



March 20, 2020

## **Guidelines for Establishing Essential/Non-essential Personnel During COVID-19 Emergency**

These guidelines are intended to provide guidance to departments in determining essential functions and staff/faculty during the COVID-19 emergency. The COVID-19 emergency is substantially different from other emergencies that the College has experienced in the past. The COVID-19 emergency may be long-lasting. It is guided by the “Safer at Home” Order issued by the County of Los Angeles.

This document provides guidelines for the identification and use of “Essential Personnel” during the COVID-19 emergency. During an emergency, Essential Personnel provide services that relate directly to the health, safety, welfare, and mission of the College, ensure continuity of key operations, and maintain and protect College properties.

These guidelines are intended to provide assistance to departments in determining which faculty and staff are essential during a campus emergency based on essential functions needed. Each department is responsible for final determinations as to which of its personnel are essential. Essential Personnel are generally defined as the faculty and staff necessary to ensure the operation of essential functions or departments. There are some individuals who may be able to perform all or part of their essential services remotely. Other Essential Personnel are expected to be on-site.

Senior Management in each department should determine which functions are essential, and how to staff those functions during the COVID-19 emergency. Once the essential staffing plan for a department is determined, the senior manager in the department is responsible for communicating the information to all personnel in the respective department. Given the anticipated duration of the COVID-19 emergency, these plans may need to change and be revised as circumstances dictate.

### **Safer at Home Order**

The Santa Monica Community College District is a government agency and the Safer at Home Order “does not apply to employees of government agencies working within the course and scope of their public service employment.” Nevertheless, it provides guidance by identifying essential services, including the following:

- A. Educational institutions, including public and private K-12 schools, colleges, and universities -- for purposes of facilitating distance learning or performing essential functions provided that social distancing of six-feet per person is maintained to the greatest extent possible.
- B. City/County government services: police stations; fire stations; jails; courts; garbage/sanitation; public transportation; water, power, and gas utilities; public works construction, including construction of housing; airport and port operations
- C. Plumbers, electricians, exterminators, custodial/janitorial workers, handyman services, funeral home workers and morticians, moving services, HVAC installers, carpenters, landscapers, gardeners, property managers, private security personnel and other service providers who provide services to maintain the safety, sanitation, and essential operation to properties and other essential activities.

### **Essential Functions During COVID-19 Emergency**

During the COVID-19 Emergency, essential functions include:

- Administration
- Instruction and Student Services
- Bookstore support for remote learning
- Communications, government affairs and community relations
- Police
- Emergency Operations Team
- KCRW radio station
- Maintenance and Operations
- Essential support services such as those necessary to keep laboratory equipment from being damaged and to keep plants, animals, and specimens from dying or being destroyed
- Information Technology (web, email, telephone, data networks and computer operations)
- Fiscal services, payroll, procurement, mail and receiving
- Human resources and personnel services
- Health and psychological services
- Safety
- Administrative and technical support for any of the above

### **Essential Personnel During COVID-19**

Essential personnel supporting the above essential functions during the COVID-19 shall be placed in one of three categories:

- A. Employees performing essential duties entirely remotely.
- B. Employees performing some duties remotely and some duties at their College offices or other College locations.
- C. Employees performing all of their duties on-site.

In light of limited on-site operations, some essential personnel may only be needed for a portion of the work week (e.g., custodial, maintenance).

## **Non-Essential Personnel During COVID-19**

Non-essential personnel shall be given assignments to work entirely remotely whenever possible. If remote work opportunities do not exist, their place of assignment shall be their home during regular work hours and they shall be available by telephone, text, email or other communication method. These employees may be asked or authorized to report to work as needed.

These Guidelines are subject to revision as circumstance warrant.