



ALTERNATIVE OPERATIONS DIRECTIVE FOR EMPLOYEES DURING COVID-19 STATEWIDE EMERGENCY

Effective Date: March 18, 2020

On March 11, 2020, Governor John Bel Edwards issued Proclamation Number 25 JBE 2020 declaring a Public Health Emergency as a result of COVID 19. On March 16, 2020, Governor Edwards issued Proclamation Number JBE 2020-30 providing additional restrictive measures in an effort to slow the transmission and spread of COVID-19. These restrictions include limitations on the number of people authorized to gather in a single location and a requirement that all state agencies provide for attendance at meetings via teleconference or video conference.

Therefore, in an effort to ensure the health, safety and welfare of the faculty, staff and students of Delgado Community College, as well as the community it serves, and to ensure compliance with the directives set forth by the Governor, effective immediately the following requirements will apply:

1. Any member of the faculty or staff who believes to be unable to report to a regular work station due to (1) extenuating circumstances caused by the COVID-19 crisis, (2) underlying medical conditions that cause the employee's heightened risk for COVID-19, (3) exposure to a confirmed COVID-19 case, or (4) experiencing symptoms relative to COVID-19 shall immediately notify the immediate supervisor and the Office of Human Resources. If deemed appropriate for the circumstances, a telecommuting arrangement in accordance with the College's [Telecommuting Policy \(AD-005\)](#) may be established or applicable leave may be requested and granted. All requests will require final approval by the Office of the Chancellor. An order by the employee's appropriate health care provider restricting the employee's duties shall automatically relieve the employee of reporting to the regular work station.
2. Any member of the faculty and staff who is approved for telecommuting due to the COVID-19 crisis must work with the immediate supervisor to establish and document a description of the duties agreed upon that will be performed, location of the telecommuting work station, method of logging and documenting work hours, and contact phone number. Telecommuting faculty and staff members are expected to maintain their same work schedules (or an amended full-time or part-time schedule, as applicable and agreed upon by the immediate supervisor and the Office of Human Resources), the same level of availability, levels of production, and quality of work as though the employees were still working at their primary worksites.
3. Telecommuting may not be used solely for any purpose for which leave should be requested. If a member of the faculty or staff is not able to perform job duties while telecommuting, the employee must request the appropriate amount of leave as needed for the circumstances.

4. Should circumstances arise whereby a member of the faculty or staff cannot work at the alternate work location, i.e., loss of electricity, home emergencies, etc., the employee must contact the immediate supervisor and the employee may be required to report to a different designated and approved alternate work location, or applicable leave may be requested and granted.
5. Every reasonable effort be made to provide telecommuting faculty and staff with the necessary resources and guidance for them to successfully carry out their job functions remotely and to maintain a continuity of Delgado's academic and business operations.
6. A supervisor may request or direct a telecommuting member of the faculty or staff to report to the regular work station for the limited purpose of performing a task that may not be accomplished remotely and that is necessary for the ongoing academic and business operations of Delgado Community College.
7. No gathering on Delgado premises shall exceed 10 individuals in a single location. This includes members of the faculty or staff performing work tasks.

This directive shall remain in effect until terminated by the Delgado Community College Chancellor.

Review Process: Ad Hoc Committee on Telecommuting Policy 3/17/2020

Approval: Chancellor 3/17/2020