



BOARD OF TRUSTEES

March 11, 2020

OSCAR VALLADARES
PRESIDENT

Dear Faculty and Staff,

ROSAELVA LOMELI
VICE PRESIDENT

As of today, we do not have knowledge of any confirmed cases of Rio Hondo students, staff, administrators, or faculty diagnosed with the coronavirus. We continue to follow public health guidelines and have been in contact with our local health department. At this time, our primary objective is to ensure everyone remains safe and healthy while providing instruction and student services and preparing for possible contingencies. As of March 11, we have not been informed that there is any need to cancel planned activities or classes on campus nor at any of our locations.

VICKY SANTANA
CLERK

NORMA EDITH GARCÍA
MEMBER

Under the expert guidance of the California Department of Public Health and our county agencies, we will proceed with regular instruction and operations. The California Department of Public Health has provided clear guidance for when institutions should consider temporary closure. Consistent with this guidance, we are not canceling classes or suspending operations at this time.

GARY MENDEZ
MEMBER

DR. ARTURO REYES
SUPERINTENDENT/PRESIDENT

We ask that you continue to remind our students to wash their hands often for 20 seconds, avoid touching their face, cover their coughs and sneezes, stay home if they have flu-like symptoms or a fever, and inform their professors remotely. We are posting notices with this information on campus and on our website at www.riohondo.edu.

We know it is possible that things may change at any moment, so we are preparing for a potential shift in guidance in the near future. Toward this end, campus leadership and our COVID-19 response task force are addressing the following:

- Applying for a blanket waiver to offer all courses online;
- Providing Canvas shells for all courses for content and interaction with students;
- Planning online training to faculty, as needed;
- Considering options and making changes as needed to labs and practicum courses;
- Providing students enhanced remote access to counselors and campus departments.

Potential move to Online Instruction

In preparation for a potential campus transition to primarily online instruction, we are asking faculty to begin initial planning to possibly move to online modalities for all classes. Our IT department and the Distance Education staff have prepared Canvas shells for all sections so we urge you to become familiar with Canvas to deliver instruction and communicate with your students. Due to this emergency, we expect all classes will be approved for online instruction as announced by the Chancellor's Office and all faculty will be eligible to teach online. We understand that some faculty may prefer complementary options to Canvas such as Zoom or Skype for some activities, nevertheless it is imperative that critical activities are done through Canvas where possible.

Although we encourage faculty to start planning now, all on-ground instruction and student engagement should continue as normal. While this communication is primarily focused on instructional faculty, we are aware that moving to online instruction will also impact student services, counseling, and staff.

Communication with Students

Faculty and counselors should communicate with their students that planning is underway for **potential** conversion to primarily online instruction. Faculty should also inform students about Canvas and any other methods they will use to communicate in the case of remote engagement.

Our college Distance Education department will provide additional information today. Division Deans are also available to support this effort with specific information and resources. Faculty who want assistance or have questions about converting to online, may attend training sessions scheduled for this week. We will also provide a list of resources available for students if we move to online instruction.

If you need assistance with online transition preparation, please email at DEsupport@riohondo.edu or call Distance Education Support at (562) 463-3218.

The IT Help Desk is (562) 908-3436 or you may reach them at <https://helpdesk.riohondo.edu/portal> for additional assistance.

In addition to future district communications, we will continue to provide updates regarding readiness and any news from public health agencies. Should you have any other questions or concerns please contact my office directly at (562) 908-3403.

Thank you for your responsiveness, consideration and understanding during this time.

Appreciatively,

A handwritten signature in black ink that reads "Arturo Reyes". The signature is written in a cursive style with a large, stylized "A" and "R".

Dr. Arturo Reyes,
Superintendent/President