



**MERCED COLLEGE
OFFICE OF HUMAN RESOURCES**

MEMORANDUM

To: MCCD Employees

From: Kelly Underwood, Associate Vice President of Human Resources

Date: March 12, 2020

Subject: **COVID-19 Update to Campus Community**

While there are still no confirmed cases of the coronavirus in Merced County, the Merced County Department of Public Health recommends that educational institutions respond as if there are local cases (Scenario Level II in the [State of California Department of Public Health Guidance to Higher Education](#)). All measures described in this email and in previous communications are precautionary and meant to help mitigate the spread of the virus.

This is a rapidly developing situation, and the information provided below is up-to-date as of the timing of this email. This update includes significant guidance: please read it thoroughly and to its conclusion.

Transition to Remote Methods of Instruction

Merced College has no immediate plans of shutting down. However, based upon guidance from the Merced County Department of Public Health, we have determined that the most responsible course of action at this time is to transition face-to-face classes to remote modes of instruction.

Timeline

Face-to-face classes, as well as online and hybrid classes, will be held as scheduled through **Tuesday, March 17, 2020**. Faculty who are familiar with online platforms may begin preparations toward moving face-to-face instruction to a remote mode of delivery during this time.

To accommodate the instructional needs of faculty and students to fully transition to remote modes of delivery (training, professional development, tutorials), the College will suspend all face-to-face classes **March 18-20, 2020**. During this transitional period, Canvas (our online platform) training will be offered to students and faculty at the Merced and Los Banos campuses, the downtown Business Resources Center, as well as via online tutorials and resources. ***All face-to-face classes will be fully transitioned and delivered via remote modes of instruction as of March 23, 2020.***

Unless otherwise notified, all lab classes will continue to be delivered face-to-face and in their regularly scheduled times and location.

Additionally, faculty teaching in the following will continue to meet with their classes as scheduled:

- Prisons
- Dual Enrollment (CCAP)
- Tutorial (SSTC and Study Central)
- Currently scheduled online classes

Counselors will maintain student appointments via Zoom, email, and/or telephone from their assigned office location.

Librarians and other noninstructional faculty will maintain their usual schedule onsite.

All managers and classified professionals will maintain their regular work schedule.

Faculty should allow students a one-week transition period after moving a course to a remote mode of delivery in order to allow students to acclimate and receive training as needed. During the transition period, faculty should be flexible with due dates of assignments, testing, etc.

Events

New guidance from Governor Newsom and the California Department of Public Health released today recommends canceling all nonessential events of 250 people or more. The guidance also recommends that events maintain social distancing parameters to mitigate the spread of the virus. Senior Administration, in concert with constituent leadership and based on recommendations from Merced College COVID-19 workgroup, are reviewing currently scheduled events and making determinations to cancel or reschedule as appropriate.

Nonessential Business

As we work to quickly and effectively shift from onsite delivery to remote methods of instruction for face-to-face classes, we will be refocusing our resources (time and personnel). Please be patient and understanding if nonessential email or other tasks are not addressed as quickly during this period of time.

Press and Other Communications

During this time, all external requests from the community and/or media will be centralized through the [Office of External Relations](#). Please refer such requests for more information to the District website and/or [Jill Cunningham, Associate Vice President of External Relations](#).

Unless otherwise noted, this plan will remain in effect through the end of the Spring 2020 semester. Thank you for your continued cooperation and patience as we work through this unprecedented event. Please direct any further questions to your immediate supervisor.