

To: The College Community

From: David Gómez, Ed.D.  
President



Re: Moving Forward

Date: March 19, 2020

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Over the past three weeks, your Vice Presidents, Deans, Chairs, and supervisors have been working with you to put together plans for staggered work schedules and telecommuting. We have also been fortunate to have an extraordinary staff in IT and Ed Tech that have been working tirelessly to prepare for what will be the new normal. I am deeply appreciative of everyone's efforts and thank you for your dedication and courage in these troubling times.

Our forced closing these past two days has revealed that, while we had hoped to transition fully to a dramatically reduced on-site workforce as of today, many still had work to do to enable them to work modified schedules or to fully work from home. I have received numerous requests to allow individuals to access their offices to pick up materials, equipment or personal items. I hope you understand why we had to deny access until we completed our deep cleaning.

With tomorrow's return, I am asking that all staff finalize their arrangements in preparation of invoking our consolidated work plan. Effective Monday, March 23, 2020, we will be implementing steps to reduce on-campus activity to the minimum necessary to maintain essential services. All activities will be consolidated within the C-Building to maintain control over foot traffic and to conserve both human and material resources. The only exceptions will be the Child Care Center and the Food Pantry. Staff who are needed to provide the minimum services to maintain College operations will receive their modified assignments tomorrow and every possible accommodation will be made for those who cannot or do not want to work from home.

I would ask that everyone please make every effort to ensure that as of the close of business tomorrow you have made all of the necessary arrangements to allow you to work from home if you have been approved to telecommute or that you have your modified work schedule if you are on site.

**Again, the College remains open and we will maintain the minimum staff necessary to provide essential services.**