

March 17, 2020

(This is a memo sent from NOCCCD Chancellor Cheryl Marshall to district employees on March 17, 2020 at 3:04 p.m.)

Good afternoon,

I know there is much concern and many questions about what NOCCCD employees can expect as the COVID-19 virus continues as a worldwide public health crisis. Let me begin by sending appreciation for the staff and faculty who have responded so quickly and collegially to the substantial changes in all of our functions. Please remember that our situation changes constantly as new guidelines and executive orders are received from state and federal legislators and agencies.

Our immediate priorities are and have been to: 1) ensure the health and safety of our students and employees; and 2) maintain the continuity of instruction and critical operations. With this in mind, we will be maintaining only essential functions on site with limited numbers of employees and will continue to transition instruction and services to an online or remote environment.

This is where we are now:

Spring semester classes that can be taught remotely will resume on Wednesday, March 18, 2020 for Cypress College and Fullerton College. Campus administration, Academic Senate leaders, and UF leaders have worked together to assist with the transition to remote teaching and learning and will provide additional information later today. At this time, no in-person instruction will be held until further notice.

Starting Monday, March 16, NOCE has cancelled the remainder of the Winter Term classes. This includes classes at all NOCE Centers and community-based locations. Career Technical Education Program students should check Canvas for more information on their courses. NOCE Spring Term classes that can be taught remotely will begin the week of April 13, 2020.

Permanent Employees:

For the week of March 16 – 20, 2020 all staff are to remain at home, in paid status, unless directed to report to their work site.

While every staffing decision will be made with employee, student and community health safety in mind, essential campus and District functions still need to be performed. At this point, all sites we will be scheduling for duty as needed; employees should be checking their work email regularly throughout the day and remain available to meet with their supervisor and colleagues through remote technology.

We are researching telecommuting or remote work protocols, keeping in mind that many challenges need to be addressed in regards to position function and confidentiality. More information on telecommuting and remote working will be forthcoming.

Even during times when portions or all of campuses, offices, and other physical spaces are temporarily closed because of COVID-19, all employees are expected to be available to work on an as-needed basis and need to respond to email or calls from their supervisors.

Any employee who feels sick or displays symptoms related to COVID-19 should self-quarantine at home and arranged to be tested ASAP. Please let your manager know if your absence is directly related to COVID-19.

Any employee who tests positive for COVID-19 must self-quarantine at home and let their manager know as soon as possible for reporting purposes.

We want you to stay safe and do what is needed to protect yourselves, your families, and our community. Regular communication will be sent to keep you informed, especially since the situation continues to change on a daily basis.

Cheryl A. Marshall, Ed.D.
Chancellor
North Orange County Community College District