



DATE: April 24, 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:

It is hard to fathom that we are ending our sixth week of shelter-in-place. In some respects, it has passed quickly but it also feels like an eternity. In speaking with colleagues from around the state, we are all struggling with similar issues and have taken slightly different approaches to solving them. However, one common theme is how everyone has come together to support the continuance of instruction and services for students. As I reflect on our current times, I continue to be in awe of how much we have adapted in the most difficult of circumstances.

As we look to the immediate future, the following are items that we continue to discuss:

- How will we serve our students in the fall term? (see below for further information)
- When shelter in place is lifted, what will “the new normal” look like and how will we transition?
- How will the shelter in place impact the state’s fiscal outlook?
- How will we (CLPCCD) be impacted with a reduction in the state’s economy?

The following are some updates for this week (as of April 24, 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 1,350 confirmed cases of COVID-19 (last updated April 24, 2020).

Planning for Fall semester has started: The district and colleges are working together to discuss and plan for our Fall semester. We are not sure if the State or County will have new orders in place by then, and thus we are discussing various options anticipating a need to adhere to social distancing guidelines. More information to come.

Face Covering required by Alameda County for essential employees: Per our email communication on April 20, 2020, [Alameda County Health Order No. 20-08](#) now requires all essential personnel to wear a face covering at the workplace. A “face covering” means a covering made of cloth, fabric, or other soft or permeable material, without holes, that covers only the nose and mouth and surrounding areas of the

lower face. *Please speak to your supervisor for approval of your personal face covering or issuance of a face covering (district has limited supplies). This new order requires essential personnel to wear a face covering in the following situations whether inside or outside while at the workplace:

- interacting in person with any member of the public;
- working in or walking through common areas such as hallways, stairways, elevators, and parking facilities; or
- in any room or enclosed area when other people (except for members of the person's own household or residence) are present.

A Face Covering is not required when a person is in a personal office (a single room), when others outside of that person's household are not present as long as the public does not regularly visit the room. But that individual must put on a Face Covering when coworkers are nearby, when being visited by a client/customer, and anywhere members of the public or other coworkers are regularly present.

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. 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.

CARES Act update: As you may know, the CARES Act is a federal, higher education relief fund that will be distributed to colleges and universities to provide direct emergency assistance to qualifying students. Consultation is occurring across both campuses to gather recommendations to bring forward to the district about college and student needs in response to the CARES Act fund allocation.

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.

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
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