

Dear YCCD Faculty, Staff.

Thank you for your continued leadership and service to our students and our communities. As we navigate these tumultuous times, I am proud of your dedication to our mission and thankful that you are equally balancing that dedication with mindfulness for your own health and that of your families and colleagues. These are uncertain times but we are navigating them together and learning as we go.

By now you may have heard that earlier this evening Governor Newsom issued a "Stay at Home" order for the entire state; it is effective midnight tonight and continues through mid-April. This order is similar to orders already issued in a number of our counties.

California Community College Chancellor Oakley has directed all community colleges to reduce campus operations to a bare minimum of essential functions. In a message he sent a few minutes ago:

"Only "Essential Personnel" can be allowed on campus. You and your boards determine who is designated as "Essential" based on your Emergency Operations Plans. All non-essential personnel **must** be sent home and teleworking protocols initiated for them. You are asked to continue to provide remote instruction. As I have mentioned previously, move all of your instruction to a remote learning platform immediately or implement other measures that eliminate person-to-person contact. It is imperative that we maintain continuity of instruction."

As you know, at YCCD we had already instituted this status effective yesterday (March 18) so this order actually does not change any of the decisions we have already made. The YCCD Board and I still believe that all of us are "essential." So instead of using the term "essential personnel" we have instead chosen to identify which "essential services" can be delivered/supported remotely versus which must be provided at one of our sites (versus which services can be deemed "non-essential" during this emergency).

That said, the only faculty and staff that should be at our campuses and offices are those whose essential functions must be delivered on site. All other employees should be working from home, using remote solutions (i.e. online, video and teleconferencing) to conduct their responsibilities and deliver services to ensure continuity of instruction. I thank you for your adherence to this directive and for your diligence and patience in working through these developments.

By reducing on-site occupation to bare minimums and by aggressively cleaning those locations where faculty, staff and students must gather, we are ensuring that our campuses and offices are as risk-free of Coronavirus transmission as the CDC guidance dictates. However, I want to reiterate that any member of our team who is concerned for personal health risk, or the risk of transmitting the virus to family member who themselves are a risk, should coordinate with your team and/or supervisor to work from home even if on other-than-your-primary responsibilities ... only you can judge the risk and your own safety and those of your families but please know that we are concerned for those risks and support your decisions.

I will ask that District and College administrators communicate this information to students by all means possible tonight and ask faculty to endeavor to contact any students who, needing to come to a campus for labs, etc. would be impacted by this new development.

Thank you again for your commitment to our students, our communities and to one another.

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