



Dear Chancellor's Office Colleagues,

Thank you for your ongoing resilience and steadfast commitment to the CSU, even as our workplace and work environment continue to be disrupted by the stubborn presence of COVID-19. Because of you, our work – advancing the CSU's educational mission while upholding its core values – remains strong. In fact, last May we conferred a record number of degrees on CSU graduates. This fall, our enrollment of almost 486,000 students across our 23 campuses marks an all-time high. These historic milestones reflect your skilled and dedicated work and, again, I thank you.

In my last communication regarding repopulation of the Chancellor's Office, I announced our intention – grounded in facts and science – to begin repopulating our offices no earlier than January 2021. Sadly, a January repopulation is no longer possible. Our timing is guided by [City of Long Beach Public Health Department Safer at Home](#) protocols as well as [California's Blueprint for a Safer Economy](#), which outlines four tiers for reopening various types of businesses based on county COVID-19 case and positivity rates. Data released today indicates that Los Angeles County remains in the worst classification (purple, or “widespread virus transmission”) and Orange County remains in the second worst (red, or “substantial virus transmission”).

Because the vast majority of our CO employees live in these two counties, for us to remain aligned with public health guidelines, we must now delay the initial phase of repopulation until no sooner than March 1, 2021. In the meantime, we will remain open for business, working remotely with limited on-site operations.

Further, until Los Angeles and Orange counties move into and stay for at least 30 days in the state's “minimal” risk tier (and no earlier than May 3, 2021), we will not be back to building occupancy as before the pandemic's arrival.

I wish to communicate this to you now, so that you are informed and can make the necessary arrangements for you and your families through the holiday season and well into the new year.

In January, Chancellor-select Castro – following analysis of the science and facts known then and with recommendations from the Phased Repopulation Task Force – will communicate with you again to provide an update regarding our progress toward repopulation of the CO.

The following is an outline of the repopulation plan's phases, using March 1, 2021 as the earliest possible start date and emphasizing again that this date could be delayed, depending on the virus's progression:

Phase A will begin no sooner than March 1, 2021 and at least 30 days after Los Angeles and Orange counties have entered the state's “moderate” risk tier. Phase A includes employees, designated by their supervisors, whose duties cannot effectively be performed remotely, and/or who require specific equipment. The guideline for Phase A will include a maximum floor occupancy of 20%.

Phase B will begin no sooner than April 5, 2021 and 30 days after the return of Phase A employees, provided Los Angeles and Orange counties remain in the state’s “moderate” or “minimal” risk tier. Phase B will include employees, as approved by their supervisors, who have been effectively working from home, but who prefer to be in the office and commit to returning primarily full-time (daily, for eight hours). Employees who wish to periodically return to the office to work, but not on a full-time basis, can request daily approval through the Public Safety Department. Requests will be evaluated against safe building/floor occupancy maximums prior to approval. The guideline for Phase B will include a maximum floor occupancy of 50%.

Phase C will begin no sooner than May 3, 2021 and 30 days after the return of Phase B employees and 30 days after Los Angeles and Orange counties have entered the state’s “minimal” risk tier. Phase C will mark the return of all Chancellor’s Office employees, except those who have arranged for an accommodation or exemption through Human Resource Services (HRS).

Chancellor’s Office employees in each phase will be given at least 30 days’ notice of their return to on-site work. Numerous policies and safeguards will be in place to protect returning employees, and exemptions and accommodations will be provided through HRS for eligible employees who need to continue to work remotely. Full details will be shared as the repopulation date approaches.

Let me close by thanking you again for your efforts on behalf of the California State University and its students. And as always, take care, be safe and stay healthy.

Kind regards,

A handwritten signature in black ink that reads "Tim". The signature is written in a cursive, slightly slanted style.

Timothy P. White
Chancellor