



Dear Colleagues,

Our District deeply cares about your health and safety. We are committed to employing preventive measures and ensuring minimal disruption to our instructional programs and operations should a coronavirus outbreak occur. Like you, the Chancellor's Cabinet is closely monitoring the developing situation of the coronavirus (COVID-19). As of today, there are [no current positive cases in San Diego County](#), but we want to make you aware of our planning and preparation should the situation escalate.

What we are doing:

- Disinfectants and hygienic wipes are being placed in classrooms and common areas. Faculty, staff and students are encouraged to use them. Since the availability of these products is currently low, we are doing our best to obtain an adequate supply.
- Our custodial staff members are regularly cleaning with a germicidal detergent similar to those used in health-care settings. In addition, they are ramping up to thoroughly deep-clean all surfaces, including floors and door handles, particularly in high-traffic areas.
- We are developing an education campaign for students and employees which will include a website page with information about the coronavirus, and a series of videos promoting healthy practices.
- All of our courses have Canvas shells. We recommend that faculty place instructional materials and student grades on the course shell as you are able. We will be consulting with the distance education coordinators for additional resources. If you need assistance, you can also contact your dean.
- We will be working with faculty leadership to encourage lenient attendance policies and other policy exceptions for students who are ill or caring for an ill person.
- We are reaching out to partner institutions where we hold classes, along with programs held on our campuses, to remain in good communication about the evolving situation.
- We are developing a plan to address any cancellation of large events, should it become necessary.
- District leadership is continuing to discuss plans in the event that a temporary campus closure is necessary.

What you can do:

- Wash your hands with soap and water. [Learn more about how to properly wash your hands.](#)
- If you feel ill or need to care for someone who is feeling ill, stay home and contact your supervisor.
- Avoid touching your eyes, nose or mouth with unwashed hands.
- Reduce your contact when welcoming others, including handshakes, hugs and high fives.
- If you are concerned about flu-like symptoms following travel, call your health care provider for advice and share your travel history. Stay home, rest and stay hydrated.

We will continue to monitor the situation closely and update you regularly, and we encourage you to visit the district web page for updated information. In the meantime, if you have questions, please contact our communications team:

[Lorena Ruggero](#) Grossmont College

[Christianne Penunuri](#) Cuyamaca College

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Thank you for your continued commitment to the education, health, and well-being of our students, faculty and staff.

Sincerely,

Lynn Neault

Nabil Abu-Ghazaleh

Julianna Barnes

Chancellor

President, Grossmont College

President, Cuyamaca College