

March 9, 2020

Hello CCV students,

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 CCV's leadership team is closely monitoring the situation. There are important measures we can all take in response to this emerging public health threat. Per the Center for Disease Control, we are asking 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.

CCV has asked faculty to extend flexibility with attendance policies during this time of extenuating circumstances. Communicate with your faculty and advisor if you are sick and work with your instructor to develop a plan for completing missed class time and assignments.

CCV is developing plans to minimize the disruption to our learning community should CCV need to suspend classes in any of our locations. Faculty are thinking about how they could conduct classes online if the need arises. In turn, I am asking you to begin thinking about how you might approach completing a class online. We have the following services to support you:

- *Canvas Guides*. <https://community.canvaslms.com/community/answers/guides/overview>
- *Canvas Help and Canvas Chat*. Click the Help link found on the menu located on the left-side of each CCV Canvas class-site.
- *Vermont State Colleges System Canvas Tutorial*. <https://vsc.instructure.com/enroll/4X6E66>
- *CCV Coordinators of Student Advising*. Contact your advisor with questions.

I encourage you to [visit CCV's website](#), which has up-to-date information on COVID-19's impact on CCV communities.

Finally, we are taking the following steps in our facilities to keep each other healthy:

- 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 upon request.

Best,  
Heather  
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The Center for Disease Control has the following recommendations:

- People who have symptoms of acute respiratory illness should stay home and not come to work or school until they are free of fever (100.4 degrees Fahrenheit or greater) and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines.
- We all practice cough and sneeze etiquette and good hand hygiene.
- Avoid touching your face, particularly your eyes, nose, and mouth.
- Routinely clean all frequently touched surfaces.

For your information, I am providing the [Center for Disease Control's recommendations to stop the spread of the germs](#).