



## Student Employment Guidelines During the COVID-19 Pandemic

In consultation with the COVID-19 Planning Group and Human Resources, the College has developed interim policies for supervisors supervising current student employees or those who will be supervising student employees during the pandemic.

We recognize that student employees are critical to the operation of the College, and that students benefit from on-campus work. Students who live both on campus and off campus will be permitted to be employed by the College during the 2020-2021 academic year, under the following guidelines:

- Supervisors should support remote work whenever possible.
- Remote work is only available for students residing in California due to state law wage requirements and restrictions.
- Students Residing Off Campus - Students who live off-campus are permitted to come to campus exclusively for work shifts. They may arrive on campus no more than 15 minutes prior to their shift, report to their office and should depart campus immediately after. Students may not engage in other activities while they are on campus (i.e. remote classes, visiting friends, eating in campus dining facilities).
- Students Residing On Campus - Students who live on-campus are approved to perform both in-person and remote work. However, remote work is still strongly recommended.
- Supervisors are responsible for the safety and wellbeing of their student employees.
- Supervisors are responsible for ensuring that student employees:
  - Have a workspace that allows them to maintain physical distancing, and that they are adhering to physical distancing guidelines at all times while on campus. If students have a role that requires them to move about campus, the supervisor and employee should maintain a log of when/where the student travels in case contact tracing becomes necessary.
  - Have a plan for when/where they take their breaks. Student employees should avoid using break rooms, and congregating with others. They may wish to consider using outdoor spaces near their workspace.
  - Complete the Gaels Wellness Pledge.
  - Submit the Daily Health Screening via the LifeSafe app prior to leaving their residence. Students may not come to campus if they are determined to be “At Risk” based on their responses to the screening questions.
  - Wear a facial covering.
  - Engage in Health Habits such as proper hand washing while working.

Departments must provide an updated list of student employees names and work schedules to the COVID-19 Response Coordinator at [covidcoordinator@stmarys-ca.edu](mailto:covidcoordinator@stmarys-ca.edu) so we have an accurate record of who to expect on campus. Only departments approved to provide in-person services may have students working on-site. For questions about Federal Work Study, please contact the Financial Aid Office at [finaid@stmarys-ca.edu](mailto:finaid@stmarys-ca.edu). Any other questions may be directed to Human Resources at [hr@stmarys-ca.edu](mailto:hr@stmarys-ca.edu).

Thank you for your continued support and keeping our students and College community safe.

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