Employee Alert: Coronavirus Update
NOCE Cancelling In-Person Classes Starting 3/16

March 12, 2020

Dear NOCE Community,

The North Orange County Community College District is taking steps to reduce the spread of any potential exposure to COVID-19/Coronavirus. While there have been no confirmed cases of COVID-19/Coronavirus in our District or at NOCE, we are preparing for various levels of a pandemic response. It is critical to protect our students, peers, and communities by reducing the number of close interactions that occur at our sites. At the same time, we want to minimize the impact to the education of our students.

In alignment with this, North Orange Continuing Education will do the following:

- NOCE will cancel all in-person classes starting Monday, March 16, 2020.
- This includes classes that are hosted at all three NOCE Centers – Anaheim, Cypress, and Wilshire (Fullerton) – as well as NOCE classes held at community-based locations.
- Students currently enrolled in Career Technical Education Program classes are advised to check their Canvas course and email to receive updates on how to proceed with and complete their courses for the 2020 Winter Term. If you do not receive an update by end of day Friday, March 13, 2020, please contact the CTE Program on Monday, March 16, 2020 at 714.808.4915.
- To allow time for preparation, NOCE is scheduled to start the 2020 Spring Term classes the week of April 13, 2020, two weeks later than originally planned, utilizing remote (online) methods, as feasible.

From March 16 – April 10, 2020, NOCE will do the following:

- All three NOCE Centers will remain open. Staff and faculty will report as regularly scheduled (more information below).
- NOCE will utilize this time to train faculty, staff on technology tools and alternative instructional delivery methods.

ADDITIONAL INFORMATION FOR STAFF AND FACULTY:

- Faculty and staff instructions for the week of March 16, 2020:
  - Full-Time Faculty: For the week of March 16, 2020, please report to the Anaheim Campus, Room 107 at 9 a.m. for the NOCE Instructional Taskforce.
  - Classified Employees: Report to your campus for your regularly scheduled work assignment.
  - Managers and Confidential Employees: Report to your campus for your regularly scheduled work assignment.
  - Adjunct Faculty: You will not need to report for your teaching assignment location; however, you will be compensated for your 2020 Winter Term assigned hours. Additional information will be provided regarding the 2020 Spring Term assignments once confirmed.
  - Temporary Employee Assignment (TEA): Report to your campus for your regularly scheduled assignment.

- Professional Experts (PE): Further guidance will be provided by your Immediate Management Supervisor.
- Special Projects Managers: Report to your campus for your regularly scheduled work assignment.

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If you have any additional questions related to your work assignment, please contact your Immediate Management Supervisor.

- NOCE Instructional Taskforce
  - A NOCE Instructional Taskforce will convene to develop remote (online) instructional delivery starting Monday, March 16, 2020 – Thursday, March 19 at the Anaheim Campus from 9 a.m. – 12 p.m.
  - The Taskforce will be led by Vice President of Instruction Dr. Karen Bautista and include the President, Vice President of Student Services, Program Directors, all Full-time Faculty, Information Technology (IT), and select adjunct faculty.
  - The goal of the NOCE Instructional Taskforce is to discuss and develop logistics and training for delivering instruction in a remote (online) capacity.
  - The NOCE Instructional Taskforce will meet during weeks of March 13, 2020 and March 23, 2020 with training on remote instruction being held the week of March 30, 2020 with sessions being offered in the morning and evening. More details to come.
  - An invitation will be e-mailed to the NOCE Instructional Taskforce members.

We continue to monitor the COVID-19 situation daily and will update the campus community with any new developments. For more information, visit www.noce.edu/coronavirus.

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