



March 19, 2020

Dear Colleagues,

The Chancellor's Cabinet is heightening its response to the public health crisis. The colleges will be continuing to hold classes and providing student support remotely through the end of the spring semester on June 1. We appreciate the herculean efforts of faculty and staff to transition to a remote teaching and support service format so that we can enable our students to complete their classes this spring. We are continuing to address technology needs and instructional supports and services in collaboration with faculty leadership.

The college campuses also will be closed to students and the public until the end of the semester. Beginning Monday, March 30, only the most essential personnel necessary to protect the facilities and maintain operations will be working onsite as directed by your supervisor.

### **WORKING REMOTELY**

Since the district will still be open for business, all employees will be expected to work remotely in accordance with a work plan from their supervisor.

- All employees have remote access to email and Workday. Employees are expected to work their regular hours and be available by phone and email. Employees should enter their time in Workday.
- Employees who need VPN access to perform their duties and do not have it installed on their computers will be assigned other work projects. IT continues to increase user licenses and equipment to expand VPN access.

### **ACCESSING THE CAMPUSES**

In an effort to maintain the safety and security of our campuses with a skeletal staff, the following guidelines will be in effect through the end of the spring semester unless new developments permit us to reopen our campuses:

- The gates to the campuses will be closed beginning March 27.
- Employees should not access their workspace without the approval of a chancellor's cabinet member.

- Employees who are granted approval to access their workspace should contact Campus and Parking Services at least 30 minutes before arrival and upon departure so the facilities can be secured. (CAPS Phone number: 619-644-7654)
- Cabinet members will also notify CAPS of any employee who needs to access the campus on a regular schedule.

A similar message about the continuation of remote instruction is being sent to students. You will be notified of any further 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. During this challenging time, take care of yourselves and your families.

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