

Yuba Community College District Employee Toolkit

**COVID-19
CORONAVIRUS**

LAST UPDATED June 2, 2020

In this time of change and uncertainty, your health, safety, and wellness are more important than ever. Explore this dedicated source offering a variety of resources, information, supports, and initiatives that may be useful to you now or in the coming months.

Contents

IMPORTANT UPDATES & EMPLOYEE RETURN TO WORK INFORMATION	2
FREQUENTLY ASKED QUESTIONS.....	6
WORKPLACE WELLNESS FOCUS AREA: OCCUPATIONAL.....	10
WORKPLACE WELLNESS FOCUS AREA: ENVIRONMENTAL	12
WORKPLACE WELLNESS FOCUS AREA: FINANCIAL	13
WORKPLACE WELLNESS FOCUS AREA: INTELLECTUAL	14
WORKPLACE WELLNESS FOCUS AREA: SOCIAL	17
WORKPLACE WELLNESS FOCUS AREA: PHYSICAL	19
WORKPLACE WELLNESS FOCUS AREA: EMOTIONAL	21
WORKPLACE WELLNESS FOCUS AREA: SPIRITUAL	24
NEWS AND ARTICLES	25

IMPORTANT UPDATES & EMPLOYEE RETURN TO WORK INFORMATION

- [Return to Work COVID-19 Preventative Health Measures to Keep Employees Safe](#)
- [Essential Workers and Subsidized Emergency Child Care Opportunities](#)
- YCCD building cleaning /custodial protocols have been increased. Go to the "Environmental" wellness focus area below for details.
- Counter shields have been purchased and will be deployed to high traffic service counters.
- Go to the "Occupational" wellness focus area for additional work-related resources.

[CLICK ON EACH IMAGE TO ENLARGE / PRINT.](#)

Guidelines for Being at Work

Face Covering:

- ▶ Face coverings are required any time an employee is in common areas and hallways where you are not able to maintain 6 ft. apart, including interactions with the public.
- ▶ If in a private office, cubicle, or workstation where 6 ft. of distance can continuously be maintained, a face covering is not required.

Employees who interact with the public should:

- ▶ Wear face coverings when interacting with the public.
- ▶ Ask the public to cover their face in accordance with the County Health Officer's order.
- ▶ Wash hands immediately following public interaction or use hand sanitizer.
- ▶ Sanitize any items that were used during the interaction.

Other Guidelines:

- ▶ Tech items should not be shared such as computers, phones, headphones, etc.
- ▶ Wash hands frequently or use hand sanitizer.
- ▶ Sneeze or cough into elbow or a tissue, and dispose of the tissue properly.
- ▶ Stay home if sick.

YCCD HR Update • March 17, 2020

March 17, 2020

A Message to Faculty and Staff for the Office of Human Resources

Yuba Community College District prioritizes the safety and the health of our students, classified and professional staff, faculty, and our communities we serve. During this period of transition to remote education we want to make sure everyone is taking care of themselves, and we want to remind you that if you are sick to please stay at home.

The following is additional information in preparation for tomorrow's transition to remote education and services. Please check the Faculty & Staff tab of the District's Coronavirus webpage for additional information on a regular basis.

Essential Services

It is the District's position that all employees are "essential" employees. You will need to work with your manager to identify your essential duties. If it is deemed necessary for you to telecommute, you will continue just as if you were working in your regular YCCD work location and maintain productivity, performance, communication and responsiveness standards as if you were not temporarily telecommuting.

Campuses will remain open to provide essential in-person services including: Library and Computer Lab, Veteran Resource Center, DSPS, Campus Police, Custodial, Health Center, and Food Pantry.

Remote instruction will be provided from March 18 thru March 27. No classes are scheduled from March 30 thru April 3 for Spring Break. Unless situations change, we hope to return to regular in-person classes effective Monday, April 6.

District Services will remain open and employees should work with their managers to determine how best to provide essential district functions and continue operations.

Telecommuting Guidelines

Yuba Community College District encourages Staff to consider ways of implementing social distancing as a method to minimize the spread of the COVID-19 virus. One such option for social distancing is telecommuting on a temporary basis where management has determined that such temporary telecommuting is appropriate and viable.

A Temporary Telecommuting Agreement should be used in all instances in which management has determined that an employee may temporarily telecommute as a means of social distancing. This Agreement should provide the flexibility needed to adjust to any changing circumstances as the current health situation continues to evolve.

Student/Temporary Employees

Student and Temporary employees will continue to work their normal work schedule. The employees may continue to work on site during the open office hours or if viable, they may work remotely with the approval of their manager. If working on site, a manager must be present on-site during work hours.

Families First Coronavirus Response Act (FFCRA)

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- 75% for qualifying reasons #4 and 5 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at 2/3 for qualifying reason #6 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). Employees who have been employed for at least 30 days prior to their leave request may be eligible for an additional 10 weeks of partially paid expanded family and medical leave for reason #6 below.

QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
6. is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.

ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employees in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-689-2627
[dol.gov/agencies/wHD](https://www.dol.gov/agencies/wHD)



Face Covering Infographic

To Mask or **NOT** to Mask?

When is it appropriate to mask and what you can do to stop the spread of germs **without** a mask.

How to Prevent Catching The Virus	How to Prevent Spreading the Virus
<p>Wash your hands often, for at least 20 seconds with soap and water.</p>	<p>Disinfect surfaces that you touch. Wash your hands often, for at least 20 seconds with soap and water.</p>
<p>Avoid touching your eyes and mouth with unwashed hands.</p>	<p>Cover your coughs and sneezes with a tissue. If you don't have a tissue, cough or sneeze into your upper sleeve or elbow (not your hands).</p>
<p>Avoid close contact with people who are sick.</p>	<p>Stay at home while you are sick.</p>
<p>CDC Recommends that the public SHOULD NOT wear Surgical Masks or N95s as preventative measure. N95s are only effective if you are fitted by a Healthcare Professional.</p>	<p>For HEALTHY individuals, ONLY wear a mask if you are caring for a person with suspected COVID-19.</p>

Yolo Health and Human Services Agency
<https://www.yolocounty.gov/health/human-services/health-division/covid-19-and-control/coronavirus>

COVID-19 Preventative Health Measures to Keep Employees Safe

COVID-19: Return to Work

PREVENTATIVE HEALTH MEASURES TO KEEP EMPLOYEES SAFE

FACE COVERINGS MUST:

- Be worn when in contact with other employees, customers or the public and in common spaces like hallways, break rooms, etc. when 6 feet of distance from others cannot be maintained.
- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction
- Be launderable and machine dried as needed without damage or change to its shape

PRACTICE SOCIAL DISTANCING AND PREVENTATIVE MEASURES, LIKE:

- Maintaining 6 feet of distance from others
- Washing hands frequently or using hand sanitizer when handwashing is not practical
- Sneezing or coughing into their elbow or a tissue, and disposing of the tissue properly
- Wiping down surfaces with disinfecting wipes
- Not coming to work sick

EMPLOYEES WHO INTERACT WITH THE PUBLIC SHOULD:

- Wear a covering and ask the public to wear a face covering in accordance with the County Public Health Officer's Order.
- Wash hands immediately following the interaction. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Sanitize any items that were used during the interaction.
- Closely self-monitor for symptoms.

KEEP YOUR DISTANCE.

Employees should wear face coverings in accordance with the Health Order AND adhere to the 6 ft of social distancing until further notice. Conference rooms should have only the proper number of seats to allow for social distancing. Consider floor markings and signs to create physical distance in areas where people tend to congregate or queue. Encourage web meetings whenever possible.

PRACTICE GOOD HYGIENE.

When possible and supplies are available, consider reinforcing good hygiene practices with well-stocked restrooms that have touchless soap and anti-viral cleaning supplies. No touch paper towel dispensers are also ideal. No-touch garbage and recycling receptacles are preferable. Door pulls, badge readers, and common areas should be disinfected throughout the day. Consider signs to remind staff to use sanitizer after contact with high-touch surfaces.

MORE CLEANING PROTOCOLS.

Employee health depends on a safe and clean work environment. Departments should consider implementing additional cleaning protocols for workstations, break rooms, meeting rooms, common areas, reception desks, and other common areas at regular intervals throughout the day. Beyond what is provided by janitorial, hand sanitizers and disinfectant wipes should be available throughout the office - especially in shared areas.

Source: Yuba County Health & Human Services

Moving Forward the YCCD Way!

The following trainings are available to you!

Please visit: <https://yccd-keenana.safecolleges.com/login>

Coronavirus: Cleaning and Disinfecting Your Workplace:

Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in community settings. This course will provide you with practical guidance from the Centers for Disease Control and Prevention (CDC) for cleaning and disinfecting rooms or areas where those with confirmed COVID-19 have visited. The situation surrounding the COVID-19 pandemic is changing constantly, and the latest guidelines may vary state to state. Please refer to your local government resources, the Centers for Disease Control, and the World Health Organization (WHO) for the latest, up-to-date information.

Coronavirus: Preparing Your household:

A COVID-19 outbreak could last for a long time in your community. Creating a household plan can help protect your health and the health of those you care about in the event of an outbreak in your community. This interactive online course will provide you with practical guidance from the Centers for Disease Control and Prevention (CDC) to help you get your household ready for community transmission of the disease. The situation surrounding the COVID-19 pandemic is changing constantly, and the latest guidelines may vary state to state. Please refer to your local government resources, the Centers for Disease Control, and the World Health Organization (WHO) for the latest, up-to-date information.

Coronavirus: Transitioning to a Remote Workforce:

Advancements in technology and 24/7 internet access have dramatically changed strategies for workforce management, providing flexible, remote working opportunities for some workplaces in times of crisis like the COVID-19 outbreak. This course describes the factors that contribute to the need for a remote workforce, discusses the advantages and challenges of transitioning to a remote workforce environment, and lists best practices for successful remote workforce management. The situation surrounding the COVID-19 pandemic is changing constantly, and the latest guidelines may vary state to state. Please refer to your local government resources, the Centers for Disease Control, and the World Health Organization (WHO) for the latest, up-to-date information.

Coronavirus Awareness:

The current coronavirus outbreak, called COVID-19, has dominated the news cycle since late 2019, and it's normal and understandable to feel anxious about the recent spread of this disease. This course is designed to give a brief overview of the rise and nature of this new virus. Topics covered include symptoms and risk factors; what you can do to help reduce your chances of becoming infected; and where to find reliable news and information about the COVID-19 outbreak. The situation surrounding the COVID-19 pandemic is changing constantly, and the latest guidelines may vary state to state. Please refer to your local government resources, the Centers for Disease Control, and the World Health Organization (WHO) for the latest, up-to-date information.

Coronavirus: CDC Guidelines for Making & Using Cloth Face Coverings

The Centers for Disease Control and Prevention (CDC) has released new guidelines for the use of cloth face coverings to help slow the spread of coronavirus, also known as COVID-19. This interactive online course covers best practices for wearing cloth face coverings and includes tutorials for sew and no sew methods for creating face coverings as recommended by the CDC. The situation surrounding the COVID-19 pandemic is changing constantly, and the latest guidelines may vary state to state. Please refer to your local government resources, the Centers for Disease Control, and the World Health Organization (WHO) for the latest, up-to-date information.

Coronavirus: Managing Stress and Anxiety:

Crisis such as the COVID-19 outbreak can certainly induce an incredible amount of worry and stress on anyone. Stress is our body's way of responding to physical, emotional, or mental demands, such as those imposed by COVID-19 pandemic. This course discusses signs and symptoms of stress and explains the physical and emotional effects of built up stress, such as anxiety. This course also discusses stress management techniques, treatment options, and lifestyle changes to help alleviate stress during such difficult times.

FREQUENTLY ASKED QUESTIONS

How can we accommodate employees who fall into one of the “vulnerable groups” such as over age 65 and/or with a chronic underlying medical condition?

Employees with known pre-existing conditions, including underlying health conditions or compromised immune systems, should telecommute to the greatest extent possible. Where that is not feasible, they should work in areas where physical distancing is greatest, such as a private office. Please contact the Office Human Resources for assistance with the ADA process, if you require accommodations.

How will employees know when and where to report for work?

Employees will be notified by their Supervisor or their designee of the date of reopening and the location and time that they should report.

Can my department continue and/or expand work from home?

Where possible and practical, Supervisors are encouraged to continue and/or expand telework where productivity and efficiency of the department operations can be maintained. Employees should complete the [telecommuting agreement](#) and the agreement should be approved by the Supervisor.

What if I have an employee telecommuting, and it’s not working out?

Supervisors should be monitoring telework and productivity. By doing so, they may be able to address and resolve any issues with working remotely. If they cannot, departments should work with the Office of Human Resources to determine the best course of action. For additional resources regarding leaves and telecommuting protocols [click here](#).

How can I get supplies to reduce the risk of transmission of COVID-19 to my office/worksites?

The Maintenance and Operations Department continue to provide intensive sanitation and cleaning services to reduce the spread and an increasingly amount of supplies are being deployed to high traffic areas such as student services and classrooms. Departments should work through their supervisors for ongoing COVID-19 related supplies (including hand sanitizer,

disinfecting wipes or spray, etc.) and any special needs at high traffic counters or interview rooms. Please include “COVID-19” in the email subject line.

Sneeze guards will ONLY be installed in public facing/serving areas. Departments should mitigate the risk between cubicles by staggering staff, implementing alternate staff shifts and/or re-purposing meeting rooms as staff space. Where the distancing requirements cannot be met, face coverings must be worn for those not medically exempt.

What is the maximum number of staff I can have at the workplace?

It depends on the worksite. If it's a large open area and 6 feet of distance can be continuously maintained, then more people may be in the area. Supervisors should exercise their judgment on how many people should be in a location based upon the ability to maintain sufficient distance. In some cases, departments should consider alternating cubicles to allow sufficient distancing. Departments should consider closing or limiting access to common areas where personnel are likely to congregate and interact. Strict social distancing protocols must be maintained.

Should my employees be wearing face coverings in the workplace?

Any time an employee is in an area where they may come into contact with other employees, customers, or the public they should wear a face covering. When in a private office, cubicle, or workstation where 6 feet of distance can continuously be maintained, they do not have to wear a covering. If a hallway is located close to workstations or cubicles, ensure that employees in the hallway are wearing face coverings. If your department needs face coverings, they can request them from your Supervisor, who will issue one face covering for each employee that requests them. Employees are required to have available their own face coverings as needed for social/physical distancing.

What if my employee has a health condition such that their doctor recommends, they don't wear a face covering?

A Face Covering is not required if an individual can show a medical professional has advised that wearing a Face Covering may pose a risk to the individual for health-related reasons. A Face Covering should also not be used by anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the Face Covering without assistance.

Will the county provide me with signs/posters to post for employees and customers regarding social distancing and masking requirements?

Yes, the YCCD has developed signs for your use. Please refer to Important Updates & Employee Return to Work Information section, for printable materials.

Should my employees be wearing gloves?

If your employee wore gloves prior to the pandemic, they should continue to do so. Furthermore, gloves should only be used for picking up deliveries, handling money, handling mail and other items that have come to the employee. Gloves should be disposed of after each use. Handwashing and hand sanitizing remain the preferred method against spreading the virus. If your department needs gloves, you can order them directly or contact Purchasing.

If my employee must visit another department, can they do that?

If an employee must visit another department (for example, to make a deposit), they may do so. However, they should wear a face covering and should maintain social distance and handwashing/sanitizing procedures.

How can I make sure that employees maintain social distancing in the workplace?

Social distancing is a key to preventing the spread of COVID-19. Supervisors can stagger shifts to reduce the number of employees in the workplace. Employees should not congregate in common areas such as a workroom or kitchen. In some cases, the Supervisor may have to close off or limit access to a common area to ensure that employees aren't congregating. Departments can, where possible, make hallways or walkways one way so that employees don't come face to face.

What if people must use a common copier, printer, or other equipment or be in a common work area such as a file room?

Use should be staggered to ensure that employees aren't lining up at a machine. Commonly used items such as copiers, printers and door handles should be wiped down with disinfectant (wipes or spray) at the end of each day and, depending on use in the office, throughout the day. Departments may want to put a large bottle of hand sanitizer in common areas as well. If employees are in a common area together, they should be using a face covering and maintaining 6 feet of distance from others.

Can employees share a vehicle?

Unless absolutely necessary, two or more employees should not ride in a single vehicle at the same time. If it is necessary, both should wear face coverings and maintain as much distance as is safe and practical. Items that are touched, such as steering wheels and door handles should be wiped down with disinfectant (wipes or spray) after each use.

If we have counter shields or other physical barriers, do staff need to wear face coverings?

Shields or windows at public counters or interview booths do not replace the need for face coverings, they are just an added level of protection.

If an employee comes to work showing symptoms of COVID-19 or after known or suspected contact with an affected individual, can I ask the employee to leave work and go home?

Yes. Under the California Occupational Safety and Health Act (Cal-OSHA), the County is required to maintain safe and healthy working conditions for employees. If an employee is sent home from work, they are expected to use leave balances. Notify HR immediately if you are sending an employee home for these reasons.

WORKPLACE WELLNESS FOCUS AREA: OCCUPATIONAL

Guidelines for Being at Work

Face Covering

- Face coverings are required any time an employee is in common areas and hallways where you are not able to maintain 6 feet apart including interactions with the public
- If in a private office, cubicle, or workstation where 6 feet of distance can continuously be maintained, a face covering is not required



Employees who interact with the public should:

- Wear face coverings when interacting with the public;
- Ask the public to cover their face in accordance with the County Health Officer's Order;
- Wash hands immediately following public interaction or use hand sanitizer; and
- Sanitize any items that were used during the interaction.

Other Guidelines

- Tech items should not be shared such as computers, phones, headphones, etc.
- Wash hands frequently or use hand sanitizer.
- Sneeze or cough into elbow or a tissue and dispose of the tissue properly.
- Stay home if sick.

Resources

- [YCCD Prevention, Symptoms, and Resources](#)
- [COVID-19 Leave Templates](#)
- [Telecommuting Protocols and Agreement](#)
- [Employee Certification of Need for Emergency Family and Medical Leave](#)
- [Employee Certification of Need for Paid Emergency Sick Leave](#)

Families First Coronavirus Response Act (FFCRA)

Policy Information

- [Telecommuting Protocols](#)
- [Email Policy](#)
- [Internet Policy](#)
- [Catastrophic Leave Policy](#)

Working at Home

- YCCD IT Support While Working Remotely –<mailto:helpdesk@yccd.edu>
- eLearning and Training opportunities are available for all YCCD Employees through the Vision Resource Center. The Vision Resource Center is an online learning and collaboration platform for all professionals in the California Community Colleges. The content provided will support every individual and college as we work together toward the Vision for Success goals. Login or create an account at <https://visionresourcecenter.cccco.edu/>

News & Articles of Interest

- [Projects to Tackle While You Aren't Able to Work](#)
- [Working at Home With Kids](#)
- [11 Quick Tips for Working at Home With Kids](#)
- [Psychologist's Advice for Newly-Remote Workers](#)
- [Maintaining Well-being while Working Remotely During COVID-19](#)

WORKPLACE WELLNESS FOCUS AREA: ENVIRONMENTAL

Resources

- Cleaning /custodial protocols have been increased, using a disinfecting solution
- For use on high touch surfaces. They are wiping down all tables, doors, door knobs, and hard surface cubicle areas, printer touch pads, any hard surface including chairs. Cleaning varies by department depending on the amount of public areas. All areas frequented by the general public are given extra attention.
- Counter shields have been purchased and will be deployed to high contact counters.



WORKPLACE WELLNESS FOCUS AREA: FINANCIAL

Resources

- [Coronavirus Aid, Relief, and Economic Security \(CARES\) Act](#)
provides fast and direct economic assistance for American workers and families, small businesses, and preserves jobs for American industries.
- [Families First Coronavirus Response Act \(FFCRA or Act\)](#) requires certain employers to provide their employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19.
- [Coronavirus Economic Impact Payments](#) “Stimulus Payments”



News & Articles of Interest

- [How to Cope With Financial Anxiety During COVID-19](#)

WORKPLACE WELLNESS FOCUS AREA: INTELLECTUAL

Learning Opportunities

- eLearning and Training opportunities are available for all YCCD Employees through the Vision Resource Center. The Vision Resource Center is an online learning and collaboration platform for all professionals in the California Community Colleges. The content provided will support every individual and college as we work together toward the Vision for Success goals. Login or create an account at <https://visionresourcecenter.cccco.edu/> Access learning and development from wherever you are – work or home, on a PC, laptop or mobile device. The site is continually populated with new opportunities and information of interest.
- [Babbel Language Learning: Lifetime Subscription \(All Languages\) Offer](#)
- [Free classes from Ivy League Schools](#)
- [Coursera](#)
- [Yale University “Happiness” \(Science of Wellbeing\) Course](#)
- [Khan Academy](#)
- [Lynda.com](#)
- [Free Online Drawing Classes](#)



Distance-Learning Resources, Lessons, and Activities for Kids

- Our local school districts have all updated their websites with important information on school closures, childcare, distance learning support and even parent / student tutorials.
 - [Colusa County Office of Education](#)
 - [Lake County Office of Education](#)
 - [Marysville Joint Unified School District](#)
 - [Woodland Joint Unified School District](#)
 - [Yolo County Office of Education](#)
 - [Yuba City Unified School District](#)
 - [Yuba County Office of Education](#)
 - [Sutter County Office of Education](#)

- The five counties we serve have a vast collection of resources and materials available to support learning of all ages.
 - [Colusa County Library](#)
 - [Lake County Library](#)
 - [Yuba County Library](#)
 - [Sutter County Library](#)
 - [Yolo County Library](#)

Entertainment

- During the rest of the quarantine consider “creative challenges” to do solo, with those you live with, or virtually with friends, co-workers, or family. If you have social media, share using #TheYCCDWay
- Consider keeping a COVID-19 Journal to remember this historical event (some prompts below)
 - How has this impacted your daily life?
 - How has it affected your view of the important work you do?
 - How has spending time at home with family influenced your interactions and feelings toward your family? OR How has spending time home alone influenced your interactions and feelings toward your family?
 - What has happened during this crisis that has surprised you in a positive way? What has happened during this crisis that has surprised you in a negative way?
 - What can you be grateful for in this moment?
 - How might this experience impact your life long-term?

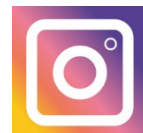
Additional Activities

- [Printable COVID-19 Time Capsule Journal for Kids](#)
- [Live Virtual Concerts \(all genres\)](#)
- [YoloArts Online Events!](#)
- [Yuba Sutter Arts-Art Everywhere!](#)
- [Metropolitan Opera Online Broadcasts](#)
- [Seattle Symphony Online Broadcasts](#)
- [Museum Virtual Tours](#)
- [Museum Collections Online](#)
- [Broadway Direct Guide to Online-Streaming Broadway Shows](#)

WORKPLACE WELLNESS FOCUS AREA: SOCIAL

Resources

- Staff Hosted Engagement Webinars/Recordings...*coming soon!*
- Group Video Chat with friends and family on your PC or mobile device! Some popular services are linked here or go to your preferred app store to explore.
 - [Microsoft Teams](#)
 - [Zoom](#)
 - [Webex](#)
 - [GoToMeeting](#)
 - [Google Meet](#)
 - [Skype](#)
 - [Houseparty](#)
- Beyond the chat - here are some ideas for socializing while social distancing:
 - Video Charades [Game Gal Word Generator](#)
 - [Host a "Netflix Party"](#)
 - [Online Karaoke Party](#)
 - Virtual Dinner Party or Happy Hour
 - Online Scavenger Hunt (meet via preferred video chat; give everyone a fun list of items to find in their house and "show off" or a set of challenges to do (e.g., headstand, attempt to juggle, eat a hot pepper) before time is up!)
 - Play Pictionary via Zoom with Screenshare Feature
 - "Carpool Karaoke" via Zoom (take turns picking a song and challenge others to sing along. Everyone starts muted, then selectively unmute friends to share their performance with the group.)
 - [Check out this article in the LA Times for more ideas.](#)
- Share with us! [TheYCCDWay](#) Simply use the hashtags "#theyccdway" so we can find your posts.



"The Secret to Living Longer May be your Social Life"

Susan Pinker shares from the TED



stage

WORKPLACE WELLNESS FOCUS AREA: PHYSICAL

Resources

- [Yolo County Food, Supplies, and Prescription Services](#)

Exercise

- [15 Favorite 30-Day Challenges](#)
- [30-Day Slash Your Sugar Challenge](#)
- [30-Day Ab Challenge](#)
- [Sami's Circuit \(A new exercise video per day to keep kids active at home\)](#)
- [Les Mills On-Demand Exercise Classes](#)
- [Peloton Online](#)
- [Down Dog Yoga Online Yoga Classes](#)
- [50 Best Free Online Workout Resources](#)
- [Whole Life Challenge](#)
- [Born Yoga \(for families\)](#)
- [Fitness Blender Online Workouts](#)
- [Savage Anywhere Race](#)
- [Fitbit Premium Services](#)



Healthcare

- Your Health Plan Has Coronavirus Related Updates / Resources
 - [YCCD Benefits](#)
 - [Delta Dental](#)
 - [Employee Assistance Program \(EAP\)](#)
 - [Medical Providers](#)
 - [Tri-County Schools Insurance Group \(TCSIG\)](#)
 - [Vision \(VSP\)](#)

Mental Health

- See "Emotional" wellness resources

Individuals in Recovery

- [SAMHSA](#)
- [AA](#) • [NA](#) • [Al-Anon](#)
- [12 Step Meditation Daily Reflections for AA, NA, Al-Anon](#): This app features hundreds of easy-to-follow guided meditations, as well as soothing music, prayers, and 12-step recovery audio.
- [Connections App](#): provides access to e-therapy, clinical support, and a unique e-library of resources.
- [Sober Grid](#) – allows you to interact, support, and engage with other people in recovery using a platform similar to Facebook.
- [SoberTool](#) is an easy way to track your clean and sober days. The app includes daily motivational messages and reminders to keep you on target.
- [WEconnect](#) provides you with daily reminders to stay on track with your recovery plan. You can create reminders to call your sponsor, go to a group meeting, meditate, etc.
- [AA Big Book](#) – an app that gives you access to the full text of the Big Book, along with a meeting finder, podcasts, prayers, and personal stories.

WORKPLACE WELLNESS FOCUS AREA: EMOTIONAL

Resources

- [How to Manage Your Health and Cope During COVID-19 \(Coronavirus\)](#): A Yolo County prepared document with a list of resources, credible information sources, and self-care tools for your mental health and wellbeing.
- [Employee Assistance Program \(EAP\)](#) offering support related to behavioral health, wellness and lifestyle, and training and skill development. You may also contact them at: (888) 252-2680. Payor ID 47198.
- [Resources for Emotional Support and Well-being from CA.gov](#): The coronavirus (COVID-19) outbreak is changing life for all of us. You may feel anxious, stressed, worried, sad, bored, depressed, lonely or frustrated in these circumstances. You're not alone. Find resources such as:
 - Hotlines if you need to talk to someone;
 - Behavioral and mental health services;
 - If you feel unsafe;
 - Helping others.
- eLearning and Training opportunities are available for all YCCD Employees. Visit <https://visionresourcecenter.cccco.edu/> to access learning and development from wherever you are – work or home, on a PC, laptop or mobile device. Temporary access to this learning platform has been set up for all staff and will be continually populated with new opportunities and information of interest.
- [Resilience in Challenging Times](#) – podcasts, videos, resources and more
- [Care for Your Coronavirus Anxiety](#) - toolkit or resources
- [COVID Coach App](#) – free app to help you cope with stress and stay well
- [COVIBOOK](#) – site designed to ease anxiety in young children



"FACE COVID"

A video to combat COVID-19 anxiety



"Time to Come In, Bear"

A children's story about social



distancing

News & Articles of Interest

- [Grief and COVID-19: Saying Goodbye in the Age of Physical Distancing](#)
- [How to Stay Physically and Mentally Healthy While COVID-19 Has You Stuck at Home](#)
- [Helping Teens Cope](#)
- [Helping Younger Kids Cope](#)
- [Self-Compassion and COVID-19](#) • [Guided Activities](#)
- [NAMI COVID-19 Information and Resource Guide](#)
- [Tips and Resources from Mental Health America](#)
- [Mental Health Tips for Social Distancing](#)
- [7 Crucial Research Findings to Help Deal With COVID-19](#)
- [Science-Based Tips For Emotional Resilience During Coronavirus Crisis](#)
- [American Psychiatric Association COVID-19 Resources](#)
- [American Psychological Association Pandemic Resources](#)
- [CDC Resources to Manage Anxiety and Stress](#)
- [SAMHSA Tips – Taking Care of Your Behavioral Health](#)

WORKPLACE WELLNESS FOCUS AREA: SPIRITUAL

Resources

- There are many faith-based organizations in our communities.
- [Coronavirus Sanity Guide](#) - access relevant free content / resources without creating an account
- [Calm.com](#) - currently offering free resources
- [Insight Timer Meditation App](#)
- [Healthy Minds App](#)
- [2-Minute COVID-19 “Resilience Reset” \(Daily guided meditation and tip from resilience science\)](#)



NEWS AND ARTICLES

MEDIA

[Local Public Health order to go in effect Monday](#)

Appeal Democrat

[Coronavirus: Cases in California surpass 111,000 amid protests](#)

Mercury News

[Climbing out from coronavirus: Northern California county sags under weight of economic crash](#)

LA Times

[Schools should encourage but not require students to wear face covering, draft guidance says](#)

EdSource

[The Next Pandemic: Mental Health](#)

EdSurge

[Getting certified during COVID-19: Options for essential healthcare workers](#)

Community College Daily

[A 'gap year' will just increase the gap in your higher education](#)

[The pandemic's great divide: Twelve hours in an L.A. restaurant](#)

Cal Matters

[How Can We Talk About the Fall Right Now?](#)

Inside Higher Ed

FROM THE CCC CHANCELLOR'S [WEBSITE](#)

[CCC Covid-19 Update – Friday, May 29, 2020.](#)

IT'S SUMMERTIME

[100 Summer Fun Ideas for Kids and Families](#) – Very Well Family

[97 Bucket List ideas for Summer](#) – Live Bold and Bloom

[Best Summer Songs of All Time](#) – Rolling Stones

Supplemental Documents



[CONTACT US](#)

TO SHARE COMMENTS / QUESTION / ADDITIONS

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- $\frac{2}{3}$ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at $\frac{2}{3}$ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

- | | |
|---|---|
| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
|---|---|

► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

27

For additional information
or to file a complaint:

1-866-487-9243

TTY: 1-877-889-5627

dol.gov/agencies/whd



WH1422 REV 03/20

FACE COVERINGS MUST:



- Be worn when in contact with other employees, customers or the public and in common spaces like hallways, break rooms, etc.
- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction
- Be launderable and machine dried as needed without damage or change to its shape

PRACTICE SOCIAL DISTANCING AND PREVENTATIVE MEASURES, LIKE:



- Maintaining 6 feet of distance from others
- Washing hands frequently or using hand sanitizer when handwashing is not practical
- Sneezing or coughing into their elbow or a tissue, and disposing of the tissue properly
- Wiping down surfaces with disinfecting wipes
- Not coming to work sick

EMPLOYEES WHO INTERACT WITH THE PUBLIC SHOULD:



- Wear a covering and ask the public to wear a face covering in accordance with the County Public Health Officer's Order.
- Wash hands immediately following the interaction. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Sanitize any items that were used during the interaction.
- Closely self-monitor for symptoms.

KEEP YOUR DISTANCE.

Employees should wear face coverings in accordance with the Health Order AND adhere to the 6 ft of social distancing until further notice. Conference rooms should have only the proper number of seats to allow for social distancing. Consider floor markings and signs to create physical distance in areas where people tend to congregate or queue. Encourage web meetings whenever possible.

PRACTICE GOOD HYGIENE.

When possible and supplies are available, consider reinforcing good hygiene practices with well-stocked restrooms that have touchless soap and anti-viral cleaning supplies. No touch paper towel dispensers are also ideal. No-touch garbage and recycling receptacles are preferable. Door pulls, badge readers, and common areas should be disinfected throughout the day. Consider signs to remind staff to use sanitizer after contact with high-touch surfaces.

MORE CLEANING PROTOCOLS.

Employee health depends on a safe and clean work environment. Departments should consider implementing additional cleaning protocols for workstations, break rooms, meeting rooms, common areas, reception desks, and other common areas at regular intervals throughout the day, beyond what is provided by janitorial. Hand sanitizers and disinfectant wipes should be available throughout the office – especially in shared areas.

FACE COVERINGS



Talking to a coworker
at a cubicle?

WEAR a face covering.



Talking to a resident
or business in person?

WEAR a face covering.



Going on a break
or to lunch?

WEAR a face covering.

SOCIAL DISTANCING



Working outside of
the office?

KEEP 6 feet of distance.



Meeting in a
conference room?

KEEP 6 feet of distance.



Standing in line at a
business or store?

KEEP 6 feet of distance.

CLEANING



Working at the
front counter?

DISINFECT surfaces.



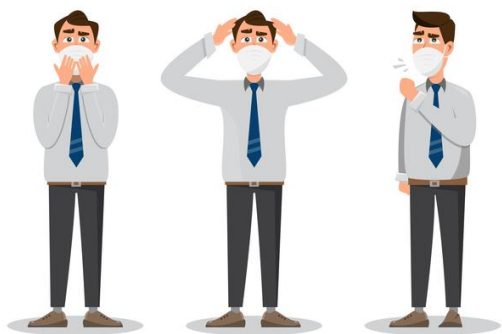
Using shared office
equipment/items?

DISINFECT surfaces.



Coughing or sneezing
in the office?

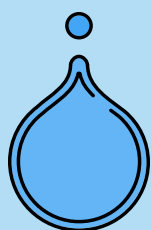
DISINFECT surfaces.



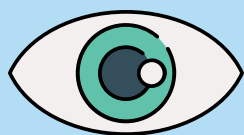
To Mask or **NOT** to Mask?

When is it appropriate to mask and what you can do to stop the spread of germs **without** a mask.

How to Prevent Catching The Virus



Wash your hands often, for at least 20 seconds with soap and water.



Avoid touching your eyes and mouth with unwashed hands.



Avoid close contact with people who are sick.

CDC Recommends that the public **SHOULD NOT** wear **Surgical Masks** or **N95s** as preventative measure. N95s are **only effective** if you are fitted by a Healthcare Professional.

How to Prevent Spreading the Virus



Disinfect surfaces that you touch. Wash your hands often, for at least 20 seconds with soap and water.



Cover your coughs and sneezes with a tissue. If you don't have a tissue, cough or sneeze into your upper sleeve or elbow (**not your hands**).



Stay at home while you are sick.



For **HEALTHY** individuals, **ONLY** wear a mask if you are caring for a person with suspected COVID-19.



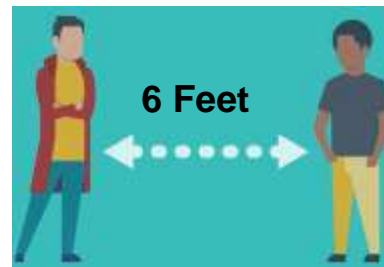
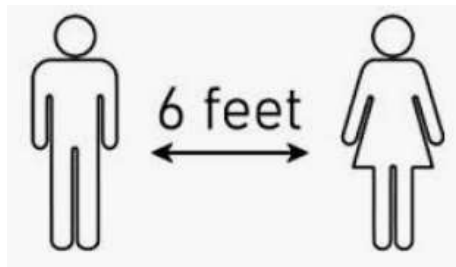
Yolo Health and Human Services Agency



FACE COVERINGS

06/02/2020

- The District and its campuses are committed to following all local county public health guidance regarding the use of face coverings.
- If **“Social Distancing”** requirements of at least 6 feet cannot be maintained, then it is required that facial coverings shall be worn. Social Distancing requirements examples are shown below:



- Face coverings can be cloth, surgical masks, KN95 masks, bandannas, or any other local county approved type.
- Face coverings must cover the nose and mouth.
- The District/Colleges encourage the proper use of cloth or other types of approved facial coverings with the following exceptions:
 - Face coverings should not be placed on anyone who has trouble breathing or is unconscious or on anyone who is incapacitated or otherwise unable to remove the cover without assistance.
- Examples of Several Types of Face Coverings:



Cloth Face Covering (CFC)



Surgical Mask



KN95 Respirator



N95 Respirator



Bandanna

Thank You For Maintaining Social Distance Requirements and/or Wearing Facial Coverings.

Face Covering:

- ▶ Face coverings are required any time an employee is in common areas and hallways where you are not able to maintain 6 ft. apart, including interactions with the public.
- ▶ If in a private office, cubicle, or workstation where 6 ft. of distance can continuously be maintained, a face covering is not required.

Employees who interact with the public should:

- ▶ Wear face coverings when interacting with the public.
- ▶ Ask the public to cover their face in accordance with the County Health Officer's order.
- ▶ Wash hands immediately following public interaction or use hand sanitizer.
- ▶ Sanitize any items that were used during the interaction.

Other Guidelines:

- ▶ Tech items should not be shared such as computers, phones, headphones, etc.
- ▶ Wash hands frequently or use hand sanitizer.
- ▶ Sneeze or cough into elbow or a tissue, and dispose of the tissue properly.
- ▶ Stay home if sick.



Symptom Check Questions

Name: _____ ID _____

1. Are you ill or caring for someone who is ill?
☐ Yes ☐ No
2. In the last two weeks, did you care for or have close contact with someone diagnosed with COVID-19?
☐ Yes ☐ No
3. Are you experiencing any of the following symptoms? (Check all that apply)
☐ Fever or chills
☐ Cough
☐ Shortness of breath or difficulty breathing
☐ Fatigue
☐ Muscle or body aches
☐ Headache
☐ Recent loss of taste or smell
☐ Sore throat
☐ Congestion or runny nose
☐ Nausea or vomiting
☐ Diarrhea



NOTES

- If any employee or student has a fever or any of the above symptoms, they might have COVID-19. Follow the steps in [Protocol for Faculty & Staff when an Individual Exhibits Symptoms or Discloses they are Experiencing COVID-19 Symptoms.](#)
- When a student or employee is sick, they should immediately leave the campus/district office and be advised to go home and to review the symptoms of COVID-19, which are found in the document: [You May Be Experiencing COVID-19 Symptoms.](#)
- Most people have mild illness and are able to recover at home. If an employee or student thinks they may have been exposed to COVID-19, they should contact their healthcare provider.
- It is important to remember that anyone who has close contact with someone with COVID-19 should stay home for 14 days **after exposure** based on the time it takes to develop illness.
- Employees or students may have been exposed if they are a “close contact” of someone who infected, which is defined as being within approximately 6 feet (2 meters) of a person with COVID-19 for a prolonged period of time:
 - Potentially exposed employees who **have** symptoms of COVID-19 should self-isolate and follow [CDC recommended steps.](#)
 - Potentially exposed employees who **do not have** symptoms should remain at home or in a comparable setting and practice social distancing for 14 days.
- Completed surveys should be promptly shredded after collection.

SOURCE: Center for Disease Control, 5-26-2020



Testing is available to all residents including:

- uninsured
- underinsured
- undocumented
- individuals experiencing homelessness

Yuba-Sutter COVID-19 Testing

Location: Sutter County Veteran's Hall
1425 Veterans Memorial Circle, Yuba City

Monday - Friday 7:00AM to 7:00PM
By appointment only

You must register
online or by phone.
Walk-ins will not be tested

<https://LHI.care/covidtesting>
(888) 634-1123



If you have medical insurance, please bring that information with you to your appointment





ਸਾਰੇ ਵਸਨੀਕਾਂ ਲਈ ਜਾਂਚ
ਉਪਲਬਧ ਹੈ, ਸਮੇਤ ਉਹ
ਵਿਆਕਤੀ | ਜਿਨ੍ਹਾਂ ਕੋਲ:

- ਮੈਡੀਕਲ ਇਨਸ਼ੋਰੈਂਸ ਨਹੀਂ ਹੈ
(ਸਿਹਤ ਬੀਮਾ ਨਹੀਂ ਹੈ)
- ਇਨਸ਼ੋਰੈਂਸ (ਬੀਮਾ) ਹੈ ਪਰ
ਸਾਰੀਆਂ ਸੇਵਾਵਾਂ ਨੂੰ ਕਵਰ ਨਹੀਂ
ਕਰਦਾ (ਘੱਟ ਕਵਰੇਜ)
- ਬਿਨ੍ਹਾਂ ਪੇਪਰਾਂ ਤੋਂ (ਗੈਰ ਕਾਨੂੰਨੀ)
- ਉਹ ਵਿਆਕਤੀ ਜਿਹੜੇ ਬੇਘਰ
ਹਨ

ਯੂਬਾ-ਸਟਰ ਕੋਰੋਨਾਵਾਇਰਸ ਜਾਂਚ [ਕੋਵਿਡ ਟੈਸਟਿੰਗ]

ਸਥਾਨ: ਸਟਰ ਕਾਉਂਟੀ ਵੈਟਰਨਜ਼ ਹਾਲ

1425 ਵੈਟਰਨਜ਼ ਮੇਮੋਰੀਅਲ ਸਰਕਲ, ਯੂਬਾ ਸਿਟੀ
ਸੋਮਵਾਰ - ਸ਼ੁੱਕਰਵਾਰ ਸਵੇਰ ਦੇ 7 ਵਜੇ ਤੋਂ ਸ਼ਾਮ ਦੇ 7 ਤੱਕ
ਸਿਰਫ ਸਮਾਂ ਲੈਕੇ (ਸਿਰਫ ਅਪੋਇੰਟਮੈਂਟ ਨਾਲ)



ਤੁਸੀਂ ਸਮਾਂ ਲੈਣ ਲਈ (ਅਪੋਇੰਟਮੈਂਟ ਲਈ)
ਆਨਲਾਈਨ ਜਾਂ ਫੁਨ ਰਾਹੀਂ ਦਾਖਲ
(ਰਜਿਸਟਰ) ਹੋ ਸਕਦੇ ਹੋ। ਬਿਨ੍ਹਾਂ ਅਪੋਇੰਟਮੈਂਟ
ਤੇ ਜਾਂਚ ਨਹੀਂ ਕੀਤੀ ਜਾਵੇਗੀ।

<https://LHI.care/covidtesting>
(888) 634-1123



ਜੇਕਰ ਤੁਹਾਡੇ ਕੋਲ ਸਿਹਤ
ਬੀਮਾ (ਮੈਡੀਕਲ ਇਨਸ਼ੋਰੈਂਸ)
ਹੈ, ਕ੍ਰਿਪਾ ਕਰਕੇ ਉਹ
ਜਾਣਕਾਰੀ ਆਪਣੀ
ਅਪੋਇੰਟਮੈਂਟ ਤੇ ਆਪਣੇ ਨਾਲ
ਲੈਕੇ ਆਓ।





Las pruebas están disponibles para todos los residentes, incluidos:

- sin seguro
- con seguro insuficiente
- indocumentados
- personas sin hogar

Yuba-Sutter Prueba COVID-19

Ubicación: Sutter County Veteran's Hall
1425 Veterans Memorial Circle, Yuba City

Lunes a viernes de 7:00AM a 7:00PM
Con cita solamente

Tiene que registrarse en línea o por teléfono. Los "Walk-ins" sin cita no serán probados

<https://LHI.care/covidtesting>
(888) 634-1123

Si tiene seguro médico, traiga esa información con usted a su cita





Kev kuaj muaj txawm
peem rau txhua tus hauv
zejzog xws li:

- Cov tsi muaj kev them
nqi kho mob
- Cov qhov them nqi kho
mob them tsis tag
- Cov tsis muaj ntaub
ntawv raug cai nyob
tebchaws no
- Cov tsis muaj vaj tse
nyob



Yuba-Sutter kev Kuaj COVID-19

Chaw nyob: Sutter County Veteran's Hall
1425 Veterans Memorial Circle, Yuba City

Monday - Friday 7:00AM txog 7:00PM
Hu teem sijhawm mus xwb

Koj yuav tau sau npe online
los sis hu xov tooj

Cov cia li taug kev mus yuav
tsis kam kuaj

<https://LHI.care/covidtesting>
(888) 634-1123



Yog koj muaj ntaub
ntawv them nqi kho
mob, thov nqa cov
ntaub ntawv nrog koj
tuaj rau lub sibhawm
teem tseg.

