



DATE: March 27, 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

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Dear Colleagues:

We hope you and your families are doing well. I, along with our Presidents, Dr. Sperling and Dr. Foster, are thinking about each of you, and hope you are adapting to our new environment. As we've said in the past, we thank each of you for your resourcefulness and flexibility during this time. We know that working together, as we have, will get us through and prepare us for the upcoming months.

I'd like to share some updates for this week:

**Updates as of March 27, 2020:**

**Covid-19 cases at CLPCCD:**

The District has learned of two positive cases of Covid-19 within the district community. The first case is a LPC distance education student, who was taking classes remotely outside of the Bay Area. We have confirmed this student has not been on campus this semester. They are under self-quarantine per their physician's recommendation.

The second case involves a faculty member from Chabot College who tested positive but may have contracted the virus offsite - after the employee left the campus on March 12, 2020. This faculty member is under physician's guidance and is self-quarantined with mild symptoms.

Per guidelines from the Alameda County Health Department, members of the CLPCCD community continue to be considered low-risk exposure despite either of these cases. Faculty, staff and students should continue to monitor any symptoms and report any illness to your health care provider and supervisor. Please continue to follow all health guidance for social distancing, hand washing and covering a cough/sneeze.

In situations like these, we must protect the privacy rights of individuals while also ensuring the health of our broader campus community. We will work with local public health authorities to determine whether there are members of the campus community who may be affected by this incident. We understand that the news we are sharing may be unsettling to some, but we want to assure you that your health and safety remains our priority. Our maintenance and operations staff continue to disinfect and sanitize the campus community facilities.

**Please know that payroll will continue normal operations.** Employees will be paid on time. 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.

**State and County's Executive Order:** 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 CLPCCD, we are considered, under the government facilities sector, as part of the education facilities subsector, 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 through summer or unless otherwise advised by government authorities.

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.

**County health update:** Alameda County has reported 220 confirmed cases of COVID-19 (last updated March 27, 2020). As mentioned above, we have two reported positive test results within our CLPCCD community, however, we are advised by the Public Health Department that our employees remain at very low risk.

**Working remotely:** We continue to be 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 continue to convert to an online modality and consult with your department dean or coordinator. See below for additional information related to labs.

**Longer-range plans for campus activities:** Based upon revised guidance from the Alameda County Health Department and Alameda County Office of Education, we anticipate this emergency situation to last at least through spring, and more specifically until May 1, 2020. [See press release](#). **We will continue our registration and enrollment periods as scheduled. Our Colleges are now designing summer plans for online education, and if applicable,**

**will also develop a shadow summer schedule, that should conditions improve, will help us 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.
- **Student fees:** Our district will follow Chancellor Eloy Oakley's Executive Order 2020-01 (dated 3-20-20), which states the following:
  - Students who withdraw from courses (due to the COVID-19 crisis) may do so without any negative effect on their student records.
  - They will be allowed a refund on the enrollment fees they paid for courses from which they withdrew.
- **Labs:** Our district is exploring best options to support educational continuity on hard-to-convert labs, grading flexibility, and the potential of a spring term extension for courses disproportionately impacted in the transition to online delivery.
  - Virtual lab delivery update: The state system has procured a virtual lab delivery system, "Labster," expected to be available next week. Our district will review the feasibility of this option to meet the needs of our science labs.
  - CTE update: We are closely following the state's guidance on instructional approaches to CTE programs that meet the 16 essential sectors as outlined in the Governor's Executive Order. We will proactively address how to support students in these occupational programs so they can finish out their courses and move toward completion.
- **Grading policies:** As of today, the state system released an executive order to:
  - Temporarily suspend grading-related regulations
    - Some of these options include flexibility with a Pass/No Pass (P/NP) option, awarding Incompletes (I) or In Progress (IP), and extending the Spring term to June 30, 2020.
  - Ease repeatability restrictions which would provide additional flexibility.

Together, with faculty leadership, we will examine the options available to relieve potential adverse impacts on students who find themselves in a first-time online learning environment. Through our efforts, we are working to ensure that student academic disruption is minimized, and students are encouraged to persist through flexible policies to continue their educational goals.

- **Commencement and year-end celebrations:** The Presidents are leading discussions to postpone or convert these to remote/online/virtual formats. More information is to come from our Colleges.

**Health Protocols:**

- 1) If you are feeling sick, do not come to the office (specifically, essential employees), contact your doctor, and notify your supervisor.
- 2) 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.

As you already know, this emergency situation is a moving target, and we are adapting our plans as necessary. We appreciate SEIU, Local 1021, confidential and supervisory staff, our administrators, and the Faculty Association for their ongoing collaboration and partnership.

If you missed it last week, we invite you to view the *following [video](#) from us, expressing our gratitude to each of you. You can also view the videos from our Presidents to our students, [Dr. Sperling](#) and [Dr. Foster](#).*

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