

Coronavirus and CCCS/ACC FAQ's

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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 as recommended by the [CDC](#) or as required by businesses / organizations.
- The CDC recommends getting a COVID-19 vaccine for those who are eligible to receive the vaccine. More information is available here: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/about-vaccines/index.html>.
- 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. Are masks or face coverings required when working around others on campus?

- Effective Monday, August 16, 2021:
 - All students, employees, members of the community, visitors, and contractors, regardless of vaccination status, who come to the Littleton Campus, Parker Campus, or Sturm Collaboration Campus are required to wear protective masks or face coverings in all ACC buildings.

4. 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 information for Free COVID-19 Testing Sites in Adams, Arapahoe and Douglas Counties: <https://www.tchd.org/827/Free-Testing-Sites>.
- 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

5. 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 coloradocrisiservices.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

6. 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.
- For those employees who have concerns for returning to work on campus, they should speak to their supervisor and contact HR at ACCaskHR@arapahoe.edu. HR will work with the employee and supervisor to discuss the circumstances, review applicable state and federal laws and discuss safeguards, as applicable.

7. 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 discuss with their supervisor and contact HR at ACCaskHR@arapahoe.edu. HR will work with the employee and supervisor to discuss any leave benefits, the Americans with

Disabilities Act (ADA), and/or the 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 is exhausted, employees may be required to use leave without pay, as applicable.

8. 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 discuss with their supervisor and contact HR at ACCaskHR@arapahoe.edu. HR will work with the employee and supervisor to discuss any leave benefits and/or the 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 is exhausted, employees may be required to use leave without pay, as applicable.
9. 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 if approved in advance by your supervisor. Discuss teleworking options with your supervisor. If your child is sick or there is reason to believe you may have been exposed to COVID-19, please stay home, notify your supervisor, and HR by emailing ACCaskHR@arapahoe.edu or calling 303.797.5741.
10. 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

11. 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 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.
 - Please follow CDC recommendations found here: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>.
12. 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 appears 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.

13. 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.

14. 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

15. 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 have 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).

- 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
- 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
- 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.

16. 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 15, 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 may 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.

17. My employee notified me that they or their partner/child/family member has been exposed to COVID-19. What should I do?

- Advise the employee that depending on vaccination status they may not need to quarantine when notified of an exposure. If the employee is vaccinated and asymptomatic, they may not need to quarantine. The employee must monitor symptoms and immediately go home or stay home if they begin to feel ill. If the employee is not vaccinated or has an exemption, they will not be allowed to return to work until 7-14 days after the initial exposure.
- Ask the employee to submit an [Employee Self-Isolation or Required Quarantine Report Form](#).
- If possible, allow the employee to work remotely. Get creative with special projects or online trainings if the employee cannot perform their normal work responsibilities remotely. The employee may be required to provide a doctor's note to HR prior to returning to work.
- If all available leave is exhausted, employees may be required to use 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 may 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.

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

- Notify HR immediately by emailing ACCaskHR@arapahoe.edu or calling 303.797.5741. You may be required to provide a fitness to return or doctor's note to HR prior to returning to work. If you are unable to work remotely and all available leave is exhausted, you may be required to use leave without pay, as applicable.
- 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 may 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.

19. 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.
- Submit an [Employee Self-Isolation or Required Quarantine Report Form](#). HR may require additional documentation.
- If you are unable to work remotely and all available leave is exhausted, you may be required to use leave without pay, as applicable.
- Employees may 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. 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.
- Free testing resources are available within the Tri-County area. See information for Free COVID-19 Testing Sites in Adams, Arapahoe and Douglas Counties: <https://www.tchd.org/827/Free-Testing-Sites>.

21. 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.
- For the Watch-Warning-Outbreak Protocol, visit: <https://www.arapahoe.edu/about-acc/college-leadership/information-about-covid-19>.

22. 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>.
- Employees may 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

23. Is CCCS/ACC sponsored and CCCS/ACC-related travel allowed?

- Travel is allowed but must follow all regular fiscal and college guidelines and procedures in place.

Employee Personal Travel

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

- Employees are not 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 about any restrictions within the travel destination. Additional information can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>.
- Research CDC recommendations for what to do after travel. Discuss with your supervisor these recommendations, including the possibility of remote work following out-of-state or international travel based on these CDC recommendations. <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>. Employees are not required to disclose vaccination status.
- 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

25. 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 available leave and to discuss what telework or alternative work schedules may be available. HR may require documentation of your situation.
- Employees may be required to use their own sick, annual, comp time or leave without pay, as applicable.

26. 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](#).
- HR will work with the employee and supervisor to discuss available leave and to discuss what telework or alternative work schedules may be available. HR may require documentation of your situation.
- Employees may be required to use their own sick, annual, comp time or leave without pay, as applicable.

27. 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.
- HR will work with the employee and supervisor to discuss available leave and to discuss what telework or alternative work schedules may be available. HR may require documentation of your situation.
- Employees may be required to use their own sick, annual, comp time 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.

28. 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.

Vaccine Information

29. Where can I find information about COVID-19 Vaccines in Colorado?

- Check out information provided by the State of Colorado, located here: <https://covid19.colorado.gov/vaccine>. This site includes information for vaccine eligibility, how to obtain a vaccine, FAQs, and information about vaccine safety and effectiveness.