

From: [Chancellor](#)
To: [Communications](#)
Subject: District-wide update on novel coronavirus, COVID-19
Date: Wednesday, March 4, 2020 1:34:30 PM

Greetings SOCCCD Employees:

We are reviewing updates from the Centers for Disease Control and Prevention (CDC) regularly, including the latest update from March 3, 2020, reporting 60 cases of the Coronavirus Disease 2019 (COVID-19) from 12 states. Click on the latest [media statement](#) to learn of the most recent developments in the U.S. With the latest updates in mind, the District is strongly advising against travel to the following areas where the CDC has issued a COVID-19 level 3, 2, or 1 warning or alert.

If an employee of SOCCCD elects to travel to [these destinations](#), the District is requiring employees to self-quarantine at home for 14 days, using sick and vacation leave, before returning to any District location. Since we work in close proximity to one another, we must prioritize the health and safety of all students and fellow employees.

Learn about the areas with enhanced risk for coronavirus transmission based on warning level by visiting: <https://wwwnc.cdc.gov/travel/notices>

These travel warnings and advisories are updated daily. Please visit regularly, when planning or embarking on travel, whether personal or work related.

Please continue to follow precautionary measures to limit the spread of disease as it relates to COVID-19:

- [How it spreads](#)
- [Symptoms](#)
- [Prevention and treatment](#)
- [Testing](#)
- [Frequently Asked Questions](#)

If you have questions about leave requests, work-related travel, or use of sick and vacation time for self-quarantine requirements, please contact Cindy Barron at District Human Resources at 949-582-4984.

Thank you for taking precautionary measures and remaining healthy and safe.

Sincerely,
Kathleen F. Burke, Ed.D.
Chancellor