



DATE: July 2, 2020
TO: Chabot-Las Positas Community College District
FROM: Vice Chancellor Owen Letcher, CLPCCD
SUBJECT: COVID-19 Update

Dear Colleagues:

Due to vacation schedules, I am sending this week's district update. Please note updated county orders (below) regarding public spaces, and we wish you a safe and enjoyable Fourth of July weekend.

The following are some updates for this week (as of July 2, 2020):

State and County's Executive Order: As a reminder, the current local and State orders include the following guidelines: The order to shelter-in-place and work remotely remains in effect until rescinded by the State and Alameda County. As of now, the vast majority of us are still working remotely. For your information, attached is [Alameda County's Reopening Plan](#) (as of June 8, 2020). Additionally, as part of this new order, each organization must prepare a training manual for their employees. You may view our [CLPCCD training manual here](#). Many counties have [updated orders](#) regarding public spaces, please review and stay safe during this holiday weekend.

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.** In July, 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 6,384 confirmed cases of COVID-19 (last updated July 2, 2020). Per [Alameda County's Health Order No. 20-14 COVID-19 Site-Specific Protection](#) from June 5, 2020, please take time to read and review the updated protocols.

Reminder - Health Protocols:

- If you are an essential employee and feeling sick, do not come to the office, contact your doctor, and notify your supervisor. While at or away from the office, please continue to practice social distancing, wash your hands frequently, and follow other standard health practices.
- 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.

July 2, 2020
COVID-19 Update

- All essential employees should wear a face covering while in public spaces and maintain their social distancing of six feet.

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,

Owen Letcher
Vice Chancellor, Facilities, Bond Programs and Operations