

Monday, March 16, 2020 – 1:03 pm

Dear Colleagues,

I continue appreciate everyone's efforts as we develop certain measures to deliver instruction and services during this unprecedented event. Thank you to all of our colleagues who have stepped up to help each other as we transition to "remote instruction".

I implore you to please take advantage of the training opportunities being offered today and tomorrow at each one of our campuses or remotely for some of you who may want to avoid gatherings. Please know that offering "remote instruction" is **not optional**. Faculty must adopt measures to teach students through alternative means. At this time this approach is planned until after spring break (Monday, April 6th), but based on our most recent guidelines, faculty should be prepared to teach remotely for an extended period of time.

We cannot afford to lose instructional days. If you cannot teach remotely during the next two weeks or beyond then we will need to find a way for you to make up the instructional time. You must consult with your area Dean before concluding that your course(s) cannot go remote. We continue to work with our college and faculty leadership to develop proper protocols for short term and long term impacts for those classes that have a lab component (i.e. Welding, Culinary, ECE, EMT, Science Labs, etc.).

This situation is extremely fluid and our interest is to lessen the impact to our students as much as possible. We never want to put our students in a situation where there is a risk of them not receiving credit for courses.

While all of us are essential to the college, our interest is to reduce the amount of social interaction on our campuses with the understanding that our students still need access to certain student and instructional services. All other staff will be required to work remotely or be available to support the essential services as listed. Staff and faculty will still have access to their work stations on campus until further notice. Committee work may continue at the discretion of the chair.

Based on our Chancellor's emergency status for the district, starting on Wednesday, March 18th we will only operate seven essential services on campus. This includes Lake and Colusa campuses.

The services that will continue to operate on campus until further notice:

- Campus Police
- Custodial Staff
- DSPS
- Food Pantry
- Library/Computer Lab
- Veterans Resource Center
- WCC Health Center (Communicare)

Most school districts in our service area are closed until mid-April or longer. We know this will have an impact on many of our staff and faculty with younger children. Management will be as

flexible as possible per our district leave policies. For questions about options please contact HR directly.

I truly appreciate everyone's understanding. Management is making every effort to protect our college community, while supporting the needs of our students.

With much respect,
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