



# MEMORANDUM

Friday, March 20, 2020

Dear DCC Family,

Your safety remains our number one priority. We have been closely monitoring all situations related to the coronavirus, and I write with some important updates covering a wide range of issues. The current recommendation of Governor Northam and President Trump is to avoid public gatherings of more than 10 people, and we are making every effort to increase social distancing and minimize the spread of COVID-19. You can follow all DCC updates at [www.danville.edu/coronavirus](http://www.danville.edu/coronavirus). As we attempt to “flatten the curve” and minimize social contact, I am announcing the following significant changes designed to protect students, faculty, staff, and their families while providing continuity of education to our students.

## CHANGES TO CLASSES, MEETINGS, AND EVENTS

**Effective Monday, March 23, ALL classes will go fully online through the rest of the semester.** It is exceedingly unlikely, based on all that we know at this point, that this virus will have abated by the end of May. In light of the need for faculty, staff, and students to make plans, we are making the decision now—rather than waiting until April 5—to not hold any classes on campus this semester. This update includes courses with laboratory components. We are in active discussions about what changes we might make to our normal grading system this semester. We will be back in touch soon once we have made a decision.

Students are expected to check their *DCC e-mail accounts* regularly during this period for critical updates. Students should also check Canvas, the college website or contact their professors for class information.

**Meetings & Events.** Effective Monday, March 23, 2020 through the end of the semester, DCC will hold no face-to-face meetings, regardless of size. This restriction includes events that are not College-sponsored but are planned to occur on grounds, including conferences and social gatherings. We originally cancelled all DCC sponsored events through Friday, April 3, 2020. The cancellations of all DDC events will extend until at least May 15, 2020. Danville Community College has already announced the postponement of our May graduation commencement ceremony until a date to be announced in the month of December. This includes special pinning ceremonies as well.

## COLLEGE IS OPEN FOR BUSINESS REMOTELY

**DCC Hours of Operation.** 8:00 am to 5:00 pm Monday through Friday.

**DCC Library.** Online library resources such as the research databases and e-Books will be available. Please visit [www.danville.edu/campus-access-library-resources](http://www.danville.edu/campus-access-library-resources) or [www.danville.edu/e-books](http://www.danville.edu/e-books) for further details.

This also means that there will be no proctored tests, assignments, etc. within the Testing Center until further notice.

**DCC Student Support Services.** Students will engage with student services remotely, please visit [www.danville.edu/coronavirus](http://www.danville.edu/coronavirus) for a list of online student services resources.

We truly understand the challenges of online access to resources if you do not have internet access. Comcast is offering free internet for families in need.

See <https://corporate.comcast.com/press/releases/internet-essentials-low-income-broadband-coronavirus-pandemic> for details. To sign up, applicants can simply visit [www.internetessentials.com](http://www.internetessentials.com). The accessible website also includes the option to video chat with customer service agents in American Sign Language. There are also two dedicated phone numbers 1-855-846-8376 for English and 1-855-765-6995 for Spanish.

**DCC Employees.** Teleworking is an arrangement in which some or all of the work is performed from home or another off-site location. In general, regular office hours are worked and deviations from the schedule require supervisor approval.

Every full-time and part-time staff member must sign a temporary teleworking agreement that defines what is meant by teleworking, including expectations and pertinent human resources policies. In addition, all hourly staff members are required to complete a daily time and effort log. Bruce Cottrill, Associate Vice President of Human Resources, will be distributing the temporary teleworking agreements and time and effort logs.

To be clear, employees whose work is unable to be performed via teleworking will be asked to perform other functions or take on tasks from elsewhere at DCC to assist in continuing operations.

Helpful staff resources will continue to be added to [www.danville.edu/coronavirus](http://www.danville.edu/coronavirus).

If you or an immediate family member are being treated for an illness directly related to COVID-19, you may be eligible for leave benefits under the DHRM Public Health Emergency Leave.

**Employee Compensation and Benefits.** We are committed to our employees. We are determined to ensure that the modifications to our operations caused by the coronavirus will not impact our existing commitments to compensate and continue *existing* benefits for DCC employees, whether part-time or full-time. We will therefore honor all existing commitments for the foreseeable future. The length of this crisis is difficult to predict at this point, as are the economic ramifications. There may come a point where we need to reassess in light of the length of time of the crisis or significantly changed circumstances, but our hope and plan is to weather this crisis together.

**Student Employees.** Student employees who are able to complete their duties remotely can do so with the approval of their supervisor. Students in the Federal Work Study program (FWS) will continue to work remotely should submit time sheets and be paid at their normal hourly wage.

With the uncertainty of the current coronavirus situation, DCC's administrative team we will continue to monitor conditions and update you on any further strategies that may need to be implemented.

We realize that these additional steps and precautions call for sacrifice, but we see no other way to do our part to help during this public health crisis. With the rapid change of the current coronavirus situation, DCC's administrative team will continue to monitor conditions, and we remain committed to your health and well-being. I will update you on any further strategies that may need to be implemented.

Sincerely,



Jackie Gill-Powell, EdD  
**President**

