

## **MCC Coronavirus employee update for Tuesday, April 27, 2020**

Hello.

With Governor Gretchen Whitmer extending the state's Stay Home, Stay Safe order, Montcalm Community College will be closed to the public through Friday, May 15.

This is finals week, and classes will continue online through the end of spring semester. At this time, we are preparing to deliver summer classes online, if necessary. However, we are very committed to getting students back to in-person classes as soon as possible.

Please continue to work with your supervisors regarding working from home. If you have "down-time" we are asking employees that while working remotely to spend their work hours on creating or improving individual or departmental work instructions and/or standard operating procedures, or any other projects that can be accomplished remotely.

This is also a great time to complete the annual required GCN Training modules. Human Resources sent that information via email earlier this month. In addition to the required GCN modules, feel free to view other trainings (there is no additional cost to the college for viewing "extra" trainings).

There are also other opportunities to perform work for other departments so be sure to let your supervisor know if you are interested.

We have been very fortunate to have not had any COVID-19 cases directly linked to the College and we don't want to change that fact. While we have a few employees reporting to campus for short periods of time, we find the need to continue the reminder that if you don't need to go to campus, please do not go.

In order to continue minimal business operations, on occasion a few staff may need to go to the campus offices to perform duties they simply cannot do remotely. All employees are to work remotely whenever possible and if you NEED to go to campus, you MUST receive approval from your supervisor, who in turn will issue final approval from their divisional leader (ET member).

Before leaving your home or upon arrival to campus, employees must complete a workplace health screening form, which is available online in MCC Connect at <https://studentmontcalm.sharepoint.com/Sites/mccconnect>. There will also be paper forms available on campus near door entrances. In addition, if you need to go to campus, you will not generally see anyone else, but if you should encounter another employee, please utilize social distancing (at least 6 feet from another person), wash your hands and utilize the sanitation stations located throughout campus.

We cannot stress enough, if you feel ill in any way, do not leave your home. If you do experience any illness, the Mid-Michigan District Health Department advises you to isolate at home for a minimum of 7 days since symptoms first appear. In addition, after recovering from symptoms, you must also have 3 days without fevers and improvement in respiratory symptoms. Also, if you test positive for COVID-19 or have potential symptoms, please notify MCC's Human Resources office by emailing Riki Jensen at [riki.jensen@montcalm.edu](mailto:riki.jensen@montcalm.edu).

### **Recording of time worked**

Union (MCCESPA) Support employees – You need to complete a timesheet to record your worked hours. Payroll asks that you do this by entering a start and end time on your time sheet. If you do not have enough work to keep you busy for your eight-hour shift, then on a separate line, enter C-19 and write the number of hours. See example below.

| <b>Date</b> | <b>Start time</b> | <b>End time</b> | <b>Total hours worked</b> |
|-------------|-------------------|-----------------|---------------------------|
| 4-15-20     | 9 a.m.            | 12 p.m.         | 3                         |
|             | 12:30 p.m.        | 3 p.m.          | 2.5                       |
|             | C-19              |                 | 2.5                       |
| 4-16-20     | 8 a.m.            | 1 p.m.          | 5                         |
|             | C-19              |                 | 3                         |

Please contact your supervisor with questions.

Thank you.

Stacy H. Young, Ph.D.  
MCC President