

## Dear Colleagues,

The situation involving the coronavirus outbreak is rapidly changing. Today, a national emergency was declared and locally, K-12 school districts throughout San Diego County announced that they will be closing beginning Monday in order to mitigate the transmission of coronavirus.

Chancellor's Cabinet recognizes that some employees with young children are now facing childcare challenges and is committed to supporting our employees through this crisis. We are asking all managers and supervisors to afford employees maximum flexibility with their work schedules while they make childcare arrangements during this transitional period. We understand that this situation is creating hardships for some of our employees, and we are committed to working to minimize the effects of these hardships to the greatest extent possible. Specific guidelines will be forthcoming from Human Resources.

While on-campus classes are cancelled next week, we will use this time to prepare for and transition to online and remote instruction and support services through the remainder of the spring semester. In order to maintain continuity of instruction and support services, after spring break on March 30, the vast majority of our classes and support will be offered remotely to the extent feasible. However, the situation is changing rapidly! We will continue to monitor the developments closely and keep you informed.

During March 16-20, both colleges are offering training workshops and mentors for faculty who need help to move their face-to-face classes into some form of distance education. Technology support is also available to managers and classified professionals as they prepare to offer academic support and services online or through other remote modalities. Information Technology is currently working with the campuses to facilitate remote access needs.

We will stay in regular communication with you, so be sure to check your email and the District COVID-19 web page.

The coronavirus pandemic is an unprecedented global situation. We are working to react to new developments swiftly, taking the utmost measures to protect the health of students and employees while doing as much as we can to ensure our students are able to complete their courses. Thank you for your commitment to our students, your commitment to each other and your willingness to go above and beyond. The character of an institution is defined by how it responds during a crisis.

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