

Dear Norco College Family,

In an effort to control the spread of COVID-19, officials from the Riverside County Public Health Department a [mandate](#) on March 13 to close all community colleges, preschools, K-12 public, private and charter schools, and universities in the county beginning March 16, 2020. Norco College facilities are now closed to students and the public. In accordance with the order, only essential staff are asked to be on campus during this time period.

At this time, essential work positions needed on campus are identified as follows and should report to work as normal on Monday, March 16:

- All managers
- All confidential
- All Administrative Assistant IV
- All Administrative Assistant III
- All Lab Tech II
- All Library Technical Assistant II
- All Information Technology Analysts
- All Maintenance Mechanics
- All Grounds Persons
- All Custodians
- College Safety & Emergency Coordinator
- Instructional Media/Broadcast Technician
- Instructional Technology Specialist

In addition, work positions available to work remotely on Monday, March 16 are identified as follows:

- Financial & Technical Analyst
- Instructional Programs Support Coordinator
- Public Affairs Officer

Anticipated work positions that we hope to have the capacity to work remotely this week but do not report to work as normal on March 16 are as follows:

- Academic Evaluations Specialist
- Administrative Assistant II
- Application Support Technician
- A&R Operations Assistant
- Customer Service Clerk
- Disability Specialist
- Disability Tech Support
- Educational Advisor
- Grants Admin Assistant
- Instructional Department Specialist
- Facilities Admin & Utilization Specialist
- Senior Interpreter
- SSSP Assistant
- STEM/Engineering Pathways

- Student Employment Personnel Specialist
- Student Financial Services Analyst
- Student Services Specialist
- Student Success Coach
- Student Support Services Specialist Aide
- Veterans Services Specialist

All other positions:

During this emergency district closure/curtailment, employees shall be available during regularly scheduled business hours to answer any and all work-related inquiries via email or phone should the District/College contact you as you are still receiving compensation during this time.

As the situation changes, some staff may be asked to come to campus for specific tasks or time periods. Additionally, some staff on the list above may be shifted to being available during regular business hours to answer inquiries. We realize that with the various closures in the community, some essential staff will have family-related challenges and we will do everything we can to address these challenges if needed.

If you have any questions, please contact your immediate supervisor.

From the bottom of my heart, thank you for your patience and understanding as we work through this challenging time together. We are dedicated to continuing to serve our students and college community in the professional and caring manner that is Norco College.

Best,

Monica

Monica L. Green, Ed.D.

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