

OFFICE OF THE CHANCELLOR

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

August 14, 2020

Dear Faculty and Staff,

I hope this message finds you and your family safe and well. It has been a while since we have been able to see each other. Due to COVID-19 mandates, we had no choice but to have our first virtual Convocation. While I am sure we would have all preferred it to be in person, I am extremely pleased with the work that was done to make Fall 2020 Convocation a tremendous success! I have said and will continue to say that a crisis at Delgado Community College brings forth innovation and resiliency, and you have confirmed that statement on numerous occasions.

I have chosen not to share enrollment figures with you just yet because the numbers are in flux due to a purge yesterday evening. We felt it necessary to push the first purge back, which would have been done on Sunday, August 9th. This was to provide students an opportunity to get their finances in order. I will share with you that we are down in enrollment. In addition, I am expecting a 10% state budget cut. Decreased enrollment revenue and a state budget reduction will have a significant impact on the College's fiscal health. However, we have an opportunity to turn this around with our forthcoming 8-week and 4-week sessions and potentially an additional 12-week session that is being considered. These later start options may provide an opportunity for those students who were unable to get their financial affairs in order in time for the regular fall semester's start on August 15th.

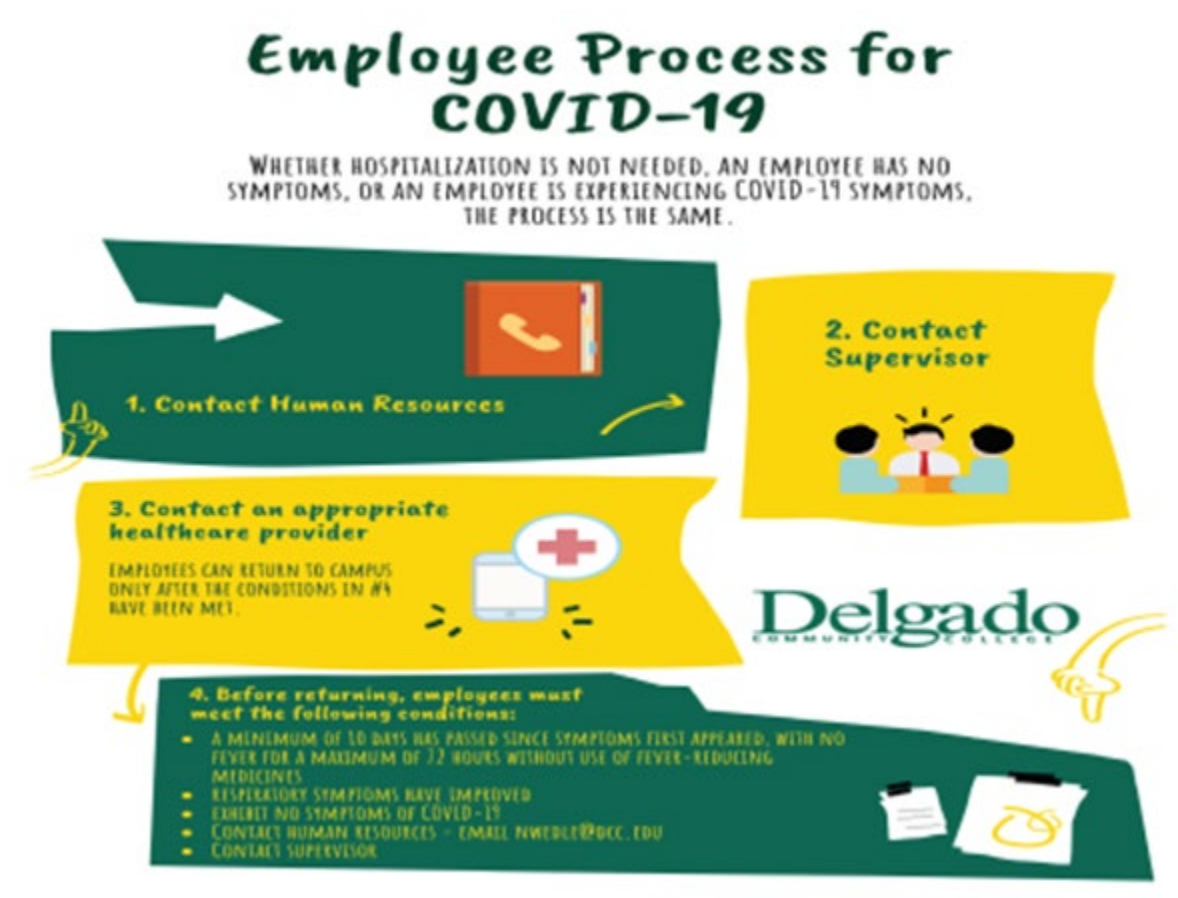
There is absolutely no doubt that this fall we will have to do things differently, and we will learn a lot about our strengths, weaknesses, and resiliency through the process. As long as we stay focused on the mission of the College and we continue to recognize that everyone is important, we will rise above this challenge. While we must do things differently, a top priority is our safety. Our incredible faculty, staff, and administration have undertaken exceptional efforts since we began this COVID-19 journey. We have been innovative in our processes and committed to doing all that is possible to maintain a safe and secure educational environment for the Delgado community. As mentioned during our virtual Convocation, we are "*Looking Ahead*" to the accomplishments and challenges that we may face while the field of research continues to find a means to the end of this new normal.

We have planned, prepared, trained, implemented, and monitored all aspects of our plans. We will continue to monitor and make changes and adjustments as needed. Our primary resource for guidance is the Center for Disease Control (CDC) and the Louisiana Department of Health and Hospitals. The current plan entitled [Looking Ahead – Fall 2020](#) is a comprehensive guide for faculty, staff, and students. Due to the evolving nature of this new normal, this plan will be updated continually. As members of the College's faculty and staff, please closely review the Plan's five scenarios that were discussed at Convocation. Each outlines a specific process to be followed for the particular COVID-19 situation.

Please also adhere to these essential guidelines listed below for employees:

- Stay home if you are sick,
- Keep in contact with your supervisor,
- Communicate with Human Resources and your supervisor,
- Seek medical assistance if you do not feel well, and
- Should you need annual or sick leave, please follow the standard protocols to request such consent.

The chart below outlines the steps that employees should follow for COVID-19:



The Fall 2020 Semester begins this Saturday, August 15, and here is what you can expect:

Self-Health Assessment

This Saturday, August 15th, the College is introducing a self-reporting, pre-screening COVID-19 add-on tool to the Delgado Community College mobile app, which is currently in use by many students, faculty, and staff.

- The app is available in the Apple and Google App stores and can be downloaded to a phone, tablet, computer, or mobile device at no cost.

- *Students, faculty, and staff coming to campus* will need to run the prescreening process once daily, each time they visit the campus. The process will launch a series of questions that must be answered by the app user.
- The app allows the individual to self-report any COVID-19 symptom and once all questions are answered, the individual will receive either:
 - a **Green** Health Pass on the device indicating you are **clear to come to campus** due to no COVID-19 symptoms for the entire day (expires at midnight) or
 - a **Red** Health Pass indicating **you are not cleared to come to campus** and directing you to notify campus staff of your condition and to receive further instructions.
- A web-based process also exists for visitors coming to the campus. Visitors may also be required to report to an established check-in station or Campus Police for additional clearance.
- *For those students and faculty who must come to campus for any reason including face-to-face courses*, the prescreening tool will also be a requirement.
- Faculty are advised that if any of your students is unable to access the tool for any reason, the academic division Deans will have hard copies of the tool placed in your mailbox so that you can have students complete the form.
- Any student that indicates they have symptoms must be advised to go home and please turn their completed form in to your division office that day. As this will be our first time using the Delgado app as a self-health reporting tool, we realize that there will be a few new user challenges to work out so please be patient.
- For a college our size it has been a huge challenge to have police officers at every entry taking temperatures of everyone who enters. Therefore, we had to seek another screening method.
- Lastly, Delgado is implementing the “We’re Ready” Delgado Pledge for everyone to commit to doing their part in this fight against COVID-19. **I am asking all faculty, staff, and students to sign this pledge, which is available in [Canvas](#).**

Cleaning and Disinfecting Measures

Extensive cleaning and disinfecting measures are in place:

- Delgado cleaning staff have undergone mandatory CDC training on how to properly clean and disinfect relative to COVID-19, as well as proper discarding of their PPE.
- Frequently touched areas, including bathrooms, light switches, doors, counters, and shared spaces are cleaned multiple times each day. Surfaces in libraries, labs, and other settings with hands-on materials and equipment are cleaned and disinfected before and after use.
- Extensive signage and hundreds of hand sanitizer stations have been placed 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 instruction, 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 the safety of students, faculty, staff, and visitors. Additionally, contact tracing protocols are in place.
- While we have substantially reduced the number of face-to-face classes this spring, for those classes that are meeting on-site, we have requested that disinfecting cleaner will be supplied in every classroom and lab.

- The expectation is for students to be given the opportunity to clean their space before entering and upon leaving using sanitizing wipes that will be provided in the classroom. These multiple wipe downs of space will reduce the spread.
- Another expectation is that faculty ask students to please sanitize their hands upon entering. Please note that this is in addition to the cleaning conducted by staff and the disinfectant fogging that will occur in buildings on a regular basis nightly.

Facial Coverings

As mandated by Governor John Bell Edwards, facial coverings are required and must be worn upon entering and leaving all Delgado facilities. They must also be worn in halls, walkways, stairwells, elevators, break rooms, meeting rooms, and restrooms. The facial covering should fully cover the mouth/nose area and may not contain inappropriate images or text that may be offensive to others. Please note that the [Employee Handbook](#) has been updated to reflect the facial covering requirement.

Social Distancing

COVID-19 Social distancing requirements for students, faculty, and staff are as follows:

- You are required to maintain a minimum distance of six 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 to 10 people in attendance.
- Classrooms for face-to-face classes have been configured to adhere to distancing requirements and each class size will be limited to half its normal occupancy where necessary.
- All student gathering spaces must adhere to social distancing guidelines.
- All in-person events and functions are suspended until further notice.

Remote Work

We have created the COVID-19 temporary Emergency Remote Work Procedures, which applies to employees whose job duties may fully or partially be performed away from their regular work station as needed. COVID-19 Emergency remote work arrangements will remain effective for the duration of the College's response to the COVID-19 pandemic under state and federal guidance.

Department heads have the discretion to approve or deny requests for remote work arrangements based on the prioritization and preservation of the College and department's business needs, eligibility of the request, characteristics of the job duties, resources available to support remote work, and the supervisor's ability to provide adequate supervision for the remote employee. Human Resources will maintain the Emergency Remote Work Agreements on file and will provide support and feedback as needed. The complete guidelines and remote agreement are published on the Office of Human Resources webpage and can be found [here](#).

Faculty and staff, while this is a lot of information to process, unfortunately it is our new reality. Throughout this journey we must communicate as this is uncharted territory for us all. If something is not right or is not working, please communicate that to your Department Head, Director, or Dean. I have walked every location to make certain that we are ready. I plan to stay connected and to continue to monitor the situation for ongoing necessary adjustments.

If you can recall, the theme for Fall Convocation was *"2020 Looking Forward: Resilient, Focused, and Strategic."* This reflects who we are and how we WILL emerge resilient from COVID 19. Thank you for all that you do on behalf of this wonderful institution and our students.

You are so greatly appreciated!

Sincerely,

Larissa Littleton-Steib, Ph.D.

Chancellor