MEMORANDUM

To: MCCD Employees
From: Kelly Underwood, Associate Vice President of Human Resources
Date: March 25, 2020
Subject: COVID-19 Update for Employees

This update includes guidance and reminders: please read it thoroughly and to its conclusion.

As of this morning, there are two confirmed cases of the coronavirus in Merced County, but neither of those cases nor any of their contacts have been associated with the College, according to the Merced County Department of Public Health. Neither of the two confirmed cases were caused by community spread; both cases are linked to travel out of the area.

All measures described in this email and in previous communications are precautionary and meant to help mitigate the spread of the virus.

Stay-at-Home Order
The majority of Merced College employees continue to conduct their work at home.

Pursuant to the Governor’s Executive Order and the March 19, 2020 Memorandum on Identification of Essential Critical Infrastructure Workers During COVID-19 Response, some essential workers will be conducting their work on campus as needed and directed. Essential workers include: “Educators supporting public and private K-12 schools, colleges, and universities for purposes of facilitating distance learning or performing other essential functions, if operating under rules for social distancing” as determined by Senior Administration.

In order to maintain the safety of those who must be onsite and to adhere to appropriate social distancing parameters, please refrain from working onsite unless you have been approved to/directed to do so.

Essential workers working onsite should maintain social distancing.

It is understood that employees may need to transition to work-from-home this week by dropping by the campus to gather materials. This week is a transitional week, but employees who must pick up materials from campus should limit their visit to less-than-30 minutes. **With the exception of essential workers, employees should plan on not returning to campus as long as the Governor’s Stay-at-Home Order is in effect.**

**Reporting Suspected Cases of COVID-19**

As the virus spreads, more and more people will be connected to someone who has tested positive. Please anticipate that each of us will know someone who tests positive or know someone who knows someone.

When someone tests positive for COVID-19, the role of the local Department of Public Health is to conduct a contact investigation: they identify who the patient had contact with when they were/may have been contagious. If the Department of Public Health learns that a positive case is connected to the College, they will communicate that to President Vitelli. The HIPAA Privacy Rule shields the identity of that person, but the College can release if/when we have a confirmed case tied to the College and if any risk factors still exist. Please note, just because someone connected to the College tests positive that does not necessarily mean that anyone at the College was exposed. It is the role of the local Department of Public Health to determine the risk to individuals, to quarantine or advise self-quarantine, and to advise President Vitelli on appropriate next steps, if necessary.

The unchanged advice of the Department of Public Health to protect yourself and guard against spread is:

1. If you are experiencing symptoms of illness, self-isolate at home.

2. EVERYONE SHOULD practice social distancing which means keeping at least 6 feet between you and other nonfamily members.

3. PLEASE wash your hands often with soap and warm water for at least 20 seconds as often as possible. Handwashing is one of the most effective prevention measures in minimizing disease spread.

4. Always avoid touching eyes, nose or mouth with unwashed hands.

5. Stay at home if you are sick.