**Is San Francisco State open?**

**Yes.** San Francisco State campuses remain open. Beginning Monday, March 16, instruction will be conducted through remote modalities and the campus will remain open for normal operations.

**Should managers and staff come to work?**

**Yes.** Managers and staff should continue to report to campus for work and perform their normal responsibilities to maintain operations and support the University’s academic mission.

**What if a manager or staff member is sick?**

Managers and staff who are sick should stay home. If a manager or staff member is sick and staying home, they should follow normal protocols for contacting their direct supervisor and using leave time.

Those over 60 and those with health conditions that might increase the risk of contracting COVID-19 are encouraged to contact their health care providers for recommendations and then contact their direct supervisor and Human Resources.

**What if a manager or staff member believes they have been directly exposed to COVID-19?**

If you have been in close contact with an individual who has a confirmed COVID-19 diagnosis, San Francisco State urges you to stay home even if you do not have symptoms. Please contact your direct supervisor to address your concerns.

If you have had close contact with a confirmed COVID-19 patient, or your symptoms seem serious or are of concern to you, email or call your health care provider for advice. Do not go into a health facility without first contacting it for advice. For a description of symptoms, please visit [https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html](https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html).

Those over 60 and those with health conditions that might increase the risk of contracting COVID-19 are encouraged to contact their health care providers for recommendations.

**How should managers and staff practice social distancing at work?**

Increasing the space between people and decreasing the frequency of contact among them is known as social distancing. There are several ways that managers and staff members can practice social distancing at work including:

- Canceling or rescheduling nonessential meetings
- Using technology such as Zoom teleconferencing and other mediums of virtual communication to hold meetings
- Sitting at a distance from others in a cubicle-style or open work environment
Will managers and staff lose pay if they need to be out of the office due to reasons related to COVID-19?

No. San Francisco State will continue to pay managers and staff who must be out of the office for the 10 working days of quarantine. San Francisco State will ensure that sick time and other paid leave benefits are applied after the 10 working days so that managers and staff will not lose pay or applicable benefits. Human Resources will work with managers and staff who have exhausted their sick time balance.

Can managers and staff use alternative work arrangements during this time of COVID-19 outbreak?

San Francisco State remains open. Managers and staff are expected to report to work as normal. Appropriate on-campus employee levels are necessary to maintain campus operations.

However, as conditions related to COVID-19 affect management and staff employee levels, campus leadership encourages managers and staff to think creatively about how to support their departments. One solution will not work for everyone.

Managers and staff members have different jobs and responsibilities and the modifications that can be made to their work will vary based on those differences. For managers who may need to shift work responsibilities for staff members, please contact Human Resources for further guidance.

If the need arises, what are alternative work arrangements for managers to consider?

- Staggering shifts and allowing flexible schedules (work on-site coupled with remote work assignments for the time not spent on-site);
- Allowing temporary telecommuting for those staff who need to work from home.

Examples of situations when staff may need to telecommute include:

  - taking care of self and family members who are ill;
  - school closures;
  - member of vulnerable populations.

In situations where work needs to temporarily be performed remotely, managers and their staff members should work together to develop a remote work plan to complete their day-to-day work assignments, special assignments, projects, job-related reading or training if staff cannot report to their normal work locations. In developing a remote work plan, managers should review with the staff what is needed to perform work remotely.

Managers are asked to consult with Human Resources to ensure that these arrangements are documented and do not place an undue burden on staff who are required to remain on campus.

Where can managers and staff find the temporary telecommuting agreement to discuss with their supervisor?

The Temporary Telecommuting Agreement form can be accessed below. These will be forwarded to Human Resources for review.
Temporary Telecommute Form – Docusign:
https://app.docusign.com/templates/details/3978f4cf-d876-4427-8025-6f5ec7179222

Temporary Telecommute Form – PDF:
Temporary Telecommuting Agreement - COVID-19

When allowing employees to telecommute, keep in mind the safeguarding of confidential data.

Use of sick leave and paid leave benefits

For specific guidance on the use of sick leave and paid leave benefits as well as the Family Medical Leave Act during extended periods of absence, please contact Human Resources.