

OFFICE OF THE CHANCELLOR

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March 20, 2020

Dear Delgado Community College Students, Faculty, and Staff

As our week of preparation for transitioning to alternative instructional delivery and working from remote locations ends, I have new information for you regarding Delgado's operations starting Monday, March 23 until the unforeseeable future.

We are taking additional steps to protect students and employees and their families from COVID-19 illness. Safety remains paramount, even as we continue to serve our students.

As you are aware, the COVID-19 numbers are continuing to rise and Delgado Community College must do its part to reduce the spread. To that end, adhering to the mayor's stay at home mandate, the following is our course of action beginning Monday, March 23:

- 1) No students or faculty will be allowed at all seven Delgado locations. All libraries and laboratories at all Delgado locations are closed.
- 2) All on-site college operations are suspended or drastically curtailed. Functions that can be performed by employees from remote locations will be done that way.
- 3) Essential personnel only may report to work. These persons will be notified by their supervisor and every effort will be made to reduce the number of essential personnel needed. Essential personnel will practice strict social distancing and hygiene/sanitary procedures while on site.
- 4) Only two of Delgado's seven locations will be open to essential personnel: City Park Campus and West Bank Campus.

It is important to recognize that Delgado Community College is doing its part as Mayor Cantrell cautions everyone to stay home and practice social distancing in an effort to prevent the spread of this virus. We are doing our part by operating remotely.

Please know that we must provide our students with the necessary means to complete the semester, and we are moving forward with enrolling students for the summer and fall using our new online tools. The college website, www.dcc.edu, provides online tools and access to real-time information for all students, faculty, and staff. Be sure to pay close attention to the college website and social media, read emails from the Chancellor and Delgado Communications and Marketing, and listen to advice and warnings by public officials. Students, stay home. This is a mandate that we must all observe.

As I have told you consistently since this situation first appeared on the horizon, we at Delgado are ready and we are resilient. Faculty, please work with your students to keep them calm, focused, and on track to complete their studies. Staff, please remember to check in with your co-workers and your supervisor while working remotely. This college is still running and still serving our people. However, we are doing this remotely.

Sincerely,

Larissa Littleton-Steib, Ph.D.

Chancellor