

OFFICE OF THE PRESIDENT/SUPERINTENDENT
PRESIDENT'S CAMPUS UPDATES



April 2, 2021

Dear Colleagues,

As you are all aware, data is emerging which indicates that we can, and should, begin to re-open our campus. Los Angeles County is currently in the Red Tier with an imminent move into the Orange Tier no later than April 5th. Also, rapid COVID-19 testing is readily available and access to vaccinations is growing every day, especially for educators.

Today's message centers on our return to campus. Key takeaways are summarized as follows; [I urge you to read this message in its entirety for additional details:](#)

- We will continue to operate largely in virtual format during the Summer 2021 semester.
- All regular employees will be required to return to campus at a minimum of 50% for Fall 2021, beginning Monday, August 2, 2021.
- In Fall 2021, the college will offer 50 percent of all class offerings for each department in a hybrid format.

We have learned a lot from the challenges of the past year, especially the importance of being responsive to the needs of our students. As we return to campus, the District will continue to comply with mandates and guidelines from the State and local health officials. The Board of Trustees and administration continue to ensure that student, staff, and faculty health and safety remain the top priority as we collaboratively make decisions for our return to campus.

Summer 2021

In Summer 2021, campus operations will continue in the same format as in Spring 2021. On-campus classes will continue for those courses that are difficult to teach online such as CTE, athletics (Kinesiology), and some non-credit apprenticeship offerings.

Fall 2021 Campus Reopening: Monday, August 2, 2021

In Fall 2021, employees currently working from home will transition back to campus. All regular employees will be required to return to campus at a minimum of 50% for fall 2021 and the following will be in effect:

- District offices will open to the public beginning Monday, August 2, 2021.
- Physical offices will be open and available for services Monday thru Thursday for at least 8 hours each day.
- Primary hours will be 8:00 am to 4:30 pm; however, depending on operational needs, hours may vary. Hours of operation will be determined by the respective managers in collaboration with area Vice Presidents.
- All non-essential employees will work their normal work schedules virtually on Fridays.
- Importantly, this schedule **does not apply** to essential personnel/services such as Business Services,

Campus Police, Facilities, Fiscal Services, Information Technology, Purchasing, and Student Health Services.

- Managers will work with each employee to establish a work schedule that ensures we can provide the level of service outlined above.
- Flexibility will be exercised as needed in a fair and equitable manner; that being said all regular employees will be required to return to campus at a minimum of 50% for fall 2021.

Instruction in Fall 2021

The campus will offer 50 percent of all class offerings for each department in a hybrid format. Hybrid instruction includes a combination of on-site classes and online instruction. On-site classes will adhere to capacity limits defined for the current Tier. The remaining 50 percent of course offerings will be offered in an online format, either synchronous or asynchronous. Division deans will collaborate with department chairs in order to identify which courses will be offered on-campus/hybrid format to meet the 50% course offerings by April 27, 2021.

The County of Los Angeles Department of Public Health provides guidance that allows for specialized classrooms such as laboratories, art, design and theater art studios, and music practice rooms to resume at full capacity for activities that fulfill academic requirements; the maximum class size is dependent on the available instructional space and ability to maintain appropriate physical distancing between students and staff at all times (Protocols for Institutes of Higher Education dated 3/12/21). The guidance also allows libraries to be open for in-person services to registered students, faculty, and staff limited to 50 percent capacity and must comply with the LACDPH Protocol for Libraries (dated 3/15/21).

Return to Campus Plan

The current [Return to Campus Plan](#) developed for Fall 2020 is currently being updated. However, we encourage everyone to read and familiarize themselves with the plan and protocols that have been implemented and will continue to be in place for Fall 2021. After the constituent leadership group reviews the revised plan, an updated plan will be provided to the campus.

Frequently Asked Questions

In preparation for questions, we added [frequently asked questions](#) by area (Human Resources, Business Services, Academic Affairs, and Student Services) to the [COVID-19 website](#).

Please provide additional questions by submitting the following form: [Return to Campus Questions](#). Once your question is received, it will be forwarded to the appropriate vice president and a response will be emailed to you. Any remaining questions will be answered during the Return to Campus Forum.

Return to Campus Forum

The campus will host a virtual Return to Campus Forum on April 14, 2021, from 11:00 a.m. to 12:30 p.m. Everyone is invited to attend, and the purpose is to outline the return to campus plan, provide information regarding campus protocols, and what you need to know when you return to campus. You may register for the forum here: [Registration Link](#). The forum will be recorded so that it can be viewed on-demand as well.

Building Preparation

The campus has begun scheduling walkthroughs of each building to review classrooms, workspaces, common areas, restrooms, etc., and determine the placement of sanitizing stations, additional trash cans near doors, and to determine areas that will require plexiglass. These walkthroughs are conducted collaboratively with employees from each department/area along with the appropriate vice presidents and Facilities staff. Union representatives will also be invited to attend.

Leaves

Leaves are available for employees who may be incapacitated by a serious health condition. In addition to protected leaves, such as FMLA and CFRA, which cover other unique conditions, all employees are now eligible for the new [Supplemental Paid Sick Leave](#).

Gov. Newsom signed SB 95 which expands COVID-19 related supplemental paid sick leave. Similar to FFCRA, this paid sick leave is in addition to current paid leaves already provided by the college. For questions related to leaves, please contact Human Resources.

Thank you for taking the time to read all the important information in today's communication. Please take some time to reflect and do not hesitate to bring your questions forward. Your collective feedback strengthens our planning efforts.

Have a wonderful weekend.

Jose

Jose L. Fierro, D.V.M., Ph.D.
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