



**Office of the President  
M E M O R A N D U M**

March 15, 2020

Good Afternoon LACC Family:

These are unprecedented times. Although the LA County Department of Public Health has NOT called for a closure of our campuses and there are NO reported cases of the COVID-19 coronavirus in any LACCD colleges or district office, the LACCD Board of Trustees voted to suspend instruction this coming week and move Spring Break to begin on March 23<sup>rd</sup>. This decision was made to have students off campus for two weeks allowing the colleges additional time to develop plans and make the necessary adjustments should we need to completely move instruction and many services to a remote format. Having students off campus for the next two weeks also allows us to implement substantial and substantive social distancing. **During this next week it is critical to prepare our classes and our services to be delivered remotely.**

The Chancellor sent an email to all employees last night. As difficult as this is, it is a time for us to come together, not just for our great college but for one another. After the Board meeting yesterday, I had a meeting with the LACC Senior Staff. We will begin taking as many employees off campus as possible while still being able to deliver essential programming and services to students. The college had already begun transitioning a majority of instruction to remote learning. However, with the impending community spread expected of COVID-19, along with the closure of several school districts in our area, we are moving everything we possibly can to work that can be done remotely to help slow the exponential spread of the virus.

With the exception of Holmes Hall for the for students to receive flu shots, the Student Union for the Pop-up Food Pantry, and the Child Development Center, there will be no students accessing services this week. No offices will be open to the public for at least the next two weeks. We will need to strategically re-open some services for students, such as computer labs so they can access technology if they do not have a computer and/or internet at home. We will do this once we have social distancing protocols in place. We have been working on temporary lab technology reconfigurations and hope to begin rolling those changes out by Wednesday.

FACULTY: Prior to March 30<sup>th</sup> we need instructional faculty to determine how to and be prepared to deliver all instruction remotely. We understand this will be a major task for several disciplines and in a few cases a challenge that seems almost impossible. This preparation is critical so when students are back in class on March 30<sup>th</sup> all courses can be delivered remotely should a full shut down of the campus be ordered by the LA County Department of Public Health. We will have you working with your Dean and Department Chair to determine your needs for equipment, training, and assistance. We will be here for you with whatever you need. Non-classroom faculty, Counselors, and Librarians, we continue to work on systems for you to also work remotely. You will not have face-to-face work with students for at

least two weeks, but our students still need your guidance and expertise, especially now. We believe with the training being put together and technology available, the majority of you will be situated to work remotely. If you have student workers or other unclassified workers, they should not come in to campus for the next two weeks. They need to stay home and they will be paid their usual hours for this period. This includes Cadets.

STAFF: Preliminarily, we believe many of you will be able to temporarily work remotely. Your supervisor/manager/dean is determining that this Monday and Tuesday. Those temporarily moved to work remotely will be designated work to be completed each day and have scheduled check ins with your supervisor. Your supervisor will work with you on Monday and Tuesday to determine if your work can be done remotely. We need you to be at work on Monday and Tuesday so that we can put a plan in place with training and anything else you may need. If you have student workers, they need to stay home during these two weeks. They will be paid their usual hours for these two weeks.

ADMINISTRATORS/MANAGERS/SUPERVISORS: Tomorrow we need you to assess your areas and determine what work could be temporarily done remotely; how it would be done remotely; and how the work will be assigned. In addition, we need you to determine the particular needs of your staff regarding equipment, internet, assistance with training, etc.

TO ALL STAFF: I understand if this situation is presenting too much anxiety and stress. Some may wish to consider taking vacation, a leave of absence, or other time you have available, or even choose unpaid leave to get through this difficult time. Please let your supervisor know so that becomes a part of our planning as well.

I am planning a zoom meeting late Monday or Tuesday morning. Our Incident Command Center Director, Vice President Jim Lancaster, will send out an email invitation to staff, faculty, and administration once the day and time has been confirmed.

The concern for family, colleagues, students, and our community is abundant. We can and will work together to get through this. Believe! Achieve! Succeed! It is what LACC does best.