



DATE: April 3, 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:

We hope you and your families continue to be well and are adjusting a bit more to our changing environment. I, along with our Presidents, Dr. Sperling and Dr. Foster, are thinking about each of you, and hope you are staying busy, taking a break from watching the news, and taking advantage of our beautiful spring weather (even if the forecast calls for rain this weekend). As we've said in the past, we thank each of you for your resourcefulness and flexibility during this time. We will continue to communicate via these weekly messages until this emergency is lifted.

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

Updates as of April 3, 2020:

COVID-19 cases at CLPCCD:

Since last week, the District has not had any additional, reported, positive cases of COVID-19 within the district community.

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 to pick up their check.

State and County's Executive Orders: On March 31, 2020, the Alameda County Public Health Officer provided an update to the shelter-in-place order previously issued. This [new order](#) has some new effects on the Colleges and the District which are outlined below:

- **The order to shelter-in-place and work remotely has been extended to May 3, 2020.** This timeframe 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 returning to the workplace.

Please note that there are two shelter-in-place orders, one from the County and one from the State. The State's shelter-in-place does not have an end date. The County's shelter-in-place order is the strictest in terms of health and safety regulations, and thus the order we must follow. But even though the County's shelter-in-place has an end date, until the State's shelter-in place order is lifted, we would still be under the State's order.

- **Essential employees:** For essential employees (physically) reporting to work, the new order now requires the employer to conduct a symptom check. A symptom checks log has been distributed to administrators by HR staff.

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. This includes faculty reporting to campus to complete distance education elements.

- **Social Distancing guidelines:** The District had previously posted guidelines for social distancing at all district facilities. The new order requires an additional "Social Distancing Protocol" document be posted for any building that remains accessible.

Please review the attach County Health Order document for your familiarity with the protocols that continue to be in place within the District. If you are in the office with other colleagues, whether in conversation or at your desk, please be sure follow the guidelines including to keep at least six feet away from your colleagues.

County health update: Alameda County has reported 443 confirmed cases of COVID-19 (last updated April 3, 2020). As mentioned above, the District has not had any additional, reported, positive cases of COVID-19 within the district community.

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 new guidance from the Alameda County Health Department we anticipate this emergency situation to last at least through spring, and more specifically until May 3, 2020. **We continue our registration and enrollment periods, as scheduled. Our Colleges are designing summer plans for online education.**

CLPCCD Response to Grading Policy Flexibility per CCCCCO Guidance:

In the interest of supporting educational continuity for our students, we have worked on the following with information forthcoming. We will continue to work across the Colleges, with the Academic Senates, and through shared governance committees on resolving all related issues to COVID-19.

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.

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.
- Refunds will be allowed on the enrollment fees they paid for courses from which they withdrew.

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.
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.

As always, as our emergency situations changes on a daily or weekly basis, we appreciate SEIU Local 1021, confidential and supervisory staff, our administrators, senates, and the Faculty Association for their ongoing engagement, collaboration and partnership.

We invite you to take a moment to view the [video from our LPC Student Trustee, Jakob Massie](#), speaking to his classmates about staying healthy and reminding them of our college online resources.

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

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
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