

City College of San Francisco Plan for March 13-20

March 12, 2020

(Please note: Given the evolving nature of this public health emergency, this plan is subject to change.)

Building Access

Face-to-face instruction and student services at CCSF locations are suspended starting Friday, March 13th. The period from March 13th through March 20th will be used to prepare for the resumption of instruction and student services on March 30th. While face-to-face instruction and student services are suspended at CCSF locations during this time, administrators, faculty, and classified staff will have access to campus buildings as a part of this preparation activity.

Buildings will be open at the Ocean Campus and at the Centers from 8AM to 5PM on Friday March 13, Monday March 16, and Tuesday March 17.

All centers will be closed Wednesday March 18 through Friday March 20.

Ocean Campus buildings will be open from 8AM to 5PM on Wednesday March 18 – Friday March 20.

The purpose of having building access during this time is to prepare for the delivery of instruction and student services remotely starting on March 30th. All other on-campus activities (e.g., committee meetings) shall either be rescheduled or conducted remotely.

Details of access to campus buildings after March 20th will be published next week.

Instructional Faculty

Instructional faculty are strongly encouraged to work from home. Face-to-face instruction at CCSF locations is suspended. Students should not be on campus for any matters related to instruction. Instructional faculty should not hold office hours or set any expectations that students will come on campus during this time.

Instructional faculty who need to use campus resources to prepare for the resumption of remote instruction on March 30th can come in during the hours noted above. For more information about Canvas training and support, information will be posted on the COVID-19/Coronavirus landing page.

Librarian Faculty

Librarian faculty shall work from home to prepare for the resumption of instruction and student services on March 30th.

Counseling Faculty

Counseling faculty will be required to report to the Ocean Campus during the week of March 16-20 to obtain equipment and training to support the resumption of counseling

services remotely beginning March 30th. Specific training dates and times will be published by Friday March 13th.

Student Health Faculty

The Student Health Center will be open during this period. Student Health faculty have received direction from their supervisor about their assignment for March 13-20.

Classified Staff

On Friday March 13, supervisors will check in with their classified staff.

Classified staff in Administrative and Student Affairs have received direction to begin working remotely starting Friday March 13. For the week of March 16-20, classified staff who do not have equipment to work remotely will be scheduled to report to Ocean Campus to receive training and equipment to work remotely.

Student Workers

Student workers *will not report* to their normal assignments for the period March 13-20. Student worker pay will continue.

Administrators

There will be a series of Administrators on Friday March 13.
