



DATE: March 13, 2020  
TO: Chabot-Las Positas Community College District  
FROM: Ronald Gerhard, Interim Chancellor  
SUBJECT: COVID-19 Update

---

Dear Colleagues,

I know that this is a difficult time and many in our community, and throughout our nation, are feeling uncertain and anxious. The situation continues to be fluid and as we continue to monitor guidance from local and state health officials, I greatly appreciate your patience, understanding, and commitment to the safety of our students and our community.

I will continue to send communications to help provide as much information as possible, but also encourage you to read your respective college President's emails, and contact your President's Office for additional clarification and guidance. Our district office employees can contact their respective administrator for clarification and guidance.

While we have zero reported cases among students and employees, in an abundance of caution for the safety of our faculty, our classified professionals, our students, and our community, as of today, until a time to be determined, we plan to offer classes via online education or limited in-person participation. The Presidents and their respective teams are working with faculty and classified professionals to determine details and logistics related to our modified modality of instruction.

All district and college functions will remain open for business.

For today's message, I am highlighting a few key points that describe our implementation and planning efforts.

- **Instructional Services:** Regularly scheduled online classes will continue without disruption. Classes will resume on Monday, March 16, 2020 using either an online instruction format or limited in-person participation classes.
  - **In-person classes** will resume in online or alternate modality on Monday, March 16<sup>th</sup>. State and county advisories will be monitored daily for guidance. When conditions warrant, the resumption of in-person classes will be announced.
  - **Online classes** continue as normal with no interruption.
  - **Student Services** continue as normal with no interruption. This includes student support departments such as Admissions and Records, Financial Aid, Counseling and more. Please visit your respective college websites for an updated list of hours and operations.

- **Use of facilities by outside organizations:** All reasonable efforts should be made to cancel or postpone facility rentals by outside organizations. These activities increase risk and exposure to all employees and event guests.
- **Social distancing** is a practice recommended by public health officials to stop or slow down the spread of contagious diseases. It requires the creation of physical space between individuals who may spread certain infectious diseases. The key is to minimize the number of gatherings as much as possible and to achieve space between individuals when events or activities cannot be modified, postponed, or canceled. Achieving space between individuals of approximately six feet is advisable. *Please see the link for [guidelines for social distancing](#). The document is also attached.*
- **Guidelines for required or necessary campus and district meetings:**
  - Stagger activities.
  - Add frequency of an event to spread out attendance, i.e., hold more, possibly shorter, smaller gatherings.
  - Add distance between individuals' sitting or standing space.
  - Ensure hand sanitizers are available within meeting spaces.
  - Avoid direct physical contact.
  - Use phones, videos or video conferencing to reduce the need for close interaction.
  - If an employee is not feeling well, consider staying home, and consult with your supervisor regarding personal health concerns.
- **Facility signage:** Extra efforts are being made to sanitize the campus, facilities, and equipment. Signage will be posted throughout the district to advise of such efforts.
- **Travel restriction:** Our district's business travel will be limited to accreditation, licensure or regulatory priorities. There may be some travel that may be approved on a case by case basis (i.e. such as previously scheduled student field trips, conferences, etc.). Please consult with your respective President's Office or administrator for specific guidance and approval.
- **Athletic events:** The California Community College Athletic Association (CCCAA), the sport's governing body for all of the community colleges in the state, announced Thursday night that games and practices for all of the spring sports, and out-of-season sports, and will stop indefinitely due to the coronavirus (COVID-19).

I am grateful with the spirit of teamwork exemplified by our classified professionals, our faculty, our administrators and our district-wide community. On behalf of Presidents, Dr. Susan Sperling and Dr. Dyrell Foster, and our district leadership team, I thank you for your continued efforts and patience during a very fluid and dynamic time in our society. I know that together we will get through this challenging time.

Thank you and regards,

Ronald Gerhard  
Interim Chancellor