



DATE: March 15, 2020
TO: Chabot-Las Positas Community College District
FROM: Interim Chancellor Ronald Gerhard, CLPCCD
President Susan Sperling, Chabot College
President Dyrell Foster, Las Positas College
SUBJECT: COVID-19 Summary Update

Dear Colleagues,

I, along with our Presidents, Dr. Susan Sperling and Dr. Dyrell Foster, want to personally thank everyone for your incredible professionalism, dedication to serving our students, and compassion shown during these challenging times. The expedient manner in which everyone took to task converting face to face instruction to an alternative delivery mode clearly demonstrates your commitment to student success and the health of our community.

As of today, there are seven confirmed cases of the COVID-19 virus in Alameda County and no confirmed cases within the Chabot-Las Positas Community College District. With this information, we want to continue to serve our students as best we can, following all relevant and appropriate requirements and guidelines. We are constantly monitoring bulletins, communications, and situation reports from federal, state and county health authorities. Both the Federal and State government have declared states of emergency and most of our public feeder K-12 districts are closed for at least three weeks.

Our goal continues to be the health and safety of our employees and students, but yet still be able, to the degree that we can, to continue to offer uninterrupted instruction and student service support to our students. As I've mentioned before, this situation is dynamic and we are doing our best to appropriately respond to the needs of our district (classified professionals, faculty, administrators, students and community). Phase one, of our emergency response, was to decrease exposure to the largest groups of people which led us to focus on decreasing the number of students on campus.

Starting Monday March 16, we are scheduled to resume instruction, with most classes converted from face-to-face to an alternative delivery method. We are now looking to phase two and next steps of our COVID-19 emergency response:

- To the extent that faculty are teaching remotely, until further notice, required weekly office hours will now also be done remotely. If a faculty member is teaching a laboratory or activity class on campus, the faculty member has the option of conducting office hours

on site, adhering to social distancing practices, or conducting them in a remote manner. Again, faculty that have already converted all of their courses to an alternative delivery modality, and are now performing their required office hours remotely, should stay home. Also, please communicate with your students, as soon as possible, how you will be providing instruction and office hours.

- Within the next few days, managers will review their areas to take inventory of what current duties and functions can be performed remotely. We anticipate that this effort will take a few days to complete. This includes all student services (admissions and records, counseling, financial aid, etc.), non-instructional support services, and operational support functions. As facts and circumstances warrant, those options, in response to the next part of our emergency response, may include: if possible, the option to work remotely, work in isolation on campus, and/or complete closure. During this time of transition, our students will continue to seek and need to access our services. District and college leadership are also reviewing office hours and options to provide student services in a variety of modalities. It is also recognized that some work simply must be performed on-site.
- With the closing of the colleges' childcare centers and the dismissal of many of our local school districts, as it relates to any immediate childcare needs that our employees are facing, we ask that everyone respond with compassion and flexibility.

On behalf of our Presidents, we thank you for your continued patience and understanding. I'm confident that, together, we can get through this challenging time. Please continue to visit the [district urgent alerts webpage](#) for up to date information, and contact your Presidents' Office or administrator for additional questions and/or guidance.

Regards,

Ron Gerhard
Interim Chancellor

Dr. Susan Sperling
President, Chabot College

Dr. Dyrell Foster
President, Las Positas College