

**From:** [Chancellor](#)  
**Subject:** Chancellor's Memo: Return to Work Update  
**Date:** Monday, January 3, 2022 8:11:34 PM  
**Attachments:** [image002.png](#)  
**Importance:** High

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Dear Colleagues – Welcome to 2022! As you know, NOCCCD had planned that all employees resume their regular in-person work schedule beginning today: January 3. Unfortunately, over the holiday season COVID cases have spiked across the state as well as in Orange County due to the Omicron and Delta variants. Therefore, out of an abundance of caution, the District is now requesting that all employees who have been working remotely continue to do so for the next two weeks. This means that until January 18, 2022, employees should only come to work onsite if directed to do so by their manager.

At an emergency meeting of Chancellor's Staff today, we discussed the critical needs of our institutions as well as the way forward to best serve students while maintaining optimal operations across the District. We have determined to take the next two weeks before the spring semester begins to monitor the transmission rates and on-going guidelines from the Orange County Health Care Agency regarding these new variants and our return to workplace plans. You will be updated in regards to scheduling before the Martin Luther King, Jr. holiday on Monday, January 17.

Note that some employees will still be required to work onsite based on the function of their roles and their direct management supervisor's assessment of department and student needs. Student services and library services will continue to serve students virtually. Your manager will contact you to confirm your schedule for the next two weeks.

NOCE's spring semester begins on Tuesday, January 18, with Cypress College and Fullerton College beginning their spring semester on Monday, January 24. At this time, those schedules will move forward as planned, with a mix of in-person and virtual classes. All existing safety protocols, including compliance with the Board of Trustees' vaccine mandate, mask wearing, on-campus testing, enhanced cleaning, and positive case protocols remain in place. Go to [www.nocccd.edu/covid19](http://www.nocccd.edu/covid19) for more information.

All employees should plan on working their normal work hours of operation beginning on January 4. Anyone who has tested positive for or believes they have been exposed to COVID should immediately contact their direct management supervisor and the manager will complete the NOCCCD COVID-19 Questionnaire on myGateway.

Thank you for your continued understanding and support.

Fred Williams  
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