



Dear Colleagues,

In light of the latest developments regarding the coronavirus situation, the Chancellor's Cabinet is elevating the District's response. Until further notice, we are moving **to a modified closure in which only essential personnel will report to work on site by end of day tomorrow** to maintain continuity of operations. All other employees will work remotely from their homes, as much as feasible.

WORKING REMOTELY

As of now, we are planning to continue operating and providing services to our students as best we can. Managers and supervisors have been asked to work with their employees on a plan to work remotely. All employees are expected to be available via phone and/or email to their supervisors during their regular working hours to ensure continuity of operations.

COMPENSATION

ALL EMPLOYEES WILL CONTINUE TO BE PAID. If you have not already signed up for Direct Deposit, we strongly urge you to do so or your March paycheck may be delayed **if a full closure** goes into effect. Employees can sign up for Direct Deposit through Workday by going to PAY and then to Payment Elections. [Step-by-step instructions](#) are available on the District Intranet under Workday.

ESSENTIAL PERSONNEL

The essential personnel at the colleges and at District Services have been identified by Chancellor's Cabinet. You will be notified by your supervisor if you are in this category. If you are unable to work for any reason, please inform your supervisor and Human Resources. In addition, per the Chancellor's earlier directive, high-risk employees – including employees who are sick or experiencing symptoms, individuals who may have come into contact with others who could have been exposed, and those over the age of 65 – are to stay home.

REMOTE LEARNING

We will continue to offer remote learning to our students. We will offer virtual training to faculty members who need to learn how to utilize distance education as best we can.

We will continue to notify you of new developments as soon as possible. Be sure to stay in touch with your supervisor, check your email, and visit the [District COVID-19 web page](#) for any updates.

Thank you for your patience as we navigate this rapidly evolving situation.

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