

Unit Guidance on Office Closure or Quarantine Due to COVID-19
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The COVID-19 situation continues to change, and UC ANR directors, managers and supervisors should be actively planning for the possibility of the COVID-19 disease occurring in our local community. Some potential steps that State and local public health authorities may decide to implement:

- Temporary closures or dismissals of childcare facilities and schools
- Other social distancing measures that increase the physical space between people, including workplace social distancing measures (i.e. teleworking)
- Modifying, postponing, or cancelling mass gatherings

We all need to consider how our unit will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children if dismissed from school. To prepare for this potential:

- Supervisors should discuss these potential scenarios with the personnel and volunteers in their programs.
- Supervisors should work with personnel to determine in advance whether it would be feasible for employees to work from home when they are not sick themselves but need to stay away from the workplace to care for a sick family member or a child who is impacted by a school closure or due to workplace closure.
 - In this case, employees should have an approved plan for 14-days of work from home, including daily phone/Zoom check-ins with their supervisor.
 - The plan should include a discussion of what equipment, materials, and supplies employees will need to be successful in their duties working remotely.
 - When work at home is determined to be necessary, you will need to consult with [ANR IT](#) and SLO County IT (via Office Manager, Jerry Harris) to ensure that employees can access the systems or files they need to do their work, and to ensure laptops have recommended encryption or other data security measures in place.
 - For SLO County employees, the UCCE Director and Office Manager will connect with the County HR office about the potential for office closures and the impact on County-paid employees.
- For ANR programs that involve work at schools, supervisors should consider other tasks or program delivery models those employees could use in the event of school closures.
- Personnel and volunteers should be prepared to cancel public programs if advised to do so by public health officials, partner agencies, or meeting hosts.
- Supervisors should establish a process to communicate information to employees, volunteers, program participants, and other public partners in the case of office closure and/or program cancellation.

All employees and volunteers should take [basic steps to prevent illness](#). Our unit is following the CDC recommendations to provide alcohol-based hand sanitizer in the workplace to encourage hand hygiene and disposable sanitizing surface wipes so that employees may wipe down commonly used surfaces such as work surfaces, keyboards, etc. These supplies will be provided to all employees working in the SLO County Office. For employees working in other locations, descriptions of appropriate sanitizers and wipes, as well as funds to purchase these supplies, will be provided by Unit

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Safety Officer, Dayna Ravalin. Additionally, disposable sanitizing surface wipes will be stored in all of our UC and County vehicles.

If you are sick, stay home from work and limit contact with others to keep from infecting them. Personnel and volunteers should remain away from work until symptoms resolve, and seek medical assistance as appropriate. If an employee with symptoms declines to take leave, Supervisors are instructed to contact ANR Human Resources and/or SLO County HR for assistance in determining whether there is objective evidence of illness. If there is objective evidence of illness, and the employee still refuses to take leave, a manager or supervisor may require that the employee leave the workplace.

Employees may use accrued sick leave if they are unable to work due to their own illness, or if they need to stay home to care for a family member who is sick. If an employee has exhausted their sick leave, the UCCE Director will contact ANR HR/SLO County HR to discuss leave options.

For more information about the status of the COVID-19 situation and links to other official guidance, see [UC ANR Risk & Safety Services](#) and/or the SLO County [Health/Public Health Agency](#) website.

UC employees who are experiencing stress and anxiety as a result of the uncertainties surrounding COVID-19 are encouraged to contact the UC Davis Academic and [Staff Assistance Program \(ASAP\)](#) at 530-752-2727. SLO County employees can contact [Employee Assistance Program \(EAP\)](#) at 800-999-7222.

If you have any questions or concerns, please contact UC Cooperative Extension Director, Katherine Soule.