

Dear CNCC Staff and Faculty

I want to keep you updated on what we are doing at CNCC to help combat the spread of COVID-19. Even though we have not had any known cases of the coronavirus among students or staff, we will be taking precautions to keep our students, staff, and faculty safe during this time. Our two main purposes are to keep our students and employees safe and to provide our students an excellent education here at CNCC. I have listed below the steps we are taking going forward.

**Spring Break:** Our spring break was scheduled for March 16 through March 20. We are extending our spring break for one more week for our students so they will return on March 30. Our faculty will return on March 23 and during that week they will be training to put classes on remote delivery. I want to stress that we **are not** going to the remote delivery option right now but are preparing to do so if it becomes necessary.

**Class Delivery:** As stated above we are not changing our delivery for our classes at this time. If we do have to go to remote delivery, we understand that not all classes can be accommodated this way. For these courses we will be providing spaces that allow for adequate social distancing.

**Travel:** We are limiting college sponsored travel to help protect our students and employees. All travel outside the state needs to have the approval of the supervisor and the president. Presently, in state travel has not been limited. If you do plan on traveling please fill out the formstack that was sent out yesterday in Angie's email.

**Events:** Events on campus will be limited. Each scheduled event will be reviewed and a determination will be made on holding the event based on the number of people attending, purpose of the event, and importance of the event to the college and the communities. This is being done on a case by case basis.

**Campus Operations:** Our campuses are still open and will continue to be open with no plans to close either campus. All nonacademic services will continue as normal.

Things can change quickly and we will be keeping everyone updated as these changes occur. We plan to provide continuous updates so please keep up with your emails especially those who will be gone over the first week of spring break.

Ron Granger