



March 19, 2020

Dear Colleagues,

Gov. Newsom has ordered that all Californians stay at home effective midnight Thursday, March 19. To comply with that order, all District employees are to work from home **beginning Friday, March 20**. Cabinet members will be in touch with personnel who were previously determined to be essential. No one is permitted on the campuses without written approval of the chancellor or college presidents. All personnel needed to secure the campuses will be notified soon.

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.

WORKING REMOTELY

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 and to ensure the security of our networks.

ACCESSING THE CAMPUSES

In an effort to maintain the safety and security of our campuses with a skeletal staff, the gates to the campuses will be closed.

We continue to monitor the developments closely and will notify you of any changes 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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