

From: **Office of the Chancellor, Pima Community College** <chancellor@pima.edu>
Date: Mon, Mar 16, 2020 at 12:38 PM
Subject: Face-to-face Services Suspended
To: Pima-All <Pima-All@pima.edu>

Colleagues ---

As of noon today, March 16, 2020, Pima Community College has suspended face-to-face student and public services through March 27, 2020. However, the College has not closed to allow us to transition, as much as possible and as quickly as possible, to virtual instruction and virtual student services.

The determination to suspend services was made to reduce the risk of spreading coronavirus by limiting the number of individuals on campus.

The College is on Spring Break this week, which has been expanded two days through Tuesday, March 24. Spring classes will resume on Wednesday, March 25, with as many as possible moving to virtual instruction. The College is quickly expanding virtual student services. Additional information about services will be communicated to students as soon as possible.

Virtual instruction and services, once implemented, will be evaluated two weeks later and adjustments made as necessary.

As of today, on campus student services such as testing, libraries, learning resource centers and computer labs are not accessible by students or the public. This includes face-to-face services at all locations including centers and District Office.

Working remotely

With supervisor approval, all employees whose job functions can be done remotely are asked to begin that transition today. The expectation is that employees will be available and accountable during your regular scheduled working hours. Your supervisor will follow up with you with details.

Employees who must still come into the workplace will be identified by their supervisors. Faculty and staff will still have access to their offices and resources such as the faculty resource centers.

As you know, the situation is changing daily and employees should be prepared to respond to changing needs and expectations. Employees who can work virtually now might be asked to come in for specific assignments at a later time, for example.

This is a stressful time for everyone as we face unknown situations and chart a new course as an institution. We acknowledge the disruption and thank everyone for their leadership, creativity and can-do spirit as we work for the greater good of our students. Once we are through this extraordinary time, we will assess the lessons learned and how they might apply to the future.

Also, don't hesitate to reach out for help if you need it.

Student Wellness Assistance (SWA) is available to all Pima students. To access SWA in MyPima: Go to Students > Student Resources tab. Employees have access at any time of day or night to our Employee Assistance Program, Jorgensen-Brooks. The EAP 24-hour phone number is (520) 575-8623.

Note that health guidance is available online at:

- [Arizona Department of Health Services](#)
- [Centers for Disease Control and Prevention](#)
- https://webcms.pima.gov/government/health_department/

Please continue to monitor your Pima email and Pima.edu/COVID19 for updates.

With gratitude,

Lee D. Lambert
Chancellor