



**TOHONO O'ODHAM COMMUNITY COLLEGE**  
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*Subject: Travel Restrictions and Sick Leave during the time of coronavirus*

### **Travel Restrictions**

Coronavirus is spreading broadly within the United States. The numbers are low for a country of this size but the tallies are rising despite the paucity of testing in the US. Local authorities, including state governments and individual organizations are taking steps to slow the spread of the virus. A primary strategy is social distancing. That includes curtailing travel, something that the Nation is doing, and that we are going to emulate and extend (see attached Memorandum).

From this day until further notice, Tohono O'odham Community College sponsored travel to conferences, trainings, and other similar gatherings is banned. Local travel via surface transportation to conduct College business is permissible (e.g., travel to and from classes, travel between various College sites to conduct business, travel to purchase supplies for College business, and the like). In the event that it is not clear whether travel plans meet criteria for permissible travel, consult with your supervisor.

This action is in line with what many other institutions are doing in this climate of uncertainty. It is also in line with recommendations of the World Health Organization, which today declared the coronavirus threat a global pandemic:

<https://www.washingtonpost.com/health/2020/03/11/who-declares-pandemic-coronavirus-disease-covid-19/>

### **Sick Leave and coronavirus**

If a TOCC employee is diagnosed or quarantined because of coronavirus, TOCC will provide up to two weeks of paid sick leave. If a person is diagnosed and does not have any sick leave accrued, they will be provided with the sick leave pay regardless. If an employee is diagnosed or quarantined and has sick leave they will need to use that sick leave first. But if they do not have sufficient sick leave to cover a two week period, TOCC will provide the difference. This applies to all employees including new employees who may not have accrued sufficient sick leave to date. TOCC's HR Director Stacy Owsley will provide more information in the event it is needed.

We absolutely hope this policy does not have to be implemented but it is being put forward now so that TOCC employees know that they will be protected.

Paul M. Robertson, Ph.D.  
President

*"Nia, Oya G-T- Taccui Am Hab E-ju – Our Dream Fulfilled"*