

Dear Campus Community:

As the holidays and the end of the year quickly approach, it is hard to believe that our fall 2021 semester is ending. The year has brought many opportunities to serve students despite the challenges of the ongoing pandemic. We are proud of our employees for putting students first and for the continued display of flexibility in their work.

For the spring 2022 semester, we do intend to have nearly 30 percent of our students in face-to-face or hybrid courses. All other classes will be offered online. The fall COVID-19 vaccine mandate for both employees and students ensures that any employee or student physically on-site is vaccinated. Additionally, the District is following, and in many cases is exceeding, OSHA mandates. Appropriate signage for all classrooms and student services areas will also be provided specifying the District's face covering and vaccine requirements for all in-person enrollments. This ongoing and campus-wide work reinforces the District's commitment and focus to keep the health and safety of our campuses as the top priority. To learn more about our COVID-19 efforts, please visit the [District website](#).

In anticipation of more students on campus in spring, many questions have been raised. The District is releasing an informational video prior to the start of the term to address the most common questions. For the purpose of clarity, we would like to address a few concerns in this letter as well:

- All employees are returning to campus in some capacity in spring 2022. For clarity on your assignment, please reach out directly to your manager.
- Chaffey College will be serving students face-to-face in instruction and student services. If a student is able to enroll in a class, that means they have provided proof of vaccination. Students or any member of the public seeking any student services support are required to wear a face covering while inside any Chaffey facility.

Employees should not ask anyone their vaccination status and may not request that an individual provide proof of vaccination. As a public entity, we are an open access institution and our community members must be courteously and promptly served. This presumption of service and good will is similar to what many of us expect when we go into a grocery store or restaurant. Any students who disclose that they are not vaccinated should be encouraged to access services online. If any issue arises, please contact your manager.

- To ensure we are protecting the privacy of our students and employees, the District will not release any COVID-19 vaccination status information to employees or areas requesting it. Employees serving students also are not authorized to query this information. If an employee or student is enrolled in a face-to-face class, they have provided proof of COVID-19 vaccination.
- For any support services appointments, students are not permitted to bring guests with them. If a family member (minors included) joins a student for an appointment, staff should let them know the student will need to seek remote services to continue. When a student chooses to attend, in-person, asking their family or guests to wait outside is appropriate.
- All in-person student support appointments need to be made in advance. No walk-in counseling appointments will be permitted in spring 2022.

- All in-person counseling appointments will be available to students who are registered in at least one face-to-face or hybrid class. All online students should make online appointments. However, if an online student wants to meet in-person, counselors should forward the request to the dean of counseling for next steps.

Moving into a new year after what we have endured these last 19 months is a lot to take in. However, we must remember that a large number of our students continue to face significant barriers. For many, Chaffey College is not only a college, but also a refuge of hope and opportunity. Simply put, our students need you. To meet the tremendous need, we believe it will take our combined passion for students to enter 2022 with a renewed sense of purpose for what we do and why we do it.

We wish you all a wonderful holiday with family and friends. Thank you all for your commitment to Chaffey College.

See you in 2022!

Sincerely,
Henry D. Shannon
Superintendent/President

Lisa Bailey
Associate Superintendent of Business Services and Economic Development

Laura Hope
Associate Superintendent of Instruction & Institutional Effectiveness

Alisha Rosas
Associate Superintendent of Student Services and Strategic Communications

Troy Ament
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