

March 12, 2020

Dear CCV Community:

CCV leadership, in partnership with the Vermont Department of Health, have been closely monitoring the ongoing developments with the COVID-19/Coronavirus.

Our priority throughout this evolving situation is the health and safety of our students, faculty, and staff.

In response to this situation, CCV has made the following decisions about our plan moving forward:

1. Online classes at CCV will continue without interruption.
2. All on-ground classes that meet at CCV centers will move online beginning Monday, March 23rd through the remainder of the spring semester.
 - On-ground classes that meet at CCV centers will not meet during the week of March 16-20.
 - Students will use this time as a study week, and faculty will use the time to transition their classes to an online environment.
 - All spring classes will follow the established academic calendar, ending on the scheduled date.
3. CCV academic centers will remain open. Students and faculty are welcome to access our services and resources and will be able to utilize computer labs.
4. We have increased the rigor of cleaning in our centers by disinfecting common surfaces inside our classrooms and facilities more frequently and will continue to do so.

Students: We know that this causes disruptions to your learning and adds stress to your already busy lives. Please know that the College is here to support you throughout this process. CCV staff will be available in person, by phone, or by email to help you access the resources you need to be academically successful in an online environment. Please reach out to your advisor or local center. You are encouraged to use the resources that Dean of Student Affairs Heather Weinstein provided in her [March 9 email](#).

Faculty: I want to acknowledge the work that transitioning to a completely online environment entails. While many of you currently teach in an online platform or regularly use Canvas in your classes, others will need additional support. Please reach out to your Coordinator of Teaching and Learning. We will also be running Zoom sessions and developing additional support for faculty throughout this time period. In addition, please use the resources that Academic Dean Debby Stewart provided in her [March 11 email](#). These resources will also be archived on [Teach at CCV](#) and on our [public website](#).

Staff: Thank you for your patience and flexibility during this volatile time. CCV academic centers will remain open with normal operating hours. If you have questions or concerns, please talk with your supervisor. Regional directors/supervisors will be meeting with all staff throughout this transition to ensure you have the resources you need to answer any questions that arise.

We will continue to be vigilant in the practices we have implemented this week:

Communications:

- Senior leadership continues to meet daily about this evolving situation.
- CCV has created a communications space on our public website to post updates and information: www.ccv.edu/covid19.

- We are communicating with students, faculty, and staff via email to keep our community aware of updates and planning.

In CCV centers, we are:

- Implementing protocols for social distancing.
- Increasing awareness about germ avoidance and good personal hygiene.
- Promoting wellness by asking those not feeling well to stay home.
- Increasing the rigor of cleaning in our centers by disinfecting common surfaces inside our classrooms and facilities more frequently.
- Making hand sanitizer and disinfecting wipes available.
- Updating protocols for cleaning of our computer labs.

Lastly, I know that these decisions present challenges to all of us, and I want to thank you for your understanding as we navigate this situation. We believe that putting the health and safety of our communities first is the right decision at this time. By putting these measures in place, we are doing our part to limit exposure and minimize risk. I ask for your help as we work together, utilizing our shared CCV values of innovation, collaboration, respect, and learning to ensure that we continue to serve our students on their academic journey. I am confident that we can rise to this challenge.

Thank you,

Joyce

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