in effect. The Governor will work closely with public health to monitor the status of the virus and make decisions based on the data. Please continue to monitor your email and the ACC Website for the latest updates.

45. Who are considered individuals at risk of severe illness from COVID-19 under the Safer at Home and in the Vast, Great Outdoors Executive Order, and the Protect Our Neighbors Executive Order D 2020-127?

- Individuals who are sixty-five (65) years and older;
- Individuals with chronic lung disease or moderate to severe asthma;
- Individuals who have serious heart conditions;
- Individuals who are immunocompromised;
- Pregnant women; and
- Individuals determined to be high risk by a licensed healthcare provider.

- See #9 and #10 under Working Remotely/Continuity of Operations for additional guidance if you are considered and/or live with someone who is considered an individual at risk of severe illness from COVID-19.

46. If I am an individual at risk of severe illness from COVID-19 that the Governor has mandated to continue to stay home and my employer wants me to come back to work, am I required to return to work?

- Per Safer at Home and in the Vast, Great Outdoors Executive Order D 2020 091, and Protect Our Neighbors Executive Order D 2020-127, individuals at risk of severe illness from COVID-19 cannot be compelled to perform in-person work for any business or government function, including a Critical Business or Critical Government Function. Employees may be eligible for paid admin leave under the Colorado Healthy Families and Workplaces Act (HFWA). If all available leave under HFWA is exhausted, employees may be required to use their own sick, annual, or comp leave or leave without pay, as applicable.

- Submit an Employee Self-Isolation or Required Quarantine Report Form. Telework options will be discussed with the employee and supervisor.

47. What if you live with an individual at risk of severe illness from COVID-19?

- If you live with someone who is an individual at risk of severe illness from COVID-19, you also should follow stay at home guidelines to the greatest extent possible so as not to bring exposure into your household.

- Submit an Employee Self-Isolation or Required Quarantine Report Form. Telework options will be discussed with the employee and supervisor.

- Employees may be eligible for paid admin leave under the Colorado Healthy Families and Workplaces Act (HFWA). If all available leave under HFWA is exhausted, employees may be required to use their own sick, annual, or comp leave or leave without pay, as applicable.
48. Are masks or face coverings required when working around others on campus?

- **Executive Order (D 2020-138)** requires all individuals over ten (10) years old to wear a face covering over their nose and mouth when entering or moving within any Public Indoor Space. The applicable exceptions include individuals who cannot medically tolerate a face covering. Employees should contact HR at ACCaskHR@arapahoe.edu to discuss an accommodation and students should contact Disability Access Services.

- You must wear a CDC approved face covering and bring your ACC ID if you come to any campus in person. Please review ACC’s Wellbeing and Safety for more details. You must wear a mask if you are on campus in person. Neck gaiter and masks that have a vent that exhales ARE NOT approved to be worn on campus.

49. Am I required to complete a symptom screening form before coming to campus?

- Yes, the Public Health Order 20-35 – Safer at Home Dial, requires all employees and students who are physically in campus buildings, to be screened for COVID-19 symptoms.

- ACC has developed an On Campus Symptom Screening form that must be completed each day you are coming to campus and before you arrive. *Signs will be posted at entrances with a QR code to the form to complete.*

  - If you answer Yes to any of the symptom screening questions, you will need to remain home, not come to campus, and contact your health provider.

    - If you are an employee and answer Yes to any of the symptom screening questions, complete the Employee Exposure Form.

    - If you are a student and answer Yes to any of the symptom screening questions, complete the Student Exposure Form.

  - You do not need to complete the form if you are not coming to any ACC campus that day.

  - If you arrive to campus and have forgotten to complete the symptom screening form at home - or if you are traveling to multiple ACC campuses that day - there will be a poster on all ACC entry doors with a QR Code that will take you to the form on your cell phone. Please complete the form before entering the building, and if you answer Yes to any of the symptom screening questions, please do not enter the building.

**Levels of Safety in Colorado**

50. Colorado has six levels of safety. What does that mean?

- Colorado has established a dial framework with different levels of “openness” at the county level. Each level provides guidance to how counties will respond to circumstances in their county. You can access information about the status dial and find your county’s level here: [https://covid19.colorado.gov/](https://covid19.colorado.gov/).

- It is the intent of ACC/CCCS to maintain business continuity and ensure we continue to support our students as best we can. How this happens will vary by county. Instruction may be transitioned to
remote instructions wherever possible and alternative arrangements in the best interest of the student will be made for courses that cannot be transitioned to remote.

- Local orders (e.g. Tri-County Health, etc.) would apply to individuals living in the impacted cities and counties. Employees should notify their supervisors if they live in an area with a local order. Where possible, these employees will be permitted to work remotely. If remote work is not possible, employees may be eligible for emergency leave.

51. Do I have to come to the office?

- For now, the State has asked that we keep reduced staffing levels on campus. Please coordinate work on campus with your supervisor. We will continue to monitor the guidance from the State, CDPHE, and local health authorities to adjust our plans as needed.
- Employees identified as critical or essential will continue to report to work as scheduled.

52. What happens if I am not able to work remotely during a stay-at-home order?

- Every effort will be made to provide options for employees to work remotely. This may include special projects that are different than your regular job duties. Employees who are not able to work remotely may be provided with paid administrative or emergency leave. All paid administrative or emergency leave must be approved by HR.

53. I have been designated as essential but I am not able to perform my job requirements. Will I still be paid?

- Please work directly with your supervisor and HR on your specific situation. You may be required to use personal time (sick or annual leave) for the time you are not able to perform your essential functions.

Colorado Healthy Families and Workplaces Act

54. What is the Healthy Families and Workplace Act (HFWA)?

- The HFWA is a Colorado act that provides emergency paid sick leave for all employees for the following situations:
  - Self-isolating or work exclusion due to exposure, symptoms, or diagnosis of COVID-19.
  - Seeking a diagnosis, treatment, or care (including preventative care) of such an illness.
  - Being unable to work due to a health condition that may increase susceptibility to or risk of such illness.
  - Caring for a child or other family in category 1 – 3, or whose school or child care is unavailable due to COVID-19.
  - Closure of a temporary employee’s work location, and work cannot be performed remotely.
- The act was effective January 1, 2021 and remains in effect until 4 weeks after the public health emergency ends.
- See the CO Department of Labor and Employment website for a flyer on HFWA (Colorado Workplace Public Health Rights Poster):
55. My child’s school or day care is closed and I am unable to work remotely. I would like to utilize leave under HFWA, what should I do?

- Supervisors are encouraged to coordinate a flexible schedule with employees wherever possible.
- Employees with child care needs as a result of COVID may be eligible for emergency leave under the HFWA. Employees who are unable to work remotely as a result of a school/day care closure for some or all of their regularly scheduled hours should contact HR at ACCaskHR@arapahoe.edu. HR will work with the employee on the necessary documentation that may be required. Working remotely, including on alternative schedules, will be the first option but employees may be eligible for paid leave for part of the time they are unable to work.