

A Message from the CHANCELLOR



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

Dear Colleagues,

In the past few days, concern about the spread of coronavirus has rapidly increased. Our District leadership shares the concern and we continue to plan in the event that a full or partial shutdown is necessary. While we want to be prepared in the event of the need for a closure, let us emphasize that as of today, there are [no positive cases of coronavirus in San Diego County](#). San Diego County Public Health reports that 76 people are being tested – 56 cases have come back negative, and 20 other cases are pending results.

We recognize that the situation is evolving quickly and we must be prepared for all eventualities to protect the health and safety of our students, faculty and staff. Therefore, we are taking the following steps:

CONTINUITY OF INSTRUCTION AND SUPPORT SERVICES

- All faculty should consider taking the necessary steps to offer their courses and support services online, using Canvas, Zoom conferencing, telephone, and email where feasible. Online training and open labs are available for faculty who need assistance to temporarily teach or provide services remotely. Canvas Help Desks for student and faculty support also will be made available. Telephone numbers and email addresses for support are forthcoming.
- All faculty should be developing a plan for make-up work in the event of a campus closure.
- Students who are ill or who have concerns about being on campus will be allowed to take a late withdrawal. This may impact their financial aid, so students should check with their college's Financial Aid office.

TRAVEL

- Effective immediately, all out-of-state and international business travel for students and employees is temporarily suspended until further notice. Business travel within California will be reviewed on a case-by-case basis by college administration.

IN THE EVENT OF A CLOSURE

Should it become necessary to shut down, all students, faculty and staff will be notified by numerous communication methods. These include email, text message, phone message, social media posts and Canvas messages. Employees should check their contact information in Workday to make sure it is up to date. A message will also be displayed on the home pages of the District and college websites. Be sure to regularly check the District's web page at www.gcccd.edu/covid19.html to find out the latest developments regarding coronavirus at the District and colleges.

The District leadership will determine whether a shutdown should occur based on information from public health authorities, and to best protect our students and employees. Employees, including federal work study students, will be paid per their regular work schedule if the District is forced to close. Our accrediting organization, ACCJC, is waiving distance education review requirements if we need to move to online classes to accommodate a closure.

The closure levels are:

Level 1: Students will be directed not to come to campus. Classes and services will be moved online where feasible, with provisions for Withdrawals, Incompletes and make-up work for students. All employees will be required to report to work. Faculty who have migrated their class to an online format should work with their dean on a work location.

Level 2: Classes and services will be held online as feasible, along with provisions for Withdrawals, Incompletes and make-up work. Only essential employees will be required to report to work. However, all employees will be expected to be available by telephone and email during normal work hours.

Level 3: A complete shutdown of the District. Further direction will be provided.

In the meantime, public health officials continue to stress that the **best way to protect against the spread of viruses** is to practice good hygiene by taking the following steps:

- Wash your hands often with soap and water for at least 20 seconds each time.
- If you feel ill or need to care for someone who is feeling ill, stay home. Please contact your medical provider if you have any concerns about whether you are healthy enough to return to work.
- Avoid touching your eyes, nose or mouth with unwashed hands.
- Reduce your contact when welcoming others, including handshakes, hugs and high fives.
- Cover your cough or sneeze with a tissue and then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

We continue to procure disinfectant wipes and hand sanitizer, as available, although shortages of these supplies are continuing.

We urge everyone to remain calm and keep abreast of the latest information. We will continue to remain diligent in this ever-evolving situation.

If you have questions, please contact our communications team:

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Thank you for supporting our students, each other, and the community we serve.

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Chancellor

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