

Subject: Covid-19 and Teaching Update # 5
Date: Tuesday, March 24, 2020 at 12:11 PM

Dear Colleagues:

We are responding to Governor Brown's latest executive order and we are now in an even more restricted environment. It is safest for as many of us as possible to be home and we really encourage you to work remotely. Faculty do not need to complete the telecommuting form (unless they have been asked to do so because they have significant FTE devoted to administrative duties.)

- I have received numerous requests from faculty and staff to retain access to buildings. In order to support the seamless delivery of classes, we will allow swipe card access to our buildings. We will require each employee to sign in and out, so we can disinfect and clean as needed.
- We are looking at our academic policies including LOA, incompletes, and withdrawal dates. Expect more information on that soon. In terms of pass/fail, I heard a variety of responses and we will handle with a generous petition process. If faculty support any student seeking pass/no pass it should be approved. That allows you the most flexibility.
- Student employees cannot continue their on-campus work; however, they can work remotely where possible. (For details regarding students check the latest College message accessible from the home page of our website).

Thank you for all you are doing to keep classes continuing as steadily as possible and for being responsive to students.

If there are other questions and thoughts, please let me know. Keep checking [here](#) for academic information.

Take Good Care,
Susan

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