



COVID-19 Q&A FOR SJCOE EMPLOYEES

The below questions and answers were compiled by the San Joaquin County Office of Education (SJCOE) Human Resources Department (HR) to help employees navigate the current COVID-19 situation. If you have additional questions not listed below, please contact HR at (209) 468-4820 or sjcoehr@sjcoe.net.

Please know that we are all in this together! The SJCOE thanks you for your professionalism, flexibility, and understanding during this difficult time. If you need help navigating concerns and anxiety, free resources are available. Please find the resources at the bottom of this Q&A.

SUBSTITUTES AND TEMPORARY EMPLOYEES

Where can I turn in my timesheet?

Timesheets are due on or before Friday, 3/20/20 by 5pm, though you are encouraged to turn them in as soon as possible. They can be turned in to the secured drop off boxes outside located at the front entrances of the WEC, Nelson Administration Center and Teacher's College.

When will I get my check?

Checks will be paid on the 10th of the month provided timesheets are received on time for all substitute and temporary staff. Non-temporary staff will be paid at the end of the month as usual.

Am I going to be paid for time that was not worked during the closure period?

No. Substitutes/temporary employees will only be paid for time worked.

PERMANENT EMPLOYEES

I am an employee 65 or older, what should I do?

Employees 65 and older are encouraged to self-isolate per direction from Governor Newsom. Please stay in communication with your direct supervisor.

I have medical circumstances that place me at a high risk of contracting COVID-19, what should I do?

Please refer to Centers for Disease Control guidelines at: <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html>. If you believe you fall into this category, communicate any concerns with your direct supervisor.

ALL EMPLOYEES (PERMANENT, SUBSTITUTE, AND TEMPORARY)

Are employees who lose pay as a result of COVID-19 eligible for unemployment benefits?

The California Employment Development Department determines whether workers are eligible for unemployment benefits. Employees who wish to file unemployment claims may do so on the EDD website at https://www.edd.ca.gov/about_edd/coronavirus-2019.htm.

Employees who need wage history information to file with their unemployment claim should contact SJCOE Payroll at sjcoepayroll@sjcoe.net.



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How long will the closure last?

Currently, the SJCOE closure is scheduled from Monday, March 16, 2020 - Friday, April 3, 2020. We will keep you apprised of any updates.

What if an employee believes they have been directly exposed to COVID-19?

If you have had close contact with a confirmed COVID-19 patient, or your symptoms seem serious or are of concern to you, email or call your health care provider for advice. Do not go into a health facility without first contacting it for advice. For a description of symptoms, please visit

https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fsymptoms.html.

Those over 60 and those with health conditions that might increase the risk of contracting COVID-19 are encouraged to contact their health care providers for recommendations.

It is important that you keep your supervisor apprised if you are unavailable to work due to having been exposed to or having contracted COVID-19.

What resources are available to help my family navigate concerns and anxiety regarding COVID-19?

This global health crisis has created uncertainty and anxiety for our community and the San Joaquin County Office of Education. If you need assistance during this time, please reach out to these available resources. These resources are confidential, free of cost, and can provide you with assistance when you need it most, 24 hours a day/seven days a week:

- **Teachers (with CVT Medical Plan):**
Employee Assistance Program - California's Valued Trust/Beacon Health Options
Telephone: 1-877-397-1032
Website: www.achievesolutions.net/cvt.
- **Management & Classified Staff (with SISC Medical Plan including WABE):**
Employee Assistance Program - SISC III/Anthem Blue Cross
Telephone: 1-800-999-7222
Website: www.anthemeap.com (Enter SISC to log in)
- **Staff with no SJCOE medical plan:**
San Joaquin County Behavioral Health Services
Telephone: 1-888-468-9370

Crisis Text Line

Text HOME to 741741 and a live, trained crisis counselor receives the text and should respond quickly.