

March 15, 2020

Colleagues:

We understand the COVID-19 situation has created uncertainty and concern, and we want to ensure that you have the information and resources you need.

As announced on Thursday, March 12, the campus is temporarily suspending in-person, on-campus classes effective Monday, March 16, in order to transition to virtual instruction for most classes on Friday, March 20. **During this time, the campus will remain open for non-academic business**, unless directed by the CSU Chancellor's Office or the FCDPH. **Staff and MPP employees should continue reporting to work. However, if you are unable to come to work, please advise your supervisor accordingly.**

Help prevent spread of disease: We need all employees to model and encourage behaviors that reduce the risks of spreading disease, such as thorough handwashing, disinfecting common areas, social distancing and, most importantly, staying home if you are sick with flu-like symptoms (e.g. fever with coughing or difficulty of breathing/shortness of breath). It is important to take care of yourself, and to be kind and respectful to one another.

Sick employees should stay home: If you are sick with flu-like symptoms, stay home until your symptoms resolve and contact your personal health care provider and/or the Fresno County Department of Public Health at 559.600.3332.

- For any absence due to illness, use sick time as you normally would.
- In the event you run out of sick time, you can request to use vacation time.
 - The policy to request vacation when sick leave has been exhausted can be found [here](#). To expedite processing of your request, please email your request to your supervisor and copy Juanita Aguilar, Benefits Manager, at jaquilar@csufresno.edu.
- Employees who are sick with flu-like symptoms do not need to validate their illness with a health care provider note.
- If you need to stay home to care for a family member who is sick, you may use sick time through normal sick leave and Family Medical Leave (FML) procedures.

Telecommuting: Depending upon your position and based upon your department's operational needs, you may request to telecommute for the following reasons:

- To request telecommuting for COVID-19 reasons, please use the online request form: [Telecommuting Request Form](#).

- If you or a member of your household needs to self-isolate due to [California Department of Public Health](#) guidance.
- If you are at higher risk for serious illness from COVID-19 because of your age or health condition, and your health care provider recommends an alternate work schedule, leave of absence and/or telecommuting, you can request an accommodation through normal Family Medical Leave (FML), Pregnancy Disability Leave (PDL), and/or Americans with Disabilities Act (ADA) procedures by contacting Cathy Legarretta, Confidential Leave Coordinator in Human Resources at 559.278.2032 or calegarretta@csufresno.edu.

Other leave options:

- **In light of the recent decisions by local school districts to close, please consult with your manager and Vice President / Cabinet member regarding telecommuting options.**
- We have also been actively seeking guidance from the Chancellor's Office for additional options to help support our employees in this unprecedented situation.

Student assistants:

- Student assistants may continue to work their normal schedule.
- Student assistants will be paid the hours they would have otherwise worked through April 5 if they are ill, need to self-isolate, or if their job duties are impacted by transitioning to virtual education.
- Student assistants who are ill with flu-like symptoms should stay home and contact the [Student Health and Counseling Center](#) at 559.278.2734.
- We are coordinating closely with the Chancellor's Office for any additional options available to help support our student assistants and will keep you apprised.

Travel: The situation with coronavirus remains dynamic, and Fresno State employees are reminded to:

- Avoid all university-related travel to CDC Level 2 (sustained community transmission) Travel Health Notice countries, in addition to Level 3 (widespread sustained transmission) [Travel Health Notice](#) countries.
- Self-isolate for 14 days if they have a recent travel history from a CDC Level 3 country, beginning from the time they left the Level 3 country. CDC travel guidance for Level 3 countries applies to all travelers returning from a Level 3 country for any purpose, including personal travel. Please consult with Human Resources about [leave](#) options available according to the applicable collective bargaining agreement (CBA).

- As of March 10, 2020, the University suspended all international and non-essential domestic travel for all employees through May 31. Please refer to that [communication](#) for more information.

Social Distancing: Please consult with your manager regarding measures that can be taken within your work area to ensure social distancing (maintaining distance of 6 feet) from others when possible.

Help for our employees and their families: Please remember that our [Employee Assistance Program](#) (EAP) provided by Empathia offers 24/7 confidential consultation and referral services to all Fresno State employees and their immediate families by calling 800.367.7474.

Please be sure to check the [University's Coronavirus web page](#) and the [Frequently Asked Questions](#), as additional information is added to the University's webpage regularly. We will continue to send out regular updates as we have more information. Please contact Human Resources if you have any questions at (559)278-2032 or hr@csufresno.edu.

Sincerely,

Marylou Mendoza-Miller, SPHR, SHRM-SCP
Associate Vice President for Human Resources