



DATE: March 20, 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 Update

Dear Colleagues:

First and foremost, I, along with our Presidents, Dr. Sperling and Dr. Foster, would like to personally thank EVERYONE for all you have done in a very short timeframe to adapt to the constantly evolving circumstances that we face. At every turn everyone has rolled up their sleeves to accomplish what was needed at that moment, and what is to come, so that we can continue to provide instruction and services to our students. Your resourcefulness and flexibility are an inspiration. *Please view the following [video](#) from us, expressing our gratitude to each of you.*

As we enter into spring break, I encourage all of us to take time to pause and attend to our individual mental and physical needs. In the constant movement of responding to changing local, state and federal guidance, directions, and mandates, while we have focused on serving our students, it has been easy to put aside our own health. I encourage everyone to take care of themselves.

Please know that payroll will continue normal operations. Employees will be paid on time. For hourly, student employees, temporary employees, and professional experts, a timesheet will need to be submitted by supervisors for April payroll (March 16-April 15). The only change will be for those employees who pick up checks on campus. For those employees who cannot switch, and have their check mailed to them, they are directed to go to their Campus' Security Office on 03/31/20 to pick up their check.

Based on the governor's executive order from March 19, 2020, all individuals living in the State of California are to stay home or at their place of residence except as needed to maintain continuity of operations. With respect to Chabot-Las Positas CCD, we are considered, under the government facilities sector, as part of the education facilities sub-sector, which covers

institutions of higher education. See link for Critical Infrastructure Sectors/[Government Facilities Sector/Sector Overview](https://www.cisa.gov/government-facilities-sector). <https://www.cisa.gov/government-facilities-sector>

Unlike the Alameda County Shelter-in-Place Order, the Governor's executive order does not provide an end date. Therefore, CLPCCD will continue to operate under our current model, with online instruction and immediate essential functions operating on campus or remotely. Spring break occurs as scheduled, next week, March 23-27, 2020.

As stated in previous communications, we are still working with managers to determine those functions that may be able to deliver services remotely. Please read below for additional updates.

Updates as of March 20, 2020:

County health update: Alameda County has reported 45 confirmed cases of COVID-19 and no confirmed cases within the Chabot-Las Positas Community College District (last updated March 19, 2020).

Special Board meeting: Tonight, we are scheduled to have a special board meeting and anticipate board's approval emergency COVID-19 resolution. The resolution would delegate additional authority to the chancellor to make time sensitive decisions that will continue to help us respond appropriately and timely.

Classified Professionals: Your managers will contact you directly about the performance of your job duties remotely, both short and long-term possibilities. We encourage you to work with your manager to also identify additional learning and training needs and 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.

Working Remotely: We are in "phase 2" of our rollout of working remotely. While equipment has been assigned to employees to enable them to work remotely, more is currently being prepared for distribution. Computer equipment, as it is available, will continue to be issued.

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.

District and College Compliance: The District maintains regular contact with the State Chancellor's Office as well as our Accrediting Commission (ACCJC) to ensure we meet

compliance as a Higher Education public Community College District. Both Colleges have submitted and have received approval of their Emergency Blanket Distance Education Addendums.

Longer-range plans for Campus Activities:

We anticipate this emergency situation to last through the spring semester. We will now need to consider summer plans and should also build a shadow summer schedule, that should conditions improve, would be helpful to transition smoothly back to face to face instruction.

- Online instruction: As of right now, due to the continued uncertainty of the Governor's executive order, and to ensure operational continuity as much as possible, we plan to continue online instruction through the summer term.
- Career Education: We continue to receive guidance from the State Chancellor's Office about the status of instruction and options going forward. More guidance and direction will be forthcoming.
- Commencement and year-end celebrations: The colleges and district leadership team have decided to transition to virtual celebrations, where feasible. Planning processes are underway, and more information is to come. The Presidents are leading discussions to assess the feasibility of converting these to remote/online/virtual formats.

Health Protocols:

- 1) Employees:
 - a. If you are feeling sick, do not come to the office (specifically, essential employees), contact your doctor, and notify your supervisor.
 - b. If you are an essential employee, while at or away from office, please continue to practice social distancing, wash your hands frequently, and follow other standard health practices.
 - c. If you are notified by your health care provider that you have tested positive for COVID-19, notify your supervisor. The supervisor should then notify their administrators. The college or district office will follow our policies and procedures to cleaning and disinfect (per CDC recommendations) those areas where employee had contact. College/district leadership will determine whether to close a building on a case by case basis, in close coordination with the administrator responsible for programming for a building.
- 2) Students: If a student is found to have tested positive for COVID-19, they should notify their instructor/counselor, who will report up in accordance to the prior procedure for employees.

As you already know, this emergency situation is a moving target, and we are adapting our plans as necessary. This planning includes conversations with SEIU Local 1021, confidential and supervisory staff, administrators, and the Faculty Association.

Again, I, along with our Presidents, thank you for your continued patience and understanding. Let's remember to be kind to each other, especially in support of our friends and colleagues who

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are experiencing racist or xenophobic sentiments targeting our Asian-American community. 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 email 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