

Hello,

Attached you will find an email sent from the President's Office with important information regarding the current COVID-19 situation. We have created the following guidelines for Aztec Shops employees. As always, please continue to check the [CDC website](#) for updates as well as the [SDSU campus website](#) regarding COVID-19. Should you have additional questions, please contact Human Resources.

Certain essential personnel will need to continue to support the remaining student residents, faculty and staff. If you are one of those individuals, you will be directly notified by your manager.

Students

- Students who are not working their regular schedule due to the following reasons: disruption of hours, no work available, cancellation of events, or operation closures will be paid through April 5, 2020 for the hours that they have been regularly scheduled prior to this email. Spring Break is March 30-April 3 and students who are *not* already scheduled or have not been regularly scheduled during Spring Break (March 30-April 3) are not entitled to payment of hours during that time.
- For example, if a student has been regularly scheduled 10 hours in a week, and they can only work 5 due to operations restrictions, Aztec Shops will pay them the full 10 hours that they have been regularly scheduled.
- Before April 5, 2020, we will reassess the situation and employees will be contacted if they are scheduled to work from April 6, 2020 and beyond. If there are reduced hours or no work available, students may file for partial or full unemployment benefits at www.edd.ca.gov after April 5, 2020.
- To track the additional paid time that has not been actually worked, managers should enter that time into the timecards within Kronos, using the comment "disaster."

Student Semester Leave

- Students who have chosen to return to their permanent residence should be placed on a semester leave of absence: They may return to work in the Fall if they choose to do so and work is available.
- Managers should submit a transaction form to HR to process semester leaves.

Part Time Non-Students

- Part Time Non/Students who are not working their regular schedule due to the following reasons: disruption of hours, no work available, cancellation of events, or operation

closures will be paid through April 5, 2020 for the hours that they have been regularly scheduled prior to this e-mail. Spring Break is March 30-April 3 and part time non-students who are *not* already scheduled or have not been regularly scheduled during Spring Break (March 30-April 3) are not entitled to payment of hours during that time.

- For example, if a non-student has been regularly scheduled 20 hours in a week, and they can only work 10 due to operations restrictions, Aztec Shops will pay them the full 20 hours that they have been regularly scheduled.
- Before April 5, 2020, we will reassess the situation and employees will be contacted if they are scheduled to work from April 6, 2020 and beyond. If there are reduced hours or no work available, part-time non-students may file for partial or full unemployment at www.edd.ca.gov after April 5, 2020.
- To track the additional paid time that has not been actually worked, managers should enter that time into the timecards within Kronos, using the comment “disaster.”

Compromised Immune System

- Employees who identify as having a compromised immune system or those with a household member with a compromised immune system and their job allows for telecommuting, should work with their manager to set up remote work and complete the telework paperwork. If their job does not allow for telecommuting or telecommuting is not needed, they will be paid their at their regular pay rate and hours until further notice and should immediately be sent home.
- To track the additional paid time that has not been actually worked, managers should enter that time into the timecards within Kronos, using the comment “disaster.”

Over 65

- Employees who are 65 years old or older, and their job allows for telecommuting, should work with their manager to set up remote work and complete the telework paperwork. If their job does not allow for telecommuting or telecommuting is not needed, they will be paid their regular pay rate and hours until further notice and should immediately be sent home.
- To track the additional paid time that has not been actually worked, managers should enter that time into the timecards within Kronos, using the comment “disaster.”

Full Time Employees

- Employees who are not 65 years old or older, or who are not immune compromised, and their job allows for telecommuting, should work with their manager to set up remote work and complete the telework paperwork. If their job does not allow for telecommuting or telecommuting is not needed, they will be paid at their regular pay rate and hours until further notice and should stay home.
- To track the additional paid time that has not been actually worked, managers should enter that time into the timecards within Kronos, using the comment “disaster.”

From: SDSU President Adela de la Torre and Provost Salvador Hector Ochoa
[<mailto:president@sdsu.edu>]

Sent: Monday, March 16, 2020 10:05 PM

To: jlakin@sdsu.edu

Subject: CSU Guidelines: New Telework Requirements, Social Distancing for Students and Employees



Dear SDSU Community,

Beginning Tuesday, March 17, all non-essential personnel, and essential personnel whose work can be accomplished remotely, are asked not to come to the San Diego State University campus. Such employees are asked to telework. We recognize that, for many of us, this means we will not be heading to campus starting tomorrow.

This decision, along with others outlined below, follows today's updated guidance and direction from state and [federal public health officials](#) and continued conversations with the California State University (CSU) Chancellor's Office. All decisions are meant to significantly reduce the number of people able to gather on campus. This directly helps to protect those who are at greatest risk of illness, and prevents the spread of the coronavirus (COVID-19).

Please read this email in total, and as soon as possible. Also, share this message with others, as certain decisions become effective as early as Tuesday, March 17. We will communicate primarily via email any further changes or additional guidance, which is expected in the days ahead.

Telework, Essential Staff Decisions

SDSU must quickly transition all staff, management, and student employees, including those working in auxiliary units, to telework arrangements. Employees are asked to make arrangements no later than Tuesday, March 17, and Wednesday, March 18. This will allow employees to gather any essential work materials and equipment

from their offices to successfully telework from home.

To support those who will telework, SDSU's Information Technology Services has introduced [SDSU@Home: Remote Work Resources](#). This new site provides tools and resources for remote work, including request forms for equipment and other materials that may be provided without having to come to campus. Additional resources and direction to facilitate telework will be provided as soon as possible.

As directed by updated county and state guidance, those deemed responsible for both essential services and whose work requires on-campus performance will be permitted to continue working on campus. Examples of essential work that must be performed on campus include law enforcement and work necessary for the maintenance, care, and security of critical assets and facilities. At this time, this also includes our residence halls and the support of our students who remain in residence.

Further, guidelines from the Center for Human Resources (HR) will be communicated to administrators tomorrow, March 17, regarding the process by which employees may be given authorization to work on campus due to the essential nature of their work. Supervisors and administrators who need support should contact HR by emailing chr@sdsu.edu for guidance in implementing this urgent direction. Employees of auxiliary units will follow these same directions and should contact their Human Resources Department for specific questions.

It is necessary and expected that the vast majority of staff, management, and student employees will begin teleworking as soon as possible.

Campus Facilities

All campus recreation and library facilities will be closed, and access will be fully restricted beginning tomorrow, Tuesday, March 17.

Essential Personnel: Sustaining Critical Research

Critical on-campus, in-person research that cannot be done virtually and cannot be deferred can continue on campus as long as the recommendations around social distancing are followed. All faculty and staff engaged in ongoing critical research are encouraged to

maximize social distancing by staggering work schedules, promoting remote activities and intentionally creating maximum physical spacing.

Research personnel who are able to work remotely are encouraged to do so on projects such as data analyses, manuscript development, generation of new grant proposals, or on-line training required for their scholarship.

More specific guidelines on human subjects research, grant management, working with funding agencies, and identification of critical services for planning efforts will be forthcoming.

Additional Virtual Adoption

Tutoring and other co-curricular services will increasingly be moved into virtual modalities.

We encourage all employees to maximize the use of virtual platforms in order to address their programmatic responsibilities.

Due to the fluid nature of this global public health crisis, decisions are subject to change pending new direction and guidance. Please continue to check your university email and [SDSU's public-facing COVID-19 web page](#) regularly.

Now, more than ever, it is important that we continue to work together in dynamic, and sometimes unfamiliar ways to support our community's health and well-being. This remains our priority above all.

Adela de la Torre
San Diego State University President

Salvador Hector Ochoa
Provost and Senior Vice President for Academic Affairs

