



**TO:** CEO-All  
**FROM:** Eloy Ortiz Oakley, Chancellor  
**RE:** COVID-19 (Novel Coronavirus) Update

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Colleagues,

Thank you for acting quickly to incorporate the California Department of Public Health's updated COVID-19 [guidelines for colleges and universities](#) and the department's new guidelines on [mass gatherings](#) into your emergency planning and for operationalizing plans to help mitigate the outbreak. These guidelines provide more specificity as we continue to protect our students and staff and move forward with our educational mission. The health risk from COVID-19 to the general public remains low at this time. However, this is a quickly evolving situation. Just as with other infectious diseases, not all parts of our state are affected equally at the same time. State and county public health officials are continuously assessing the situation and will alert the community as the situation changes. Should conditions in your community require you to close a college after consultation with [local public health officials](#), please report this information to my office as soon as possible as we need to provide it to the state Office of Emergency Services' operations center. Please include the duration of the closure and the number of students and staff affected and send to Vice Chancellor for Communications and Marketing Paul Feist at [pfeist@cccco.edu](mailto:pfeist@cccco.edu).

My office has started to process requests from colleges for temporary blanket Distance Education Addenda from the state Chancellor's Office to satisfy Title 5 requirements. We will expedite review and approvals. To request a temporary blanket addendum please read our [Emergency Planning for Instructional Interruptions](#) and [Emergency Temporary Distance Education Blanket Addendum](#) documents and submit the required information to Executive Vice Chancellor for Educational Services Marty Alvarado at [malvarado@cccco.edu](mailto:malvarado@cccco.edu). Requests must be submitted by either the college president or chief instructional officer. It is important to consider the implications of converting more broadly to on-line instruction, as many of our students and many of our state's regions face broadband accessibility challenges.

Finally, the Chancellor's Office has several planned events for our system and some of you may be traveling to attend system association events. The California Department of Public Health does not recommend cancelling public events unless certain conditions exist in a particular community, which are outlined in the guidance mentioned earlier. To date, our office has not cancelled any events, but we will evaluate what events are mission critical and take necessary precautions. The Chancellor's Office Executive team will be meeting to evaluate all of our events and will disseminate information directly to registered attendees regarding any event changes. Please continue to monitor the Chancellor's Office web site section on [COVID-19](#). Guidelines and resources in English and Spanish are available.

Thank you,

Eloy

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