



DATE: April 17, 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 again hope you and your families are doing well and taking a little bit of time to enjoy the spring weather. This week, like other weeks past, has been no exception in terms of reacting and moving rapidly to respond to ongoing policy changes coming from the State and Federal Government. This week's focus was modifying our district policy to accommodate students for COVID-19 Extraordinary Withdrawals. I want to express my gratitude to our College Presidents, Vice Chancellor of Educational Services and Student Success, Academic Senate Presidents, and the Faculty Association for the quick turnaround and collaborative work in putting this policy together. As we continue to modify policies to reflect the current emergency, we thank you for all you are doing on behalf of our students to help them feel supported and successful.

Thank you to Vice Chancellor Wyman Fong and the Faculty Association leadership for coming together so quickly to put together a side letter of agreement that responds to the COVID-19 emergency working environment. The side letter responds to issues related to office hours, distance education working conditions, sabbatical leaves, and evaluations.

The following are some updates for this week (as of April 17, 2020):

**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 is for those employees who pick up checks on campus. For the 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.

**County health update:** Alameda County has reported 1007 confirmed cases of COVID-19 (last updated April 17, 2020).

**Masks available for essential employees:** The District received a distribution of N-95 and particle masks from Alameda County Office of Emergency Services on April 14, 2020. The masks were donated to the District for use by essential personnel when they are unable to comply with social distancing guidelines and are required to work in close proximity to others. The current County, State and Federal guidelines recommend the use of masks where other social distancing guidelines cannot be maintained. Please contact your supervisor if you have a need for one of these types of masks for use while performing essential duties at the work site.

**District policy regarding COVID-19 Extraordinary Withdrawals:**

- Following statewide guidance from the California Community College Chancellor's Office, our district is exercising grading and withdrawal flexibility during the time of this pandemic. Governor Newsom declared a state of emergency on March 4 and an end date has not been announced.
- Therefore, we continue to work and build guidance under the direction that online learning and shelter-in-place orders will be in effect until further notice from our state and local government agencies.
- This policy, as outlined in an email sent out districtwide April 16, 2020, is accompanied by a template letter that faculty can use to communicate the withdrawal options to their students. The withdrawal options outlined in the memo and template letter are intended to help our students complete their spring 2020 semester with as little impact as possible. See [link](#) for copy of memo and communication template.

**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.

Lastly, we ask that you keep Trustee Marshall Mitzman's family in your thoughts. As you may know from earlier communication, Dr. Mitzman passed away this past Tuesday. He served our district for 12 years and we will forever be grateful for his dedication to our students and service to our community.

As always, 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