

# Memo

**To:** Diversified Vocational College

**From:** Christine Preciado

**Date:** 4/13/2020

**Re:** DVC Updates on COVID-19

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Your safety is the most important priority at Diversified Vocational College. We would like to alert you as of Monday March 16, 2020 was the last day of scheduled in person classes. Classes have transition temporarily to **online learning** beginning Tuesday March 17, 2020 and will continue to monitor the COVID-19 guidelines and may have to extend this per Los Angeles County Department of Public Health, CDC, and WHO. We want to update that as of today April 13, 2020, ATC and DVC will continue to suspend in person traditional classrooms to **Online Learning** until further notice to help slow the spread of coronavirus (COVID-19). The schools have assigned specific staff and faculty to continue to assist our students during this times.

**Online Classes:** Faculty have been preparing for this possible outcome and has provide instructions via electronic e-mail alternative format as of Tuesday March 17, 2020. Information and additional details about your specific courses and their formats was provided to you by your instructor(s) and/or Director during the transition.

**Essential Faculty and staff:** Diversified Vocational College will remain open and staff will continue to provide support during this period of academic transition to remote alternative instruction. There will be limited staff physically present on campus and all departments, including Admissions, Registrar, faculty and Administration will work remotely and be available during normal business hours. Additional details of staff were provided to students below:

*For any questions on school **Distance Learning** for the next weeks please see the following staff/faculty.*

**Jessica Alvarez** has been assigned for training and testing for **Business Office Administration (BOA), Transportation and Logistics Technology (TLT), and Medical Billing Electronic Systems (MBES).**

Contact Information: [jessica.alvarez@dvcla.edu](mailto:jessica.alvarez@dvcla.edu)  
DVC LA Direct Line: (213) 353-1916  
Location: DVC Building in Room # 103{Schedule on Campus: 8:00 a.m. -6:30 p.m.}

**Christine Preciado** -Director  
Contact Information: [christine.preciado@dvcla.edu](mailto:christine.preciado@dvcla.edu)  
DVC LA Direct Line: **(213) 353-1823**  
Location: DVC Building in Director's Office {Schedule on Campus: 9:00 a.m. -6:00 p.m.}

**Delfino Rodriguez** for English as a Second Language (ESL)  
Contact Information: [roddel.prof@gmail.com](mailto:roddel.prof@gmail.com)  
DVC LA Direct Line: **(213) 353-1933**  
Location: DVC Building in Room # 106 {Schedule on Campus: 9:00 a.m. -2:00 p.m.}

**Joe Francis** for Transportation and Logistics Technology (TLT)  
Contact Information: [jf.diversified@gmail.com](mailto:jf.diversified@gmail.com)/ [joseph.francis@dvcla.edu](mailto:joseph.francis@dvcla.edu)  
DVC LA Direct Line: **(213) 353-1845**  
Location: DVC Building in Room # 107 {Schedule on Campus: 9:00 a.m. -5:00 p.m.}

Given the rapidly unfolding developments with this outbreak, we cannot know fully what to expect, but we will work to resume normal operations as quickly as possible. In the meantime, we will continue to take the appropriate precautions to safeguard our community and do our part to protect the communities in our region.

Please know these decisions are made with a great deal thinking of your health and safety as our top priority. We are thankful for your understanding, patience, and perseverance through these troubled times.

Sincerely,

*Christine Preciado*

Christine Preciado  
Director