



DATE: April 10, 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 able to find creative ways to spend time together during this Easter weekend. I, along with our Presidents, Dr. Sperling and Dr. Foster, are thinking about each of you, and wish you all a restful weekend.

We continue to be grateful for everyone's contribution in helping to move our district forward, in such a short amount of time, and to get us to the point where we are serving students as close as possible to normal. We have been able to come together, despite perhaps having different ideas, or approaches, and have found solutions for the common good of our students and our employees. We should be proud of how we are working together, against some great challenges, to support each other. That support can be seen in various ways, whether through creative technical support and solutions, or just practicing patience and understanding as we work through unprecedented obstacles.

Additionally, this effort has provided us with an opportunity to review how we could better prepare ourselves to serve our students, not only in the immediate timeframe, but also looking to the distant future, in preparation to respond to additional "new societal norms" that include future fires, smoke/air quality situations, or other unpredictable disasters.

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

**Updates as of April 10, 2020:**

**Please know that payroll will continue normal operations.** Employees will be paid on time, **including hourly employees who were authorized to work and submitted a timesheet within the payroll deadline for April.** 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, for April, they are directed to go to their Campus' Security Office to pick up their check and beginning in May, all paychecks will be distributed either through direct (ACH) payments to the employee's bank account or through USPS mail.

**State and County's Executive Orders:** We continue to work under the same "Shelter-in-Place" order, dated March 31, 2020, from Alameda County Public Health Officer. **The order to shelter-in-place and work remotely was extended from April 7, 2020 to May 3, 2020.** This time frame is still in line with prior District decisions to move instruction to a fully on-line delivery mode thru the summer

semester. However, this timeline remains fluid, and we continue to review information and plan for everyone to return to the workplace.

**County health update:** Alameda County has reported 713 confirmed cases of COVID-19 (last updated April 10, 2020).

**CLPCCD Response to Grading Policy Flexibility per CCCCCO Guidance:**

As communicated last week, and as most recently sent to students, we updated our grading policies to support our students during this period. Each college continues to work with respective constituents to share and disseminate this information with our students. You can view the document shared with students [here](#).

**Grading:** The flexibility granted by the state has the intent to ensure students who attempt to continue to complete a course under the current COVID-19 situation, rather than withdraw, will not be negatively affected should they ultimately be unable to successfully complete the course.

- Allowed: Course Repetition Due to Extenuating Circumstances
- Pass/No Pass Grade (P/NP) Options for All Classes
- Incomplete or In Progress Grade (I/IP) Options with one year to complete the requirements of the course.
- Extension possible to June 30 as per CCCCCO Guidance for courses that need it. Chabot College and Las Positas College will make decisions in the best interest of educational continuity.
- May 22 is the last day of Spring 2020 instruction. Most courses will complete without an extension.
- All Faculty should submit grades as per the district Spring 2020 term calendar deadlines.

**Health Protocols:**

1. If you are feeling sick, do not come to the office, 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.
3. A reminder that all essential employees must speak (no texts, emails or voicemails) to their immediate supervisor (or someone else if directed) to answer three simple questions (e.g. cough, fever, shortness of breath, etc.) before entering the workspace.

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. Thank you again for all that you have done and continue to do.

Regards,

Ron Gerhard  
Interim Chancellor

Dr. Susan Sperling  
President, Chabot College

Dr. Dyrell Foster  
President, Las Positas College