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TO: All LACCD Faculty

FROM: District Academic Senate President Angela Echeverri
AFT 1521 President Joanne Waddell
LACCD Chancellor Francisco Rodriguez

DATE: March 4, 2020

SUBJECT: 2019 Novel Coronavirus and COVID-19 Responses

Colleagues,

The recent increase in the number of confirmed COVID-19 cases in the United States and California has heightened concerns about impact of the growing health crisis on our colleges and educational programs. Maintaining healthy working conditions for faculty and staff, as well as a safe learning environment for students at LACCD's nine colleges and District facilities, is an institutional priority.

At this point, all district and campus operations are running as normal.

On March 2, Chancellor Rodriguez announced the formation of a District COVID-19 Response Team to ensure that we are all working together to review, evaluate, and respond to issues districtwide and college-specific regarding our preparedness for the possible spread of the coronavirus and COVID-19 respiratory illness in the LACCD community. This current situation is likely to be with us for several months.

The Response Team has been tasked to look at four general areas:

- A. Health and Safety for All—Public Health Information
- B. Staffing (Human Resources)/Continuity of Operations
- C. Student/Classroom Management Issues and Chronic Absenteeism
- D. General and Regular Crisis Communications

The team will have about 20 members, including a cross-section of representatives from the colleges, faculty, staff and the District. The Team's first meeting will be this week, Thursday, March 5, with more information to come.

Meanwhile, we offer these general guidelines and advice for faculty:

- Stay informed by using and sharing with students the official online public health links already provided in the March 2, 2020, Chancellor's Memo
- Be flexible with your schedules for students regarding illness and absenteeism, such as allowing for make-up work and exams
- Practice good hygiene by washing hands; cover coughs and sneezes; avoid touching eyes, mouth and nose with unwashed hands, and stay home if sick
- It's OK to remind students of the same, but you cannot discriminate against people who fit a certain demographic profile or ask someone to leave your class if they happen to sneeze or cough
- Share this 30-second video link with your students and colleagues from the Centers for Disease Control and Prevention (CDC):
<https://youtu.be/7-IW0s2yJA0>
- Consider using some or all of these materials for your students in English, Spanish and Chinese (two examples attached) from the CDC and County Public Health:
<https://www.cdc.gov/coronavirus/2019-ncov/communication/factsheets.html>
<http://publichealth.lacounty.gov/media/Coronavirus/#>
- Our Student Health Centers cannot currently test for COVID-19 nor provide emergency care, but students are encouraged to get flu shots there
- Stay calm and informed, we're all in this together!

For additional information on the COVID-19 outbreak you may want to refer to the Chancellor's statement on coronavirus with additional info links:

<http://laccd.edu/Documents/NewsDocuments/Statement%20by%20LACCD%20Chancellor%20Rodriguez%20on%20Coronavirus%20and%20COVID-19%20March%201%20-%20Screen.pdf>

Rest assured that we are fully committed to working together to prevent the spread of COVID-19 and explore all avenues to minimize any potential disruptions to instruction, student services, academic programs, and general operations in the Los Angeles Community College District.