

March 9, 2020

Dear staff,

The health and safety of CCV students, faculty, staff, and visitors is our top priority. As you likely know, the VT Department of Health has reported one case of COVID-19 in Bennington County. I'd like to reassure you that President's Council is closely monitoring the situation and share what we can all do to in response to this emerging public health threat.

- Per the Center for Disease Control, we are reminding everyone to **stay home if you have any symptoms of acute respiratory illness** (such as fever, coughing, or shortness of breath). If you have a fever, stay home until your temperature has stayed below 100.4 degrees for 24 hours without the help of fever-reducing medicine.
- It is important that you immediately alert your supervisor if you or someone you have had close contact with has a confirmed case of COVID-19 or is being monitored for the Coronavirus.
- Coordinators, please inform your regional director if a student or faculty informs you:
 - they have a suspected or confirmed case of COVID-19
 - they are in close contact with a confirmed case of COVID-19
 - they are in close contact with someone who is being monitored for the virus

We will be sending an email to faculty on Wednesday morning that will include tips and resources for moving a class online as well as how to access one on one support for making this transition should it become necessary. We will also be sending a message to students which includes resources for Canvas support for students should classes need to be completed online.

To keep you updated, we have created a [webpage](#) that has the most recent information on COVID-19's impact on CCV communities, a repository of Coronavirus-related communication, and FAQs.

Finally, we are taking important steps to reduce the possibility of community exposure and transference of the virus. For the remainder of March through April 3, we are asking that you:

- conduct all meetings remotely
- cancel all nonessential in-person meetings and center events
- restrict attendance at off-site conferences and events

President's Council will reassess the situation in early April and adjust meeting and travel protocol accordingly. Please work with your supervisor or regional director if you have questions about any of these measures.

Thank you for all that you do and for your assistance in helping to maintain a healthy College community.

Joyce