

From the desk of Barbara Chaput, Director of Human Resources/Payroll

To All Faculty and Staff,

Thank you for your ongoing efforts to serve our students in this new territory that we are treading through together, especially during the transition to remote instruction. I want to provide you with a few important updates:

Extension of Remote Work Deadline

Remote work has been extended until May 4 at this point to align with the Department of Elementary and Secondary Education's decision to keep K-12 schools closed through that date. Previously, remote work was scheduled to run through April 7, the original deadline for the closing of K-12 schools. As things tend to change quickly in this environment, please keep in mind that these decisions could be rescinded or extended by the Governor at any time. If you are a staff member working from home but have not yet completed an Interim Telecommuting Guide, then please do so now at the link below: <https://nextgensso.com/sp/startSSO.ping?PartnerIdpid=http://sts.mcla.edu/adfs/services/trust&TargetResource=https://dynamicforms.ngwebsolutions.com/Submit/Form/Start/9e15b835-3b77-417d-b3ce-6548d3ba0ab6>

Federal Families First Coronavirus Response Act

The Families First Coronavirus Response Act (FFCRA) was recently passed into law. It is effective from April 1, 2020 through December 31, 2020. The FFCRA affords employees a measure of economic relief during the COVID-19 crisis and contains two leave provisions:

1. The **Emergency Family and Medical Leave Expansion Act**, which expands the protection of the Family and Medical Leave Act (FMLA) for employees unable to work because they are caring for their children whose school or day care is closed due to the coronavirus, and
2. **The Emergency Paid Sick Leave Act**, which provides a new ten-day paid sick leave entitlement for certain coronavirus-related absences.

Learn more about this act by reviewing the attached poster from the U.S. Department of Labor. The following website also provides answers to FAQs about the FFCRA: <https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>

If you have further questions, please contact Human Resources.

Remote Work Resources

This is definitely a trying time for everyone. **I am providing a number of tools from our Employee Assistance Program (EAP)** and other resources to help those who are teleworking to do so as productively as possible and to help everyone cope with the stress and anxiety of the situation. Our EAP is available for individual support to you and your family members by calling 800.252.4555 or visiting their website: www.theEAP.com/TotalCare-EAP. You can access the resource center and the new videos by logging on to the ESI website www.theEAP.com/TotalCare-EAP. Links to each of the training videos can be found in the **Coronavirus (COVID-19) Resource & Training Center** after you've logged in to the site. [Click here](#) for instructions to access the EAP self-help resources.

RECOMMENDED VIDEOS AVAILABLE IN THE CORONAVIRUS (COVID-19) RESOURCE & TRAINING CENTER

- **Setting Up Your Remote Workspace**
Working remotely has a lot of benefits, but your workspace can really impact your productivity. Learn how to set up a remote workspace that will help you maximize your productivity.
- **Conference Call Guidelines**
Conference calls can be a great way to keep your dispersed team connected, but they can go south quickly. We've all had the experience of being on a conference call that wasn't a good use of time, or a dog was barking in the background, or half the team had technical difficulties. Learn best practices for having effective conference calls.
- **Stay Productive While Working Remotely**
Remote work gives you lots of flexibility, but sometimes that flexibility makes it hard to stay focused and productive. There are several ways to help yourself stay on track. This video will give you tips on staying productive.

ARTICLES

- **Coronavirus prevention and precaution tips for Employees**
- **<https://www.webmd.com/lung/news/20200310/know-the-symptoms-of-covid19>**
- **How to stay healthy & well during coronavirus shutdown**
- **<https://www.samhsa.gov/sites/default/files/tips-social-distancing-quarantine-isolation-031620.pdf>**
- **<https://www.cdc.gov/coronavirus/2019-ncov/about/coping.html>**
- **<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/talking-with-children.html>**

I hope you find these resources useful in helping you work remotely as effectively as possible. Thank you again for your continued commitment to our students and the college.

Barbara Chaput
Executive Director of Human Resources/Payroll Office