



MEMORANDUM

Thursday, April 2, 2020

Dear DCC Family,

I am writing to provide an update given the current environment. Since my communication on March 20th, the number of COVID-19 cases continues to grow across the Commonwealth and beyond. I am in constant communication with the Chancellor, as well as the other Virginia Community College System Presidents, to ensure I have the latest and most accurate information as it pertains to DCC business, academics, and, of course, our students.

Additionally, I watch the Governor's press releases and monitor guidance from the Governor's office as released. Given that the Governor has issued [Executive Order 55](#), your DCC Executive Cabinet has put in place the following steps to ensure we are in compliance with this order. DCC will continue to take proactive measures to protect the health and safety of our employees and the community.

Please note how DCC will Adhere to Governor Northam's Executive Order 55:

1. **Access to Campus** – Employees will be permitted staggered access to get materials from their offices to sustain teleworking through the summer semester using these procedures:
 - a. An employee may request up to a two-hour block of time in his or her office.
 - b. Each employee is limited to one time block only.
 - c. Faculty members must submit a request to Mr. Jimmie Tickle and Dr. Debra Holley so they can arrange the schedule to comply with social distancing requirements. The **Access Request** form has been distributed previously by Mr. Charles Toothman via email.
 - d. Staff members must submit a request to your Executive Cabinet Member, so that a schedule can be built to comply with social distancing requirements. The **Access Request** form has been distributed previously by Mr. Charles Toothman via email.
 - e. The hard stop date for this campus access is Wednesday, April 8th by the end of business.
2. **Finding Alternative Resources** – To avoid having to conduct business physically on campus, DCC employees must find creative ways to work with alternative resources and methods:
 - a. Whenever feasible, collaborate with other colleges to learn other options for completing work remotely.
 - b. Explore the numerous online materials available through DCC's Learning Resources Center.
 - c. Collaborate with coworkers to find solutions, including asking for help from fellow Knights across all areas of DCC.
 - d. Consult the DCC **UKnighted** Plan for ideas of items to work on during this time.
3. **Designated Essential Personnel** – To ensure the operation of essential functions and departments, the following employees of DCC have been designated as essential personnel during this state of emergency:

- a. Executive Cabinet Members
 - i. President Dr. J. Gill Powell
 - ii. Vice President Dr. D. Holley
 - iii. Vice President Mr. C. Toothman
 - iv. Vice President Mr. S. Hair
 - v. Associate Vice President Mr. J. Tickle
 - vi. Associate Vice President Mr. B. Cottrill
 - vii. Director Mr. C. Potter
 - b. Mr. Tom Canupp
 - c. Mr. Bracken Jones
 - d. Mr. Jay Jennings
 - e. Dr. Paul Fox
 - f. Mr. Cheryl Terry
 - g. Others as designated by the DCC Continuity of Operations Plan (COOP).
4. **Handling Extenuating Circumstances** – After all access requests are addressed through April 8th, any extenuating circumstances that would require a visit to campus prior to June 10th will require the following:
- a. Complete an **Access Request** form and email it to jackie.gillpowell@danville.edu and charles.toothman@danville.edu.
 - b. In the request, you must be specific about the item(s) needed and describe what makes the request a critical necessity.
 - c. Approved requests will be assigned to a designated essential person who will go to campus and pick up the necessary item(s) and arrange a delivery to those who are not permitted to come to campus. This option is a last resort and must be approved by President Gill Powell or Charles Toothman, Vice President of Financial and Administrative Services.

As it relates to DCC's current operations:

- DCC grounds, at all locations, remain closed to the general public.
- All employees are teleworking from home.
- Only designated essential personnel may access the campus as needed to maintain critical campus functions. However, [social distancing and hygiene](#) should be diligently practiced.
- All employees should have signed and submitted the DCC Temporary Telework Agreement to Mr. Bruce Cottrill in Human Resources. You should have received an email from Mr. Cottrill (bruce.cottrill@danville.edu) on Monday, March 23rd with the subject: Teleworking Agreement.
- Confidentiality must be maintained. Think about the content and data carefully before sending any email and attachments. Our IT team can assist with making provisions for the safe transfer of sensitive information.
- Anyone interested in volunteering to help the Commonwealth during this time, please go to this [Virginia Department of Health site](#). There is not a Danville Community College requirement to volunteer. However, if you choose to volunteer as an individual, please let me know what you did so that we can celebrate you!
- Follow the guidelines released by the [Centers for Disease Control and Prevention](#) to protect yourself and your family.

As it relates to DCC students:

- **Resources and Services** – Student resources and remote student services can be found at danville.edu/remote.
- **Academic Policies** – Important messages about academic changes, such as the Spring 2020 Alternative Grading System, can be found at danville.edu/coronavirus under the Students tab.
- **Summer Registration**
 - Summer registration began on April 1st. Under the FAQs on the danville.edu/remote page, you will find that registration can be done online through [MyDCC](#) or through Navigate. In addition, advisors are available to meet with you by email, phone, or virtually through Zoom. The admissions staff are available at admissions@danville.edu.
 - To comply with [Executive Order 55](#), all summer courses will be held online using alternative delivery methods. The stay at home order has been issued through June 10th.
- **Fall Registration** – Fall registration will begin on May 1st.
- **DCC Knight's Pantry Food Distribution Plan**
 - On Tuesday, April 7th, Thursday, April 9th, and Friday, April 10th, all DCC students who need food can come to the Temple Building and look for the traffic cones.
 - The food distribution will occur between 11:00 am and 1:00 pm on a first-come, first-served basis.
 - Students can drive through and be handed a bag of food that can provide several days of basic meals.
 - Rain days will be on Tuesday, April 14th, and Thursday, April 16th, if necessary.
 - During the food distribution, [social distancing and hygiene](#) protocols will be carefully practiced.

Thank you again for your commitment and dedication. Your safety and well-being are of utmost importance; therefore, we encourage you to follow all of these protective guidelines to ensure a healthy environment for all. If you have any questions or need further clarification, please do not hesitate to follow-up with your Executive Cabinet member or me. In the meantime, we will continue to closely monitor the situation and will keep you informed.

DCC UKnighted!



Jackie Gill-Powell, EdD
President



Danville Community College

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