

South Texas College
Employees Returning to Work
Frequently Asked Questions (FAQs) *

- 1. Will the number of employees in each building and work area be kept within the CDC guidelines?**
Yes. All supervisors will be expected to maintain the recommended social distancing of not more than 10 persons in a space with 6 feet of separation among employees. Rotational scheduling may be implemented as needed to maintain social distancing.
- 2. What hours will the College be open?**
The College will be open Monday to Friday 8am to 5pm with extended hours based on department's needs and student's needs to access services such as the Library, Open Computer Labs, Tutoring Centers, And Student Services.
- 3. How will you ensure that all employees remain at least 6 feet apart?**
Supervisors and staff will be monitoring work areas to ensure all employees maintain recommended practices. Employees in private offices are considered to be in compliance with the 6 feet apart guideline.
- 4. Will employees be required to report to work on campus?**
Supervisors will determine which employees need to be on campus and which are able to continue working from home to comply with safety guidelines and as the College restores essential services and operations. Supervisors will develop plans to begin scheduling employees to return to campus on Monday, May 4th based on social distancing and other safety guidelines. Rotating schedules, shifts, and other best practices may be used to ensure safe distancing. Supervisors will contact employees on when and where to report.
- 5. Will sanitation supplies be available?**
Supplies such as disinfectants, hand sanitizer, and soap will be available to College employees at strategic locations.
- 6. Will employees be required to wear a mask?**
The College will require all employees to wear a mask face covering while on campus, in a building, or while interacting with others. Employees will be expected to provide their own mask.
- 7. How will work areas be sanitized?**
Employees will sanitize their own work areas, computer stations, and equipment as needed. Employees will be instructed by their supervisor to sanitize computer stations and equipment used by students and other frequently touched surfaces before and after each use. The Facilities Operations & Maintenance custodial staff will perform a thorough cleaning of campus facilities and common areas on a scheduled basis.
- 8. How often will departments serving students be sanitized?**
Areas such as the Enrollment Center, Financial Aid, and Open Computer Labs, will be sanitized between student appointments.
- 9. Will employees be screened before reporting to work each day?**
Prior to returning to work, employees must, on a daily basis, pre-screen themselves by using the Daily COVID-19 Screening Checklist on the College's Coronavirus Webpage. This screening checklist requirement is to comply with the Governor's Report to Open Texas. An employee exhibiting new or worsening signs or symptoms of possible COVID-19, as listed on the checklist, should not report to work and should notify their supervisor.

<https://www.southtexascollege.edu/emergency/pdf/daily-covid-19-screening-checklist.pdf>

10. What do I do if I do not have child care for my children and I cannot report to work?

Governor Abbott’s office has developed Child Care Options for Texas Frontline Workers. The portal allows frontline workers to find available licensed child care near the employee’s home or work.

<https://find.frontlinechildcare.texas.gov>

11. Will employees be eligible for Family First Coronavirus Response Act (FFCRA) Emergency Paid Sick Leave and /or Expanded Family and Medical Leave?

Per the FFCRA, an employee may request Emergency Paid Sick Leave if unable to work (including telework) for the following COVID-19-related reasons:

- Subject to a federal, state, or local quarantine or isolation order related to COVID-19;
- Advised by a health care provider to self-quarantine because the employee has, may have, or is particularly vulnerable to COVID-19;
- Experiencing symptoms of COVID-19 and seeking a medical diagnosis; such as waiting or attending an appointment for a COVID-19 test;
- Caring for an individual who is subject to a quarantine or isolation order related to COVID-19;
- Caring for a son(s) or daughter(s) if the school or child-care provider is closed because of COVID-19;
- Is experiencing any other substantially similar condition specified by the U.S. Secretary of Health and Human Services.

Expanded FMLA is available only if you are unable to work or telework because you need to care for a son(s) or daughter(s) whose school, daycare, or normal childcare provider is closed or unavailable because of COVID-19.

The forms are available on the College website.

<https://www.southtexascollege.edu/emergency/pdf/FFCRA-FORM.pdf> and

<https://www.southtexascollege.edu/emergency/coronavirus.html>

If you have any questions about the forms, please send email to the HR Benefits Specialist at HR_Benefits@southtexascollege.edu or call 956-872-4448.

12. What if I prefer to use my accrued vacation time instead of returning to work as requested?

Employees can use accrued vacation with the approval of their supervisor.

13. Will students be on campus?

There will be limited students on campus for access to library, open labs, tutoring services, student services, and face to face instruction for selected CTE and noncredit courses.

14. What do I do if an employee reports a possible exposure?

In the event an employee reports a possible exposure within the past 14 days to anyone suspected or under investigation of COVID-19 infection, the employee will be asked about possible exposure to COVID-19 and whether they are experiencing any symptoms. If the employee reports symptoms of COVID-19, they will be sent home and their work area will be sanitized.

*Subject to change