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**DATE:** March 20, 2020  
**TO:** Community College Presidents  
**FROM:** Dr. Brian Durham, Executive Director  
**SUBJECT:** **Governor Pritzker's Stay At Home Executive Order**

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Today, Governor Pritzker issued a *Stay at Home* Executive Order that will go into effect tomorrow at 5:00 p.m and remain in effect through April 7. I want to share with you the implications for colleges and provide some guidance for your organizations. Fortunately, all colleges are already in the process of: (a) moving all instruction to an online, remote, or alternative approach; (b) moving to a stance of utilizing essential personnel only on campus, with all non-essential work conducted remotely; and (c) engaging in creative solutions that still enable students to receive credit for their work and the skills they need in the workplace.

- 1) **Educational institutions, including community colleges, are considered Essential Businesses and Operations, for the purpose of facilitating distance learning.** Thus, community colleges should continue to provide instruction online, remotely or through alternative means. For those courses where remote learning is impossible, we encourage creative solutions that still enable students not only to receive the credit for their work, but also the skills they need to succeed in the workplace. However, strategies that involve even small group gatherings, or face to face instruction on campus, must be discontinued. For those disciplines where online, remote, or alternative instruction is impossible, colleges should be considering options for these students, including, but not limited to summer instruction, issuing incompletes (or equivalent), boot camps, etc. Considerations must account for the possibility that this *Stay at Home* order may be extended.
- 2) **Only essential personnel should be on campus.** This would be limited to those individuals who are necessary to maintain minimum basic operations of the college, including preservation of the college's physical plant and equipment, ensure security, processes payroll or employee benefits, or related functions. Essential personnel also include those individuals necessary to facilitate the ability for remote learning and work. All other personnel must work remotely. It is ICCB's, and the Governor's office expectation that all employees continue to be paid. Employees who do not have the ability to work from home should not be penalized during this crisis.
- 3) **In a few instances, hospitals and health care facilities have opted to keep students in their onsite clinical instruction.** Institutions may opt to continue these if allowed by host sites, assuming these are offsite endeavors. No students should be required to attend clinicals if they are uncomfortable doing so. For those students that opt out of clinicals, a plan should be developed to extend those clinical hours into the summer or other alternative plans should be developed. Similar planning is expected for students whose clinical sites have closed. In the meantime, we are also seeking additional guidance from the Illinois Department of Professional and Financial Regulation (IDPFR), and other regulatory / accrediting bodies.

- 4) **Institutions may opt to continue other instructional arrangements in industries and businesses that remain open under the designation as Essential Businesses and Operations.** Apprenticeships, on-the-job trainings, or internships may be continued if such instruction is occurring in critical business sectors, consistent with those identified in the Governor's Executive order, and no face-to-face instruction is occurring on campus. No students should be required to attend these arrangements if they are uncomfortable doing so. For those students that opt out, a plan should be developed to extend this instruction into the summer or other alternative plans should be developed. Similar planning is expected for students whose worksites have closed due to the Executive Order.
- 5) **Travel to or from educational institutions for purposes of receiving materials for distance learning, for receiving meals, and any other related services is permitted.**

Thank you and please let me know if you have any questions.