

Update on COVID-19

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Dear Colleagues,

We have a number of updates and clarifications to share with you today.

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COVID-19 Cases

As of March 25, local county public health agencies have confirmed one positive case of a student in our District. This student has been an online student, is now in self isolation, and has not been on campus this semester. In addition, our health professionals are actively investigating every possible student exposure of the Coronavirus (COVID-19) and we are tracking several other self-reported positive tests. As soon as we have additional information, we will let you know.

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Campus Closures

Nothing has changed regarding campus closures to students and the public. We are still closed to students and the public until after spring break and the closure may be extended. When decisions about in-person classes have been made by state or federal authorities, we will comply. Education will continue to be provided remotely until we are told to do otherwise.

Board Declares a State of Emergency

An emergency board meeting was held via Zoom last Friday, March 20. The NOCCCD Board of Trustees passed a resolution declaring a local state of emergency and allowing swift action to be taken as needed to handle the crisis. The declaration of a state of emergency for the District makes us eligible for federal funds should they be available.

Working at Home

While California is currently under a "Stay at Home" Executive Order from Governor Newsom, all NOCCCD employees are part of an "essential critical infrastructure sector" and therefore expected to maintain continuity of our services. The directives and guidance from the State and Orange County continue to evolve day-by-day. At this time, only essential positions needed to support campus operations, safety, and online instruction or support services should be on campus. Anyone who wants to come to their work site – for any reason - needs approval from their Immediate Management Supervisor.

The transition to "working at home" has been rapid, with one action or decision leading to many more questions. We continue to work on MOUs with UF, AdFAC, and CSEA to define changes and exceptions based on our current reality including but not limited to stipends, use of sick leave, suspension of evaluations, and work hours.

As we all continue to navigate this challenging terrain, the campuses and District Services continue to work to get computers and related equipment to employees to support working at home. If you are in need of tools or equipment, here are options to support each of you in doing necessary work:

- Work jointly with your manager to assess what you need to perform work at home. This may include hardware, software, supplies, etc.
- When possible, needed office supplies should be ordered through the campus or District. You are not expected to incur additional expenses during this transition. Talk with your manager first to determine if the District can provide what you need.
- If you need to come to your work site, ensure you coordinate with your manager so social distance can be maintained through rotating schedules.

Temporary Telecommuting Expectations

On March 24, Human Resources distributed a Temporary Telecommuting Expectations (TTE) document. The document was developed after gathering information and reviewing practices at other community colleges. It does not need to be signed but employees should email their Immediate Management Supervisor to acknowledge receipt. If you are unable to work from home, talk with your IMS for direction.

I hope you are staying well and have been able to stay connected with your students and with one another.

Cheryl A. Marshall, Ed.D.

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