



eMEMO

Office of the Superintendent / President
Geraldine M. Perri, Ph.D.

CITRUS COMMUNITY COLLEGE DISTRICT 1000 W. Foothill Blvd., Glendora, CA 91741-1899

DATE: March 16, 2020
TO: Citrus College Colleagues
FROM: Geraldine M. Perri, Ph.D., Superintendent/President
RE: **Coronavirus (COVID-19) Response Update**

At this time, there are no known cases of COVID-19 related to Citrus College.

Effective Wednesday, March 18, 2020, employees will begin working in a remote environment through Sunday, April 5, 2020. Please work with your manager/supervisor today and tomorrow to prepare for this transition.

I want to sincerely thank each of you for your commitment to our students and to Citrus College. I know these past few weeks have been stressful and full of unknowns; the minute we send a message, the situation changes and a different message replaces it. I appreciate your patience and flexibility as we work as quickly as possible to plan and implement changes received from the Chancellor's Office and public health officials.

The cabinet members and I are working diligently to protect our students, employees and the broader community. Faculty and staff are transitioning to remote/online delivery of instruction and support services. Staff are fielding phone calls and working tirelessly to keep the college operating. I see your hard work and willingness to come together during these difficult times, and I thank you for all of your efforts.

This is the situation as of today, March 16, 2020, and its impact on Citrus College:

- **Classes remain cancelled through Tuesday, March 17, 2020.**
- **Beginning Wednesday, March 18, 2020, classes will be delivered remotely/online.**
- **Beginning Wednesday, March 18, 2020, counseling and library support services will be delivered remotely. (Planning is underway to transition**

additional student services.)

- **Planning is currently underway to transition essential college services/functions so as to keep the college operating remotely.**
- **Effective Wednesday, March 18, 2020, employees will begin working in a remote environment.**
- **On-campus student services remain closed through Sunday, April 5, 2020.**

These actions are subject to reassessment based on developing circumstances.

I understand that these are very frustrating times and conditions. My goal is to be open with you and communicate all relevant information as it becomes available. Again, I appreciate each of you and thank you for your dedication. The Board of Trustees is committed to ensuring the safety of the college community while working to advance our institutional mission. The Board of Trustees extends their appreciation to the college community for its support during this difficult time. Together, we will surmount this challenge.