

OFFICE OF THE CHANCELLOR  
615 City Park Avenue  
New Orleans, LA 70119  
PHONE: (504) 762-3000 FAX: (504) 361-6697  
[www.dcc.edu](http://www.dcc.edu)

June 4, 2020

Dear Faculty and Staff,

I hope this message finds you and your family safe and well. We have successfully begun the transition of working remotely and physically returning to work. I applaud the work of the housekeeping staff and that of campus police for going above and beyond in making certain that our environments are safe.

**Thank you** for also adhering to the guidelines of going to the check-in points and wearing face coverings as you move around the buildings. This is our new reality and face coverings are necessary. I will outline a few of the expectations below just to make certain that everyone fully understands what must be done to keep us all safe.

- Facial Coverings – A mask, scarf, bandana or other such facial covering must be worn upon entering and leaving all Delgado facilities. They must also be worn in halls, walkways, stairwells, elevators, kitchens, break rooms, meeting rooms and restrooms. Employees are encouraged to bring their own, but supplies will be available for those unable to do so. Although it is preferable to wear a facial covering at all times, employees assigned to a private office or individual cubicle may remove the facial covering while working alone within their designated work space; however, if a co-worker enters that office the mask must be worn. The facial covering should fully cover the mouth/nose area and may not contain images or text that is inappropriate or may be offensive to others.
- Physical Distancing – Employees are required to maintain a minimum distance of 6 feet from others at all times. There should be no more than two people in an elevator at one time. In-person meetings are permitted, but should be limited in frequency, duration and number of attendees. In such meetings, face coverings must be utilized and the meeting space sufficient to satisfy the 6-foot distancing rule. Preferably telephones, teleconferences and video conferencing should be used.
- Personal Hygiene – Frequent hand-washing with soap and water is required. Vigorous washing for no less than 20 seconds is recommended. If available, hand sanitizers also should be frequently used. Coughs and sneezes should be covered.

Also, with the Governor's announcement of the state moving to Phase 2 and the Mayor easing restrictions of Phase 1 of the city's plan, we have added Phase 4 (Students and Additional Employees Return) to the College's plan. It is important to note that Delgado's Phase 4 aligns initially with Phase 1 and subsequently with Phase 2 of the Governor's plan. Please note that with the start of the College's summer schedule on Monday, June 1, points of entry are now open from 7:00 a.m. to 9:30 a.m. Monday through Thursday. The chart below provides specific details and the updated plan is available [here](#).

#### PHASE 4 COLLEGE-WIDE POINTS OF ENTRY

Campus/Site	June 1 – 14 M-Th	Location/Entry Points
		<b>7:00 a.m. – 9:30 a.m.*</b>
<b>City Park Campus</b> 7:00 a.m. – 6 p.m.	OPEN Daily	City Park Campus Buddy Bolden Way (Access to Buildings 1,6 & 37)  Orleans Avenue (Eastside of Building 1, gate area)  Orleans Avenue (Between Buildings 4 & 10)  Navarre Avenue (Gate between Building 2 westside & WYES) <i>*Open 7:00 a.m. – 3 p.m. for students and visitors</i>  <i>Campus Police (Building 10)</i> <i>*Open 7 a.m.- 6 p.m.</i>
<b>Jefferson Site</b> 7:00 a.m. – 6 p.m.	OPEN Daily	Jefferson Site Blair Drive (Gate closest to Building eastside)
<b>Maritime Center</b> 7:00 a.m. – 6 p.m.	OPEN Daily	Maritime Center Gentilly Blvd. (Second Gate)
<b>River City Site</b> 7:00 a.m. – 6 p.m.	OPEN Daily	River City Site Driveway (On the northside of the site)
<b>School of Nursing</b> 7:00 a.m. – 6 p.m.	OPEN Daily	School of Nursing Perdido Street Parking Garage (1 <sup>st</sup> floor entrance)
<b>Sidney Collier Site</b> 7:00 a.m. – 6 p.m.	CLOSED Week of June 1 OPEN Daily Week of June 8	Sidney Collier Site Louisa Street

**West Bank Campus**  
7:00 a.m. – 6 p.m.

OPEN Daily

West Bank Campus  
General Meyer @ Hunley Street

It is my expectation that next week we position ourselves so that we can assist students in registering for fall classes in a safe way. Also, the COVID-19 Taskforce has been meeting regularly to discuss our reopening plan, review the implementation of our plan and assess the safety protocols. I appreciate your patience.

**Enrollment** for summer is off to a great start. Today we have 5,659 students enrolled, and that is up in comparison to this time last year. Last year at this time, we had 5,277. Also, Maymester was a huge success with more than 380 students enrolled. Fall 2020 enrollment is not looking so good, and we have a tremendous amount of work to do. Many colleges around the country are struggling with fall enrollment, but they have also seen a decline in summer enrollment. We have not seen a decline in summer enrollment, and that leaves me very optimistic about fall. However, we will have to do things differently, and that is why it is so important that we allow students to come on campus so that we can assist them with registering. The students that we serve require the personal touch. We will schedule students via appointments, and we will maintain all CDC guidelines related to interactions.

For Spring 2020, 1,144 students have earned associate degrees, technical diplomas, certificates, and career and technical certificates. On Tuesday, we celebrated the graduates with a drive-by event. Based on the smiles of the graduates, I can honestly say they were thrilled and appreciative that we thought of them in this way. Commencement would have been held on May 19, 2020, and our new date is August 4, 2020. We will keep you posted because this event will adhere to safety guidelines given where we are with COVID-19.

**Looking ahead**, I am very optimistic, even though I am not certain as to what the fall semester will bring in terms of COVID-19. However, we have begun the planning and we are finalizing strategies that will enable us to pivot when and if we need to. There will be professional development opportunities for instructors that will position us in a much better place if we need to transition to an alternative delivery model at any point in the fall semester. We are also developing strategies for training students. There is more to come on this from the Interim Vice Chancellor/Provost. I can share with you that I am very pleased with what has been developed, and I am looking forward to implementing and sharing our approach with the System.

We have begun the search for the Assistant Vice Chancellor for Information Technology. This was a national search and six candidates have been interviewed. Finalists will be interviewed in the coming weeks, and it is my goal to have this vital position filled as soon as possible.

It is very important that we share our story and the work that we have done to survive the COVID-19 crisis. One opportunity is the LCTCS Annual Conference. This conference will be virtual and the call for proposals deadline is June 11. It is extremely important that we share our best practices. Please submit proposals to the LCTCS [annual conference link](#).

Please be safe, pay attention to the information shared by our hard-working public safety and health officials, and try to remain positive in your outlook and your actions. When we say that “Delgado

Cares," we absolutely mean it. We care about one another, and we care about those who look to us to help them make it through their educational journeys successfully.

Sincerely,

Larissa Littleton-Steib, Ph.D.

Chancellor