

**From:** [Henry Shannon](#)  
**Subject:** Coronavirus Update March 17, 2020  
**Date:** Tuesday, March 17, 2020 11:24:53 AM

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Dear Campus Community:

As a follow-up to my email below, some of you have already been identified as critical infrastructure employees, which will require you to continue working as directed.

While a majority of classified professionals will be released starting at noon on March 17 through March 29, you may be identified as a critical infrastructure employee in the coming days or week. As a provision for the College to pay you during this time, you are required to be available by phone and report to work within two hours. In the event that you are asked to return as a critical infrastructure employee, you will be notified by your manager via the phone number you provided to your manager or the District.

In the event that you are identified as a critical infrastructure employee, the District will be paying you time and one-half for all hours you work.

Thank you for your dedication and commitment to our students, faculty, and staff. It is truly appreciated.

Henry D. Shannon, Ph.D.  
Superintendent/President



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**From:** Henry Shannon  
**Sent:** Monday, March 16, 2020 4:40 PM  
**Subject:** Coronavirus Update March 16, 2020

Dear Campus Community:

As we discussed at the Special Board meeting this morning, the Coronavirus (COVID-19) situation continues to rapidly evolve. I believe we all agree that these are truly unprecedented times. Over the weekend, San Bernardino County was notified of one confirmed COVID-19 case, and there are currently more than 3,400 cases across the United States.

During this time, many changes have taken place, including school districts statewide closing, leaving many of our children in need of childcare. Many neighboring colleges and universities, like Chaffey College, are moving instruction to remote delivery. Experts from the Center for Disease Control and Prevention (CDC) continue to provide recommendations to our communities on how best to remain healthy. These recommended practices vary from regular hand washing to self-isolation/quarantine as efforts to further inhibit the spread of COVID-19.

At Chaffey College, the health and well-being of our students, faculty and staff and their respective families, is our first priority. **There are no schedule changes for classified employees for tomorrow morning; however, effective at NOON March 17 through**

**March 29, 2020, Chaffey College will implement the following actions:**

- Nearly all instruction will transition to online, focusing on faculty training taking place remotely through March 27. Students will commence remote instruction on March 30.
- A majority of classified professionals will be released starting **at noon on March 17 through March 29** and are to be available on call, as needed. Those employees will not be required to use any accrued leave time. The College is working with CSEA to further finalize plans.
- Any classified staff assigned to be on campus during this time will be serving to immediately support the College in continuing its operations. Any staff assigned to work during this time will be notified by his/her respective Executive Team representative by Tuesday morning.
- Managers, administrators, and professional experts are expected to work on campus unless otherwise notified.
- A meeting will be held this week to discuss the future of external events at the Chino Community Center.
- Effective March 17, 2020, the Rancho Cucamonga Dining Commons and Panther Express will close until further notice.
- Effective March 17, 2020, Campus Stores at Rancho Cucamonga, Chino and Fontana will close until further notice.
- Effective March 18, 2020, the Child Development Center will close until further notice.

It is important to emphasize that these dates can be changed or extended as information develops on the COVID-19 pandemic.

I appreciate the patience and efforts of all as we continue our mission to serve students. While this is a challenging time, please know that we are united – as Chaffey family, and we will get through this time stronger than before.

Thank you,

Henry D. Shannon, Ph.D.  
Superintendent/President

