Delgado
COMMUNITY COLLEGE

Education that works!

OFFICE OF THE CHANCELLOR
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May 21, 2020

Dear faculty and staff,

As you are aware, the College recently delayed Phase 3 (Employee Return) of the College's Return to Work Plan. The delay provided an opportunity to review safety measures to ensure all safety protocols are in place. To that end, we are prepared to return Monday, May 25, 2020.

By now, your supervisor should have reached out to you to discuss plans for the office or division in which you work, and they should have provided work expectations. If they have not, you should reach out to them to seek guidance. Please know that the plan is not a full return; however, it is one that will allow staff to return to the office with limited hours and in limited numbers.

In my last communication to you, I indicated that the college is adhering to all safety guidelines by healthcare experts and the Center for Disease Control. There will be mandatory check-in points from 7:30-9:30 a.m. each workday. You will not be allowed to enter the building without going to one of those check-in points, or after the check-in point is closed. Please adhere to these guidelines and understand that your safety and that of others is paramount. At the check-in points, your temperature will be taken and you must complete a wellness form. If your temperature is 100.4 or above, or your responses to the wellness questionnaire do not meet safety requirements, you will not be allowed access to the building and will be referred to Human Resources. The chart below represents the check in points for each campus/site. Please note that not every campus/site will be open every day. As we progress and the state moves to phase 2 of its plan additional check-in points will be added and the times will be extended. I am asking for your patience because this plan is not for a full return but a limited one. The expectation is for those who can work from home with the highest level of productivity to continue to do so.

Campus/Site	Week of May 25th	Location/Entry Points (Check-in)
		7:30 a.m. – 9:30 a.m.
City Park Campus 7:30 a.m. – 4:30 p.m.	OPEN Daily	City Park Campus • Buddy Bolden Way (Access to Buildings 1,6 & 37) • Orleans Avenue (Eastside of Building 1, gate area) • Orleans Avenue (Between Buildings 4 & 10) • Navarre Avenue (Gate between Building 2 westside & WYES)
Jefferson Site 7:30 a.m. – 4:30 p.m.	OPEN Daily	Jefferson Site • Blair Drive (Gate closest to Building eastside)
Maritime Center 7:30 a.m. – 4:30 p.m.	OPEN Daily	Maritime Center • Gentilly Blvd. (Second Gate)
River City Site 7:30 a.m. – 4:30 p.m.	OPEN Daily	River City Site • Driveway (On the northside of the site
School of Nursing 7:30 a.m. – 4:30 p.m.	OPEN Daily	School of Nursing • Perdido Street Parking Garage (1st floor entrance)
Sidney Collier Site 7:30 a.m. – 4:30 p.m.	CLOSED	Sidney Collier Site • Louisa Street
West Bank Campus 7:30 a.m. – 4:30 p.m.	Tuesday & Thursday	West Bank Campus • General Meyer @ Hunley Street

Phase 4 is designed to allow students to return, who must complete spring 2020 hands-on coursework the ability to do so in a safe manner. This will be coordinated with the respective deans and the interim vice chancellor for academic affairs/provost on June 1, 2020.

A minimal number of students will return to campus starting May 25, 2020, to complete academic requirements, as coordinated by Instructors, Division Deans and the Interim Vice Chancellor for Academic Affairs and College Provost.

All students returning to campus must adhere to the Safety Measures as outlined in the colleges return to work plan. As you know this is a constantly changing situation and the updated Return to Work Plan can be found [here](#).

Sincerely,

Larissa Littleton-Steib, Ph.D.

Chancellor