

**From:** [Gribbons, Barry C](#)  
**Subject:** FW: LACCD: Safer At Home Orders  
**Date:** Thursday, March 19, 2020 9:55:40 PM

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Dear Monarchs,

I want to echo the Chancellor's appreciation. The effort put into moving instruction and services to remote delivery has been exceptional and critical in preparing for this moment. There will certainly be many questions and quite a few details to consider with even greater urgency. As the Chancellor indicated, please stay in contact with your supervisor tomorrow. Only people performing the functions listed in his message are required to come to campus. We will work hard to get others set up quickly to work remotely and we will be as flexible as possible to find something productive for people to do remotely.

I also want to thank you in advance for your patience. We will have the Campus Briefing via Zoom at noon tomorrow when I look forward to providing an update and answering as many questions as possible.

Please let me know how I can support you. As difficult as these times are, our campus community will get through this together.

A special thanks and appreciation goes to those performing essential functions. I owe you a debt of gratitude for your service to the campus community. Thank you!

Be well and I look forward to seeing many of you virtually tomorrow at noon,

Barry Gribbons  
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**From:** Rodriguez, Francisco C  
**Sent:** Thursday, March 19, 2020 8:50 PM  
**Subject:** LACCD: Safer At Home Orders

## **OFFICE OF THE CHANCELLOR**

March 19, 2020

Dear LACCD Colleagues,

Late this afternoon, the Health Officer from the [Los Angeles County Department of Public Health](#), in conjunction with the top elected leaders for Los Angeles County, the Cities of Los Angeles, Pasadena and Long Beach, gave [the order](#) for all residents within the County of Los Angeles to stay home until April 19, 2020. California Governor Gavin Newsom also announced this evening that "Safer at Home" orders are now [expanded statewide](#) until further notice.

## **WHAT THIS MEANS FOR LACCD**

Effective immediately, I am directing that all LACCD faculty, staff and students to follow the “Safer At Home” health orders issued today to limit the community spread of COVID-19. While we are still technically “open,” the vast majority of services and buildings are closed to the public as we transition to a remote work and learning environment.

During this time, the only personnel, including faculty and staff, who are engaged in “essential functions” for the academic and business continuity of the District are required to come to their workplace using [social distancing guidelines](#).

For now, these essential services are defined as follows:

- Accounts Payable
- College Incident Command Centers
- Custodial Services
- Emergency Operations Center
- Farm Staff at Los Angeles Pierce College
- Information Technology
- Legal
- Los Angeles County Sheriff’s Department Community College Bureau personnel
- Maintenance & Operations
- Payroll
- Presidents & Executive Staff at the District and the Colleges
- Procurement & Contracts
- Receiving

We have shifted rapidly into a remote work and learning environment where there will be a minimum of essential functions with personnel on each campus and the District Office. Please check-in with your supervisor to make arrangements to recover any personal items or necessary materials at your office in order to work remotely.

## **STAY INFORMED**

We will continue to keep you informed through our website, [www.laccd.edu/coronavirus](http://www.laccd.edu/coronavirus), telephone, Zoom and emails. We are reviewing the health orders now for additional clarification, but the orders become effective by midnight.

On behalf of the Board of Trustees, the College Presidents and our Executive Team, thank you for your patience and professionalism as we navigate together through this fluid public health emergency. I am extremely proud of how we have risen to meet these unprecedented challenges.

Francisco C. Rodriguez, Ph.D.  
Chancellor