



## SUPERINTENDENT/PRESIDENT'S OFFICE

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Good Evening Río Hondo College Faculty and Staff,

March 17, 2020

Last week we announced the suspension of all on-ground classes and effective March 16, labs were also moved to remote instruction. In light of the potential impact this could have on our college community and particularly on our most vulnerable students, we made this difficult decision for our District.

We understand the challenges of moving all instruction to online, yet we believe it is in the best interest of our students. We value the tremendous efforts of our faculty and staff to make this happen so quickly. Special thank you to our Distance Education staff, faculty and administrators for assisting in our College's transition to online courses. We are committed to doing everything possible to support students and faculty during this transition.

I sincerely appreciate the amount of hard work, creativity, and dedication throughout our District as we move to online instruction to best serve our students. I am also grateful to our leadership team and COVID-19 taskforce members who have worked tirelessly and provided input as we made many important decisions.

Although we anticipate having to be as nimble going forward to navigate this uncharted territory, I trust that we will work through this successfully. With your ongoing support we will continue to confront this challenge together.

I recently sent an update to students to share available campus resources, social distancing, and the availability of laptops on loan at the Library. This letter is available on our designated Coronavirus (COVID-19) website.

Below you will find additional resources to inform and support our work.

### **FROM THE CHANCELLOR'S OFFICE**

Following the guidance sent by Chancellor Eloy Oakley on March 17, 2020: "Neither the Governor nor the Chancellor's Office has mandated the full closure of college campuses. Unless and until the Governor, the Chancellors Office or local public health officials issue a mandate to close your college campuses then you are **not** required to do so. The Governor is directing us to continue to provide instruction and to follow the guidance provided by the California Department of Public Health (CDPH) for colleges and universities."

## **SOCIAL DISTANCING REMINDER**

As announced on March 16, 2020, groups of more than 10 people should not gather and avoid all unnecessary travel. The College has created a poster to remind our campus to practice Social Distancing by staying away at least six feet from others and avoiding gatherings of 10 or more people. The Social Distancing reminder (attached) has been posted in current high-traffic areas on campus and on our designated [Coronavirus \(COVID-19\) webpage](#). Additionally, if you are feeling ill, please stay home and notify your supervisor.

## **EVENTS, MEETINGS, HIRING COMMITTEES, AND TRAVEL**

In keeping with recent directives from the White House and public health officials at the local, state and national levels related to the Coronavirus (COVID-19), the Río Hondo Community College District has developed a set of guidelines for events, meetings, hiring committees, and travel for the safety and health of our campus community. The following are effective immediately and will continue until further notice:

### Events

All College events and gatherings will be cancelled and or postponed to avoid the gathering of groups of more than 10 people. This includes our annual *A Taste of Río* event, which has been postponed from April 17, 2020 to September 25, 2020, our Volunteer Income Tax Assistance (VITA) Clinics, and remaining Community Education Forums, to name a few.

### Meetings

Only essential meetings to facilitate the operations of the campus and deemed critical to District business will be held. If you believe a meeting is essential, please request approval from your supervisor. Supervisors are expected to propose such request to the appropriate Vice President for consideration. If approved as essential, plan to host the meeting virtually by Zoom or Skype when possible.

### Hiring Committees

Given the current situation, all hiring committees are frozen until further notice.

### Travel

All non-essential travel is restricted until further notice, this includes future and previously approved conference travel. If conference registration fees, airfare and hotel have been paid, please request reimbursement at time of cancellation. If you incur any costs, immediately communicate this with your supervisor. Should you consider any travel to be essential or critical to College operations, please request consideration from the appropriate Vice President.

## **COVID-19 HIGH RISK POPULATIONS**

Per the recommendations from both the Center of Disease Control and California Governor Gavin Newsom's Executive Order, we should identify those employees who are the most vulnerable to the Coronavirus (COVID-19) and ensure their safety during this time. These populations include:

- Staff who are over the age of 65;
- Pregnant women; or
- Any employee with an underlying health issue, such as blood disorders, chronic kidney disease, asthma, chronic liver disease, compromised immune systems, metabolic disorders, heart disease, or other conditions that make them more susceptible to serious illness.

If you meet this criteria, please immediately notify your supervisor or our Human Resources Department.

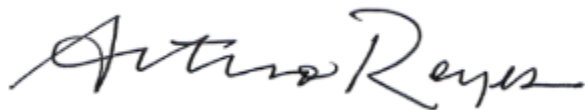
### **LAPTOPS ON LOAN**

Considering that some faculty do not have access to computers, the District has made laptops available for faculty to check out from the Library's Circulation Desk. The laptops will be available on a loan basis for the remaining of the spring semester. If you have any questions, please contact our Library's Circulation Desk at 562-908-3416.

We will continue to provide updates as they become available. Please routinely check your email, *Canvas*, and our [website](#), as the facts related to COVID-19 are changing rapidly.

Thank you for your patience and understanding during these unprecedented times.

Cordially,



**Dr. Arturo Reyes**

*Superintendent/President*



**Rio Hondo College**

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