

OFFICE OF THE CHANCELLOR

615 City Park Avenue
New Orleans, LA 70119
PHONE: (504) 762-3000 FAX: (504) 361-6697
www.dcc.edu

December 31, 2021

Dear Faculty and Staff,

Our focus has always been to safeguard the health of all students, faculty, and staff. Given the increased spread of COVID-19, the College is instituting **Temporary Remote/Virtual Work Schedules for non-faculty employees upon return from the winter holiday break for the timeframe of January 3-30, 2022.**

All non-faculty employees scheduled to report to work on Monday, January 3rd are expected to do so, and you will receive guidance from your supervisor. Human Resources will conduct a mandatory Teams meeting with all supervisors on Monday, January 3, to walk-through and refresh them on the temporary remote/virtual work process. An invitation to the supervisors' meeting will be forthcoming. See the [Office of Human Resources' webpage](#) for more information on the College's *COVID-19 Temporary Virtual Work Procedures for Non-Faculty Employees Effective January 3 – 30, 2022.*

While the remote/virtual work schedules are in effect, the following will apply:

- All offices are expected to **stagger** face-to-face work schedules of non-faculty employees.
- All offices and units of Delgado Community College will **remain fully operational, adequately staffed, and open to the public during the effective dates.**
- **Supervisors** are responsible for identifying employees whose physical presence is required, and those whose tasks can be performed virtually, relative to the current workload and activities of their department. Documentation pursuant to the *COVID-19 Temporary Virtual Work Procedures for Non-Faculty Employees* must be strictly followed.
- All non-faculty employees are expected to work at their normal work station that is generally on the College's premises, **for a minimum of three days a week.**
- Virtual work agreements will be approved for a maximum of **two days a week.**
- Non-faculty employees not eligible and/or not approved to perform their work virtually, as determined by their supervisors, must report to work for the full work week unless while on approved leave.

At this time and until further notice, ALL employees must continue to:

- *Use the Delgado Pre-Screening App or QR Codes daily* to receive clearance before arriving on campus. This is **mandatory and there are no exceptions** as it provides a built-in immediate process for responding to potential exposures for our college community.
- *Stay home if you are sick* and notify your supervisor.
- *Wear facial coverings* upon entering and leaving all Delgado facilities, in halls, walkways, stairwells, elevators, break rooms, meeting rooms, and restrooms. Mask stations are available at the entrance of every building at every campus/site.

- Report directly to *your work location and limit movement* to other locations for work activities.
- As a courtesy, do not enter a co-worker's workspace *without permission*.
- Any meeting with three or more individuals must be conducted virtually.
- *Practice good hygiene*, including covering your mouth when coughing or sneezing, using hand sanitizer stations when entering common areas, and washing your hands multiple times a day.
- *Monitor* the [Delgado Cares COVID-19 webpage](#) for the most up-to-date information.

Additionally, please be advised of the following:

- Frequently touched areas, including bathrooms, light switches, doors, counters, and shared spaces will be cleaned multiple times a day.
- Extensive signage and hand sanitizing stations remain throughout the College's buildings.
- Sufficient cleaning and disinfecting supplies have been delivered across all campuses and sites for use by various units especially those providing face-to-face advising and student support services.
- Immediate and intense protocols for isolating, cleaning, and disinfecting surfaces and items suspected of contamination are also in place to ensure safety of students, faculty, staff and visitors.
- Contact tracing protocols remain in effect.
- Our HVAC systems at every campus/site have been equipped with an Ultraviolet Germicidal Irradiation System. This system is engineered to target and eradicate very specific types of airborne contaminants, specifically bacteria, viruses (COVID-19), and airborne microbes.
- Portable HEPA air purifiers have also been purchased, and have been strategically placed throughout all campuses and sites.
- KN95/N95 masks are available for all faculty and staff, as needed.

To continue to safeguard our community, in-person registration events organized and planned for the weeks of January 3rd and January 10th are cancelled, and the Office of Academic and Student Affairs will create virtual events to ensure the students who registered for these events are helped.

While these events have been cancelled, we must serve students who come to campus needing assistance. Our Student Affairs Staff, Academic Advisors, and faculty will be available to meet with students who come to campus. To ensure everyone's safety, the following protocols will be in place:

- **Every student or visitor seeking services in the City Park Campus Student Life Center or the West Bank Campus Larocca Hall** will be required to complete the pre-screening tool and wear a mask or face covering upon arrival. Upon confirmation of both requirements, each will receive an access wrist band to enter that building for the day.
- Any student or visitor seeking services in the Student Life Center or Larocca Hall not wearing a **wrist band** must be redirected to the sign-in point. If they refuse to comply, Campus Police will escort them off the campus.
- Campus Police will also ensure that all individuals in common areas, hallways, elevators, and meeting with staff are **wearing masks and social distancing**.
- All students or visitors who meet with staff will be required to **disinfect their areas upon arrival and at the conclusion of their session**, and to remain socially distant from staff and others at all times.
- **Staff are prohibited from walking students or visitors** to other locations on campus, and they must instead provide them with directions.
- Visitors and students who stand in lines must do so with the **appropriate social distancing** and in some instances will be asked **to wait in their cars until their number is called**.
- Everyday both buildings will be entirely cleaned, disinfected, and fogged using a commercial-grade system.

Face-to-face classes will be held *virtually for the timeframe of January 15-30, 2022*. Exceptions to this are nursing, allied health, technical, clinical and lab classes. The Vice Chancellor for Academic and Student Affairs and Division Deans will provide additional guidance early next week.

As I have stated in the past, it is important that we continue to provide a safe work and learning environment for all faculty, staff, and students. Thank you again for your dedication to our students' success.

Happy New Year to you and your family!

Sincerely,

Larissa Littleton Steib, Ph.D.
Chancellor