

EMAIL TO SUPERVISORS 021020

Dear Supervisors,

I am writing to inform you that the Human Resources Division is working to address workplace issues related to COVID-19. We understand that this is an uncertain time and although we have no reason currently to believe our college will be impacted by the COVID-19 outbreak, we are working to be prepared and to provide our supervisors, staff and faculty with resources and support.

As stated in the college's recent communication, the college is urging employees who are sick to stay home. We recognize that this has the potential to cause a strain on some departments and we are working to put support measures in place to ensure continued operations. We ask that you, as supervisors, convey a consistent message to all your staff encouraging them to stay at home if they are ill.

I will be sending out more detailed information soon, but please know that we are currently working on the following:

- HR is compiling a list of all leave options available to employees per bargaining unit for employees who have exhausted sick leave.
- We are in the process of identifying all positions throughout the college and cross-referencing those with like duties and skillsets in the event that we need to temporarily reassign employees to departments that need assistance.
- We are identifying all positions deemed essential to college operations and ensuring appropriate backup is in place for these positions.
- HR has been working over the past few months to create a comprehensive telework pilot program. We will be sending out information regarding this pilot in the next few days. However, please note that we are also in the process of identifying how we might be able to utilize the State of Minnesota telework policy in an expanded manner if necessary.

If you have any employees who call in sick due to respiratory symptoms or COVID-19 related concerns, please notify Human Resources promptly.

Lastly, the State of Minnesota provides confidential counseling resources to employees who are struggling with life matters that impact personal well-being. Employees who are experiencing significant stress related to this matter may choose to utilize these resources through the Employee Assistance Program (EAP). Additional information on EAP can be found on the SEGIP website.

Thank you,

Dianna Cusick Chief Human Resources Officer