

Good afternoon,

As previously mentioned the COVID-19 protocols are rapidly changing. President Granger, System presidents, CCCS, CDC and CDHE have put out further guidelines.

- Spring Break for students has been extended by one week, making their return date Monday, 3-30-2020
- Faculty and Staff will still report back to work by Monday, 3-23-2020. **I cannot stress this enough – PLEASE TRY TO CHECK YOUR EMAIL OVER BREAK.** We plan on keeping you as updated as possible and will send the communications via email. We understand this is a continually changing process, and you will have a lot of questions. Please write those down and get them to your supervisor so we can address each one.

Classroom questions pertaining to this change will be answered when VP Peterson arrives back on campus. If students have any questions, need to arrange housing or have any other concerns please advise them to contact Campus Life, 970-675-3229, or VPSA John Anderson, 970-824-1110.

Hello CNCC Employees,

The weather is warming up and you may be excitedly thinking about your Spring travel!

In response to Coronavirus (COVID-19) issues, we would like to remind you that although you may not be in a high-risk category for COVID-19, one of your colleagues may be. We want to work with all employees to prevent exposure in the workplace where we can. We ask that everyone is respectful of this need and that employees keep their supervisors apprised of their travel plans and adhere to established Center for Disease Control (CDC) and Colorado Department of Public Health and Environment (CDPHE) guidelines while the COVID-19 virus is active. You can keep up to date on travel advisors issued by the CDC here: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html> and CDPHE here: <https://www.colorado.gov/pacific/cdphe/2019-novel-coronavirus>.

Below is current information regarding CNCC employee travel outside of Colorado as of today. Information about COVID-19 is regularly changing and these guidelines are subject to change, potentially while you are on vacation. We will keep you informed of our requirements but we ask employees to maintain open communication with supervisors prior to and upon return from leave, before returning to the office. Supervisors should work with Human Resources on how best to respond to employees.

CNCC Sponsored Travel

Until further notice, CNCC has suspended sponsored international travel to countries that have been assessed at Level 2 or Level 3 by the CDC. This includes any required layovers in Level 2 or Level 3 areas, even if this is not your final destination. CNCC will also prohibit sponsored travel to areas of the U.S. that have declared a “State of Emergency”. Additionally, conferences and other events outside of these areas are cancelling on their own. Should you have any CNCC sponsored travel, please monitor the status closely.

The Governor has issued a “State of Emergency” for Colorado. CNCC employees need Presidents approval for in-state travel.

Employee Personal Travel

You and your supervisor should work with Human Resources to identify the most appropriate response to your return to the office, based on the applicable CDC and CDPHE guidelines on quarantines and restrictions.

International Travel- If you are planning to travel to a country that has been assessed at a Level 2 or Level 3, you must disclose your travel plans to your Supervisor and Human Resources immediately. The CDC recommends quarantines when an individual returns from one of these countries and CNCC will not allow you back at work during the required quarantine period. Quarantine following your scheduled leave will be addressed as follows:

- Where possible, you will be allowed to work remotely during the necessary quarantine period beyond the end of your scheduled leave.
- For any time during the quarantine period you cannot work remotely, you can use sick leave.
- If you do not have sick leave available, you can use annual leave.
- If you do not have available sick or annual leave, and cannot work remotely, please contact Human Resources.

Domestic or International Travel, with exception to the Level 2 or Level 3 Countries - You should research the CDC travel advisory for your destination. Because risk assessments are changing rapidly, share your travel plans with your Supervisor and check in prior to returning to the office in the event new or revised advisories are issued. If the CDC or CDPHE requires quarantine, CNCC will not allow you back at work during the quarantine period. Quarantines after your scheduled leave will be addressed as follows:

- Where possible, you will be allowed to work remotely during the necessary quarantine period beyond the end of you scheduled leave.
- For any time during the quarantine period you cannot work remotely, you can use sick leave.
- If you do not have sick leave available, you can use annual leave.
- If you do not have available sick or annual leave, and cannot work remotely, please contact Human Resources.

The internal CCCS website (<https://internal.cccs.edu/coronavirus/>) is being updated to include current information on COVID-19 and our guidance. FAQs will be posted on this site later today for your reference and updated as needed. Please note that information about COVID-19 is changing quickly and our response to Frequently Asked Questions (FAQs) may change just as quickly.

Your safety and that of our students is a priority for CNCC and we want to work with you to do whatever we can to prevent the spread of illness in the workplace. We are actively monitoring and evaluating this situation and making timely decisions based on the most up to date information. Thank you for your cooperation in helping to maintain a healthy work environment, being considerate of your colleagues and their personal situations, and for your part in preventing the spread of illness in the workplace. Because of the seriousness of this situation, if it is identified you have violated this directive, you may be subject to disciplinary action, up to and including termination.

Remember, if you are sick please stay home. If you have any questions, or need to discuss accommodations due to your personal situation, please get in contact with me and your supervisor as soon as you can.

Here is a link that you are required to fill out if you are traveling, whether it be in state, out-of-state or internationally. We cannot stress enough how important this is and the form is mandatory for you to fill out. [Employee Travel Information](#)

Sincerely,

Angie Miller

Director of Human Resources
Colorado Northwestern Community College
(970) 675-3235 / www.cncc.edu