

Human Resources Guidance Regarding COVID-19

Updated March 16, 2020

We are continually monitoring COVID-19 developments and will update this page as information changes or new information becomes available. We will provide additional communication and guidance for supervisors as developments warrant.

Thank you for all your efforts to help the college fulfill its educational mission while adhering to public health recommendations to keep our campus populations safe and healthy.

We continue to ask that everyone reinforce basic preventative measures including washing hands, covering coughs, and wiping down frequently touched surfaces. For up to date campus communications regarding COVID-19, visit our staff information communications webpage <https://www.rocky.edu/coronavirus>

Workplace Procedures

Returning from High Risk Areas

Individuals returning from high risk areas should self-monitor and work from home, if they are able, for fourteen days as a precautionary measure. Work from home expectations should be set between the supervisor and the employee. If an individual has symptoms of illness or a fever, they should not return to work until they are symptom free for 24 hours (without the use of symptom suppressing medications).

College Hiring

As of March 15, 2020, all Rocky Mountain College hiring will be conducted virtually, as we are no longer hosting candidates on campus. Additional guidance will be provided to search committees as needed.

Remote Work

As of March 16, the campus remains open; however, we are taking the next step to support social distancing and encouraging any individual who can work from home to do so. This should start immediately. Our goal is to keep individuals safe while the college continues its educational mission and maintains continuity of operations. We will continue to provide all vital operations. We understand that at this point, some departments and services will still have to be available for students including our students who live on campus and those who do not have access to internet at home. As supervisors, we are asking you to determine what works best for your area at this time and recognize that there is some ambiguity.

Eligibility to work from home is determined by individual supervisors; however, we encourage supervisors to take every effort possible for employees to work from home. We also ask you to

visit the operations for your department to determine which individuals would absolutely need to stay on campus if we are required to implement further social-distancing practices in the future.

While we encourage departments to begin to shift to a virtual work environment, we know some employees have jobs that simply cannot be performed at home. For these employees, we ask that supervisors take additional steps to protect the well-being of our campus community. This can include transitioning all meetings to phone or online formats, implementing social distancing practices in the work environment, and establishing flexible work patterns to reduce the number of staff in a given area at one time.

Hourly Employees

Effective Monday, March 16th regularly scheduled employees are to continue to clock into TimeClock plus for hours they would normally work on campus. Remote access may be done via smart phone or on the computer.

TimeClock Plus

Management Login - <https://tcplusondemand2.com/app/manager/#/ManagerLogOn/75585>

Employee Login - <https://tcplusondemand2.com/app/webclock/#/EmployeeLogOn/75585>

Sick Employees

Stay home if you have a fever or symptoms of COVID-19. Individuals should stay home until they are symptom_free for 24 hours.

Workers at Higher Risk

Individuals at higher risk for COVID-19 should be aware of extra precautions they may need to take. This may include working from home. Before moving to a remote-work situation, employees should coordinate their work with their supervisor. If an employee's responsibilities cannot be completed at home, please contact Human Resources at ext. 1043 or email marcella.buster@rocky.edu

If we reach a point of community spread in Montana, this guidance will likely change, and we will share updated information.

Protecting Your Health

You can take simple steps to limit the spread of this or any virus:

CDC Recommendations to Prevent Spread of Disease

- Stay home when you are sick (and until your symptoms are gone).
- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash. If a tissue is unavailable, use the inside of your elbow, never your hand.
- Clean and disinfect frequently touched objects and surfaces.

If you have a fever (100.4°F/38°C or higher), cough or have trouble breathing:

- Seek medical care. Call ahead before you go to a doctor's office or emergency room.
- Tell your doctor about your recent travel and your symptoms.
- Avoid contact with others.

National / Local Resources

- Centers for Disease Control and Prevention - <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- Riverstone Health - <https://riverstonehealth.org/public-health-preventing-disease/2019-novel-coronavirus/>
- Riverstone Health Coronavirus Hotline - 406.651.6415
- Montana Health & Human Services State Updates - <https://dphhs.mt.gov/publichealth/cdepi/diseases/coronavirusmt>
- St. Vincent – 406-237-8775
- Billings Clinic – 406-

Travel

All out of state and international college sponsored travel is canceled from now through April 13, 2020. This includes all professional development and conference travel. Any exceptions for essential travel only must be approved by the appropriate vice president.

Campus Meetings

Even while on campus, faculty and staff should reconsider meetings limiting the number of people in a room to 3 and spacing of at least 6 feet apart and, where possible, use virtual technology, including Google Hangouts, Cloud Lifesize or conference calls. Resources are located below. Your supervisor will let you know what means will be utilized.

Resources for Working Remotely

Video Conferencing Tools –

Using Google Meet: <https://youtu.be/hZKafYyDDCw>

Sharing a Google Meet Meeting: <https://youtu.be/aopj-sDLRUA>

Schedule a Google meet meeting for a future date: https://youtu.be/_ak6xaSc0wo

Google Drive

Google Suite Revisited:

https://docs.google.com/a/rocky.edu/presentation/d/1EQ_z85tLVfJsk5nwkRu79tkZb8WxEKhj5mGWpljyk_E/edit?usp=drive_web

Become an email ninja:

https://docs.google.com/a/rocky.edu/presentation/d/1E2JftqydssSZtR4ZT22snzkluCd6LvmUiuXnNjy8u8s/edit?usp=drive_web

The Power of Good Suite:

https://docs.google.com/a/rocky.edu/presentation/d/1ACdfylzFoC7HzGcFZwW_PdHHnrtG6ji113w4vcJ9mO0/edit?usp=drive_web