



DATE: March 16, 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 Shelter-in-place Update

Colleagues,

Thank you for all you continue to do during these most challenging of times. I can only hope that this pandemic is a once in a century event. Last night, we received communication from the State Chancellor's Office that the COVID-19 epidemic is expected to continue through the month of June and will then peak for a second time in August/September of this year. The impacts are likely to extend through Spring of 2021. My takeaway from this communication is that we need to prepare to operate in this new modality for up to the next three semesters, with some changes, during this emergency response, likely to be permanent. We are taking the time to be intentional, thoughtful and strategic in order to respond to our changing environment.

Per the Order of the County Health Officer to shelter-in-place until April 7, 2020 (11:59 p.m.), starting Tuesday, March 17, 2020 District and College offices are closed, except as noted below. Employees should shelter in place, with the exception of immediately essential functions as outlined in [Exemption 10 of the County Health Order](#). Immediately essential functions are campus safety; District Information Technology Services; College Technology Services; grounds and maintenance; Human Resources, including Benefits; Business Services-Payroll; and College Financial Aid and Admissions and Records. Additional departments may be identified at a later date.

We will provide additional information by Friday, March 20, 2020, as to those functions that may be able to deliver services remotely. We will take this week to review and assess how job functions can be performed remotely. There will not be any changes to your payroll and benefits.

Classified Professionals: Your managers will contact you directly about the ability to work remotely and to determine how you can perform your job duties remotely. Please work with your manager to identify additional learning and training opportunities.

Administrators and Managers: Please continue your work, remotely when applicable, to plan and adapt your division/department services to a virtual modality. Please consult with your college leadership for additional guidance.

Faculty: If you have converted to online classes, continue to deliver instruction to your students. If you have not converted to online instruction, including labs or limited in-person classes, please begin or continue to convert to an online modality and consult with your department dean or coordinator.

Counselors and Librarians: Please continue to work, remotely, with your Vice Presidents and Deans to develop an online service delivery. If online service delivery is available, continue to deliver services to students.

I, along with our Presidents, thank you for your continued patience and understanding. Information from local and state authorities is changing rapidly but 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