Guidance for ANR Directors regarding COVID-19

On February 27, 2020, the UC Office of the President released Guidelines for UC locations concerning COVID-19.

The situation continues to change, and ANR directors, managers and supervisors should be actively planning for the possibility of the COVID-19 disease occurring in their local community. 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, such as replacing in-person meetings with teleworking
  - Modifying, postponing, or cancelling mass gatherings.

Keep yourself informed of the latest public health information released by the Centers for Disease Control, California Department of Public Health, and local health officials, and plan in advance for the possibility of increased employee absences.

Consider how your office 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.

- Discuss these potential scenarios with the employees in your office.
- 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.
- When considering work at home, you may need to consult with ANR IT 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.
- If you are in a County Cooperative Extension office, connect with the County administration and/or HR office about the potential for office closures and the impact on County-paid employees.
- For ANR programs that involve work at schools, consider other tasks or program delivery models those employees could use in the event of school closures.
- Be prepared to cancel public programs if advised to do so by public health officials, partner agencies, or meeting hosts.

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• Establish a process to communicate information to employees, volunteers, program participants and other public partners.

• Remind employees of basic steps they should be taking to prevent illness. CDC recommends providing alcohol-based hand sanitizer in the workplace to encourage hand hygiene. It is also recommended to make disposable wipes available so that employees may wipe down commonly used surfaces such as work surfaces, keyboards, etc.

You can help minimize stress and anxiety by sharing factual information and referring employees to UC and CDC resources. 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.

If an employee is sick, have them stay home from work and limit contact with others to keep from infecting them. Employees should remain away from work until symptoms resolve, and seek medical assistance as appropriate. If an employee with symptoms declines to take leave, contact ANR Human Resources 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, contact ANR Human Resources to discuss leave options.

UCCE Directors and REC Directors have the authority to close their work locations based on guidance from local health authorities or direction from County Administration. The Director should notify Brian Oatman (baoatman@ucanr.edu) and John Fox (jsafox@ucanr.edu) if an ANR Office closes.

In the event of an ANR office closure, encourage employees to work remotely/telecommute to the extent possible. The Director should notify ANR Human Resources if there are any employees who are unable to work due to the emergency situation. Paid administrative leave may be available based on the circumstances. (Contact your county HR office if you have county-paid employees who are not able to work.)

For more information about the status of the COVID-19 situation and links to other official guidance, see the UCANR Risk & Safety Services website.

Brian and John are available if you have questions or concerns.

Brian Oatman, Director, Risk and Safety Services

John Fox, Executive Director, ANR Human Resources

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