

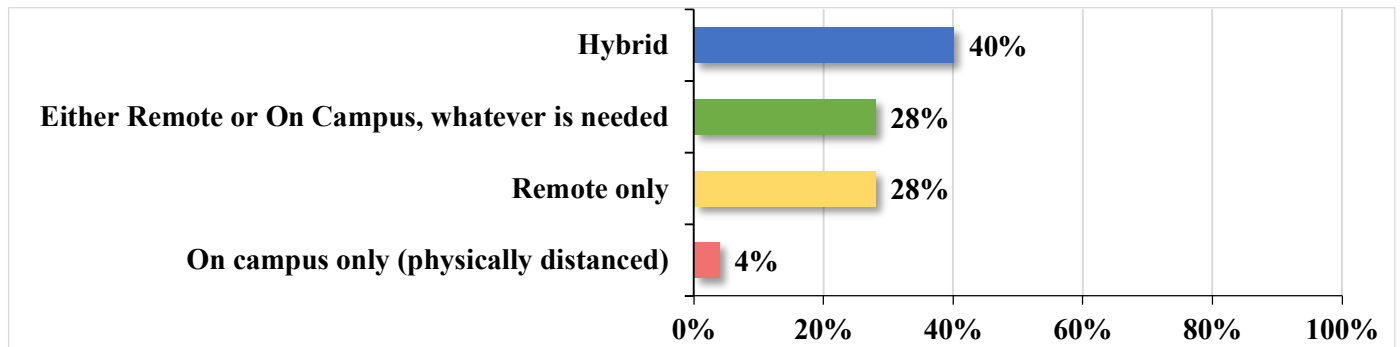


# Chabot Classified Professionals Fall 2020 Planning Survey

Following the Bay Area shelter-in-place order in March of 2020, much of the work of Chabot classified professionals moved to an online format. The Chabot Classified Professionals planning survey was administered jointly by the Classified Senate and Office of Institutional Effectiveness between May 11 and May 14, 2020 to assess staff perspectives and working preferences for Fall 2020. Approximately 90 classified professionals (about 50% response rate) took the survey.

## Work Location Preferences for Fall 2020

Classified professionals from 31 areas/departments were asked **which format best** describes their working location preference for Fall 2020.

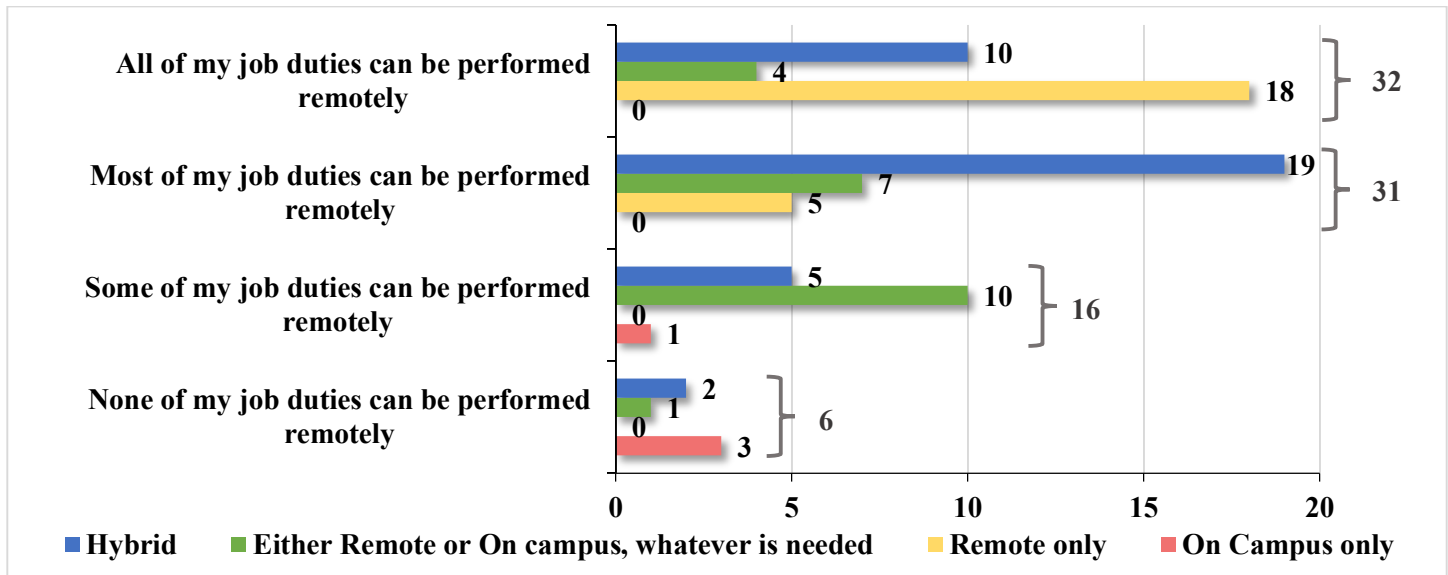


The most popular response for Fall 2020 working location preferences was hybrid (40%) where some work is done on campus and some work is done remotely from home. Next, 28% of classified professionals chose either remote work or on campus, whatever is needed and/or makes sense in order to support the college. They are flexible in their willingness to work in ways that best serve students. The same percent of classified professionals prefer remote only location. Only four percent of the classified professionals who took the survey choose the preference of working on campus only (physically distanced).

## Chabot Classified Professionals Fall 2020 Planning Survey

### Current Ability to Work Remotely and Work Location Preference

Classified Professionals' work location preference was analyzed in relationship to their assessment of whether their job duties could be performed remotely:



Of the Classified Professionals who responded to the survey, the majority (63 out of 85) can perform all or most of their job duties remotely (with the caveat, that many classified professionals who are serving the institution in person, may have found it more difficult to respond to the survey). Of the six respondents who have job duties that cannot be performed remotely, all were prepared to come onto campus (or work in hybrid fashion) to continue their job duties.

Classified Professionals were also asked:

*Which specific services that your department provides cannot be delivered remotely?*

- Challenges with Bookstore and Childcare Center in general
- Challenges with services that require the exchange of books/materials either via the bookstore or library
- Challenges with processes that still require signature or exchange of paper: forms, checks, etc.

# Chabot Classified Professionals Fall 2020 Planning Survey

## Specific Resources Required for Remote Work and Safety Measures

The survey included open-ended questions on specific resources required for remote work and safety measures. About 68-76 classified professionals responded to these questions, depending on the question.

**Question 1:** If you have not been provided adequate resources, tools, or equipment to work effectively in a remote environment, what specific resources do you require or what changes to college/district processes would make work more effective?

- **Technological Equipment:** Laptop, mouse, printer, scanner, paper, ink, dual monitors, Internet hot spot
- **Process Update:** Enable electronic flow of forms (e.g., electronic signatures)
- **Professional Development:** Training on how classified professionals could reach out to students remotely
- **Have What they Need:** Many Classified Professionals have what they need to work remotely

**Question 2:** Assuming that the state and local shelter-in-place order is modified to permit the campus to re-open, are there specific safety measures or protocols that you would like to see enacted for your particular workspace/environment?

- **Safety measures recommended for common spaces and shared work areas:**
  - Deep cleaning of campus including ventilation systems before reopening
  - Provide masks, hand sanitizers, gloves, and wipes for students and staff
  - Signage and markings to regulate foot traffic including designated entrances and exits
  - Rotation of staff presence on campus
  - Temperature checks
  - Clear instructions on contact tracing
  - More hand-washing stations with automated water flow
  - Plexiglass walls to separate cubicles in open areas
  - Continue to hold meetings over Zoom
- **Safety measures recommended by those performing student-facing services:**
  - Plexiglass barriers and face shields
  - Limit number of students coming to windows and continue remote service
  - Non-cash transactions
  - Limit paperwork and materials passed between students and staff
  - Frequent cleaning of plexiglass, door knobs, etc. throughout day