

Hello CCV,

As you know, there is growing concern about the spread of the novel (new) coronavirus (COVID-19) in the United States. Please be assured that the Vermont Department of Health is closely monitoring the development of the virus, and as of today, there are no cases of novel coronavirus in Vermont.

I have been in touch with a deputy commissioner at the Department of Health (DoH), and I will continue to check-in with the Department of Health daily monitor the situation.

The Center for Disease Control recommends that:

- People who have symptoms of acute respiratory illness 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. Staff and faculty are asked to notify their supervisor and stay home if they are sick.
- We all practice cough and sneeze etiquette and good hand hygiene.
- Avoid touching your face, particularly your eyes, nose, and mouth.
- We routinely clean all frequently touched surfaces in the workplace.

For your information, I have attached the guidance Vermont Department of Health has issued for colleges.

Additionally, I will be connecting with office managers to ensure we have sufficient sanitizing wipes, disinfectant spray, and hand sanitizer on-hand. I will also be sending a "COVID-19 Stop the Spread of Germs" poster for centers to print and display throughout our buildings.

Please know that President's Council, in collaboration with the Chancellor's Office, is working to develop plans so that we are prepared should novel coronavirus cases be confirmed in Vermont.

Please feel free to contact me with any questions. Thank you.

Be well,

Heather

February 28, 2020

Hello students,

As you know, there is growing concern about the spread of the novel (new) coronavirus (COVID-19) in the United States. Please be assured that the Vermont Department of Health is closely monitoring the development of the virus, and as of today, there are no cases of novel coronavirus in Vermont.

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.](#)

You are encouraged to stay home if you are sick and to seek medical care if you begin to exhibit symptoms such as fever, cough, or shortness of breath. Please inform your faculty if you are ill and unable to attend class, and contact your advisor to create a success plan, if necessary.

Lastly, I ask that you inform me or your advisor if you or someone in your family has a suspected or confirmed case of the coronavirus.

I will continue to check-in with the Department of Health daily to monitor the situation. For more information, please visit [Vermont Department of Health Coronavirus 2019.](#)

Thank you for your assistance in helping us maintain a healthy College community.

Be well,
Heather

Heather Weinstein
Dean of Strategic Initiatives and Student Affairs
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March 6, 2020

CCV Faculty,

As you know, the situation with the coronavirus is rapidly evolving. The College is working closely with the Vermont Department of Health to monitor the development of the virus in Vermont. In addition, President's Council, in collaboration with the Chancellor's Office, is developing plans to ensure the safety of our students, faculty, and staff, and to minimize the disruption to our learning community.

Following the recommendations provided by the Center for Disease Control (see below), we have asked students to stay home if they have any of the symptoms of acute respiratory illness (such as fever, coughing, or shortness of breath). It is vitally important that students feel empowered to do so. If students are concerned that their grades will be negatively impacted by missing class, they may be reluctant to take this important safety precaution.

Therefore, please assure your students that they will not be penalized if they need to miss class for this reason, and that you will work with them and their advisor to develop a plan for completing the requirements of your class. If you hear from students who have the symptoms described above, please let us know immediately.

In addition, we are working to provide additional Canvas support and training to you. If you haven't done so already, you might start thinking about how you could conduct your class online for a period of time should the need arise. More information and resources will be forthcoming on this next week.

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.

Beginning Monday, updates on this evolving situation will be available on our main webpage: www.ccv.edu. Let me know if you have any questions.

Best, Debby

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.](#)

Deborah Stewart
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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

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

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](#).

March 11, 2020

Dear CCV Faculty,

Last week I wrote to let you know that, following the recommendations provided by the Center for Disease Control, we have asked students to stay home if they have any of the symptoms of acute respiratory illness (such as fever, coughing, or shortness of breath), and are asking you to assure them that they will not be penalized if they need to miss your class for this reason.

In addition, I encouraged you to think about how you might conduct your class(es) online for a period of time should the need arise. To assist you in doing so, we have developed a short guide, compiled some of the most helpful resources we can find, scheduled a Zoom session for this Friday morning, and put together a task force of faculty and staff to respond individually to anyone who needs support in transitioning their classes to the online environment.

- **[How to Keep Teaching: Moving Your Course Online When Disruption Occurs](#)** – This guide outlines the basic steps, along with questions for consideration, when determining how best to transition your existing course to the online environment. In addition, there are brief descriptions of the tools in Canvas and links to using them. Finally, we've compiled a short list of other resources and guides that we find particularly helpful. You can find this resource in Teach@CCV.
- **Friday Morning at CCV: Moving Your Course Online when Disruption Occurs**
Friday, March 13, 2020, 9:30-10:30 AM - <https://zoom.us/j/7544879461>
Disruption can happen for a variety of reasons, including inclement weather, sickness or widespread outbreaks of an illness. On such occasions, utilizing online strategies and tools can help you continue to focus on supporting and instructing students...*and keep on teaching*. Join Jen Alberico, Director of Online Teaching and Learning, and Nicole Stetson, Associate Academic Dean to learn more about how to quickly pivot to online tools when needed.
- **Canvas Support ("Keep Teaching") Task Force** – Contact any of the following CCV faculty and staff members for assistance transitioning your on-ground class to the online environment. They will work individually with you to answer questions and guide you through the process.
Jen Alberico, Jennifer.Alberico@ccv.edu
Phil Crossman, Phil.Crossman@ccv.edu
Fern Fryer, Fern.Fryer@ccv.edu
Shawn Kerivan, Shawn.Kerivan@ccv.edu
CJ Record, CJ.Record@ccv.edu
John Ryan, John.Ryan@ccv.edu
Nicole Stetson, Nicole.Stetson@ccv.edu

Because this situation with the coronavirus (COVID-19) is rapidly evolving, we understand that further support and resources may be needed. At this time, CCV classes are being delivered as they were scheduled. Any changes to the status of classes or centers will be communicated immediately. For the latest information and updates, please see the public website: <https://ccv.edu>.

Best, Debby

Deborah Stewart
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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

Joyce Judy
President
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March 17, 2020

CCV Faculty,

As most of you are aware, we are working with the Vermont Department of Health, which is closely monitoring the development of the Coronavirus (COVID-19), to ensure that we are taking every precaution possible to support the health and safety of our faculty, students, and staff. In addition, we are paying close attention to the revised recommendations of the Center for Disease Control (CDC).

As a result, the College has begun taking action to implement a facilities step-down plan to further protect the wellness of our learning community. Beginning tomorrow (March 18), the majority of our staff will transition to working remotely. I want to assure you that our priority remains supporting you and your students as you complete the semester. To that end, we will continue to provide access to computer and internet resources at the center-level for faculty on an appointment-only basis.

While the majority of our staff will be working remotely and communicating by email, we will continue to monitor and respond to College phones, including the main phone line in our centers. If you need access to a center's computer and internet resources, reach out directly to the center to arrange for that access.

We expect that some students will struggle with access issues, and we are working to develop plans for supporting them. As always, if you have students who are struggling for any reason to complete your course, please reach out to your coordinator of teaching and learning and encourage students to connect with their advisor. CCV's response team continues to meet every morning to discuss the evolving situation, and we will reassess our facilities step-down plan on April 3rd.

Thank you for all your efforts on behalf of this community.

Best, Debby

Deborah Stewart

Academic Dean

Community College of Vermont

Academic.Dean@ccv.edu

March 17, 2020

Hello students,

What can I say? This situation is unprecedented, and I recognize that many in our learning community are experiencing varying levels of stress. I want you to know CCV remains committed to supporting your success during this time.

We have compiled a range of resources to help you during this period. Please check [Resources for Students](#) on our [COVID-19 web page](#) regularly; the page will be updated as new supports become available.

On Monday your on-ground classes will resume online. Your faculty are busily working to transition your classes online to Canvas. Many of you are already familiar with Canvas, and for others, learning online will be a new experience. Please know that CCV is dedicated to supporting you. Although CCV facilities are not accessible, our advisors and financial aid counselors are ready and able to answer any questions you might have.

Let's all remember to breathe deeply and to take good care of ourselves and each other. Together, we will successfully complete the spring semester.

My very best,
Heather

CANVAS HELP

Remote Personalized Support. If you're having issues setting up your class in Canvas or have questions about using Zoom, CCV is offering a "Zoom-in" clinic Tuesday, March 17th to Friday, April 3rd this week from 9am to 7pm, Saturday 9am to 2pm to help. Simply click the link to be connected to a real person for help!

<https://vsc.zoom.us/my/canvassupport>

Canvas Guides. Online guides to help you learn Canvas.

<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.

CCV Canvas for Students. A self-paced video tutorial. Approximately 35 minutes.

<https://vsc.instructure.com/enroll/4X6E66>

Passport for Students. A self-placed tour and tutorial through Canvas.

<https://vsc.instructure.com/enroll/PB34YH>

CCV Coordinators of Student Advising. Contact your advisor with questions.

TECHNOLOGY AND INTERNET ACCESS

Internet Access. Comcast Increases Internet Access and Speeds to Support Low-Income Americans

<https://www.internetessentials.com/>

Low-Cost Computer. Comcast has a computer available for purchase for as low at \$149.99. The computer will arrive in 9-10 days.

<https://www.internetessentials.com/Low-Cost-Computer>

Updated Technology Requirements. Learn what type of browsers and operating systems are most compatible with Canvas.

<https://ccv.edu/find/center-for-online-learning/technology-requirements/>

FINANCIAL ASSISTANCE

Life Gap Program. We understand life can be unpredictable. Unexpected costs and needs can cause significant stress and impact your academic success and yours or your family's personal well-being. CCV wants to help. The Life Gap program and Student Assistance Fund (SAF) can provide CCV students with money to assist with urgent, compelling, or unexpected needs. To discuss Life Gap or the Student Assistance Fund, please talk with the [Financial Aid Counselor](#) at your local academic center, or call 802-262-6557.

Vermont Foodbanks. Looking for help getting the food you need? [Find your local food shelf](#) or call the Vermont Foodbank at [1-800-585-2265](tel:1-800-585-2265).

CCV's United Way Coordinators. CCV's [United Way 211 Coordinators](#) are available to support students with transportation, housing, childcare, healthcare, and financial management. You can reach out to Sarah Allerton (802-578-4265 / sarah@unitedwaynwvt.org) or Kristin Kany (802-735-4438 / kristin@unitedwaynwvt.org) by phone, text, or email anytime!

LEARNING SUPPORT AND STUDENT SERVICES

Learning Support. 24/7 On-demand tutoring is available to all students. You have access to 24/7 on-demand, online tutoring in all courses. You can access these services by clicking on Tutor.com in your Canvas course site.

<https://ccv.edu/discover-resources/tutoring/>

Accessibility Services for Students with Disabilities. Students with disability accommodations and other considerations may find that the shift to online coursework results in the need for new or different accommodations. Please contact your advisor immediately should you discover any unexpected barriers or access issues. Advisors will respond as promptly as possible to support you through this transition and to address any concerns you may have regarding access to your education.

<https://ccv.edu/discover-resources/students-with-disabilities/>

TIPS FOR SUCCESSFUL ONLINE LEARNING

Discussions in Your Online CCV Courses. Learn strategies online students use for the most productive discussion forums.

<https://ccv.edu/documents/2020/03/tips-for-discussions-in-your-online-courses.pdf/>

Online Civility. Familiarize yourself with online etiquette and behavior expectations.

<https://ccv.edu/documents/2020/03/the-practice-of-online-civility.pdf/>

Heather Weinstein
Dean of Strategic Initiatives and Student Affairs
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March 20, 2020

CCV Faculty,

As this week comes to a close, I want to reiterate some of the CCV resources that have been recently created and are available to you as we make the transition to delivering all classes online for the remainder of the spring semester. I also want to thank you for the great efforts that you've made already to reach out to your CTL and other faculty, attend a zoom session, download resources, migrate course content to your Canvas shell, and—most of all—connect with your students to assure them that we can finish this semester strong.

Of course, there's much more to be done in the coming weeks, but I am very proud to be working within this teaching and learning community. Have a good weekend, and thank you.

Best, Debby

CCV Teaching Resources to Support You

- **Transitioning Classes to an Online Environment:** Many resources have been created for [Teach@CCV](#) including a page dedicated to [Alternative Course Delivery](#) and subject specific pages for [writing](#), [communication](#), [math](#), and [science](#). Check back often for new additions under the Academic Dean Department.
- **Canvas Virtual Clinic:** For faculty and students with any questions about using Canvas, CCV is offering a "Zoom-in" clinic from now until Friday, April 3rd on weekdays from 9AM to 7PM, and Saturdays from 9AM to 2PM: <https://vsc.zoom.us/my/canvassupport>.
- **Canvas Support (Keep Teaching) Task Force:** Use this email address to connect with a team of faculty and staff who are here to support you and answer any questions you may have as you move your class online. Please include, as part of your email, the name of the class you are teaching so we can connect you with a faculty member in the same discipline.
KeepTeaching@ccv.edu
- **Recent Webinars:** If you missed the recent webinars, **Moving Your Course Online When Disruption Occurs** or **Using Zoom in in a CCV Online Course**, you can get the link to the recordings on the [Alternative Course Delivery](#) page on [Teach@CCV](#). There are additional resources on Zoom, including a [Zoom Faculty Guide and Best Practices](#) document.
- **Next Week's Webinars:** We have two webinars planned for next week. Outlook invitations will be forthcoming!
 - **We've got your back! Hartness Library resources for teaching online – Monday 10-11AM**
Transitioning to online teaching can mean adding supplementary materials for your students to read and watch. You and your students have access to thousands of resources through the library, and we are here to help you locate and embed them. This

webinar will present a quick tour of some key resources and show you how to embed items in Canvas. <https://vsc.zoom.us/my/egatti>

○ **Online Learning Myth #1 Dispelled: Yes, It Can Be Engaging! - Wednesday 9:30- 10:30 AM**

Does moving your course to online make you worried that the excitement and engagement you've developed with students will be lost in a sea of text? In this session, CCV faculty share ways they translated their finesse in on-ground teaching into the online environment in order to create rich and engaging experiences for students...and themselves. <https://zoom.us/j/8466477102>

Deborah Stewart
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March 26, 2020

Dear CCV Community,

As we move forward together during this uncertain time, I want to take a moment to acknowledge the disruption we have been through in recent weeks and to thank you all for your persistence, patience, and understanding, and for the incredible support all of you – students, faculty and staff – are extending to one another each and every day.

I have been heartened by so many stories from across our learning community over the past few weeks: students taking the first courageous steps into a new classroom environment, instructors reaching out to help each other navigate new teaching methods, and staff working tirelessly to support students, faculty, and colleagues. Many of you are doing this work while homeschooling young children. Others are doing what you can to help the most vulnerable in our communities. All of us are adjusting to new routines and realities.

These stories illustrate who we are as a college: resilient, innovative, and compassionate. Through the strength of our relationships, we are able to continue our focus on the vital work of teaching and learning.

I know that many of you are feeling anxious about the future. In the coming days and weeks, we will face new challenges as we face this pandemic. The health and safety of students, faculty, and staff is our top priority. CCV continues to work with the Vermont Department of Health and pay close attention to recommendations from the Centers for Disease Control to ensure that we are taking every precaution possible to support the health and safety of our learning community. Please visit our [Coronavirus \(COVID-19\) Response & Updates](#) page regularly for current information.

Thank you for all you contribute to the CCV community. We will move forward together and emerge even stronger.

With much gratitude,
Joyce

March 27, 2020

CCV Faculty,

For many of you transitioning your courses from on-ground to online, this week was the point in which you welcomed your students back to class. I hope they discovered that—though you might be gathering asynchronously—there is comfort in re-connecting with each other. Below are the new (and continuing) resources we have to support you in this transition.

Once again, I want to thank you for your continued efforts to assist students in navigating the changes that have occurred. Have a healthy and restful weekend.

Best, Debby

CCV Teaching Resources to Support You

- **Transitioning Classes to an Online Environment:** Several items have been created for [Teach@CCV](#) including a page dedicated to [Alternative Course Delivery](#) containing links to discipline-specific and general online teaching guidance and resources. New discipline-specific information has been added since last week, so be sure to take another look!
- **Career-Related Canvas Lessons:** Career services has created a number of activities that you can use online to meet the career-related objectives of your course, including the opportunity for students to create a mission statement, reflect on transferable skills, build an online portfolio, and explore CCV's career resources: <https://teach.ccv.edu/departments/career-services/need-career-related-canvas-lessons/>
- **Canvas Virtual Clinic:** For faculty and students with any questions about using Canvas, CCV is offering a "Zoom-in" clinic until Friday, April 3 on weekdays from 9AM to 7PM, and Saturdays from 9AM to 2PM. Thus far, over 70 different people have been served! <https://vsc.zoom.us/my/canvassupport>.
- **Canvas Support (Keep Teaching) Task Force:** Use this email address to connect with a team of faculty and staff who are here to support you and answer any questions you may have as you move your class online. Please include, as part of your email, the name of the class you are teaching so we can connect you with a faculty member in the same discipline. KeepTeaching@ccv.edu
- **Math Summit - Friday, April 3 - 9:00-11:30AM**
Math faculty, share your best practices and teaching strategies to support student success in math courses, both on-ground and online. The Summit will include a focused discussion for faculty transitioning their math courses to an online environment. To join the Zoom meeting, please use the following link: <https://zoom.us/j/7544879461>

- **Recent Webinars:** If you missed any of the recent webinars (Moving Your Course Online When Disruption Occurs, Using Zoom in a CCV Online Course, or Online Learning Myth #1 Dispelled: Yes, It Can Be Engaging!) you can get the link to the recordings on the [Alternative Course Delivery](#) page on [Teach@CCV](#).
- **Next Week's Webinar:** Outlook invitations will be forthcoming!
 - **Feedback and Assessment Part I: Creating and Collecting Assignments - Wednesday, April 1, 2020 - 9:30- 10:30AM**
Tired of the tedium of collecting assignments through email? Do you wish there was an easy way to collect them all in one place with a simple tool for providing feedback and grades? There is! This session will cover how to use the tools in Canvas to simplify these important aspects of teaching while freeing up your inbox for more important things. <https://zoom.us/j/8466477102>

CCV is Ready to Help Rebuild Vermont
Joyce Judy, CCV President

The Vermont State Colleges System is weathering the roughest days of its 60-year history. The potential changes facing our sister institutions are painful and the challenges are real. While the Community College of Vermont (CCV) is not immune to these challenges, we are fundamentally unique, financially stable, and poised to help rebuild Vermont in the wake of COVID-19.

With our statewide presence and unyielding commitment to access, CCV is the second-largest college in Vermont. We serve more than 10,000 students each year at 12 locations and online. Those students go on to bachelor's degree programs throughout the VSC, at UVM, and beyond, and into high-demand jobs that grow Vermont's economy.

When CCV was founded in 1970, we were seen as a bold experiment. Rather than asking rural Vermont to come to a college campus, CCV would bring college to rural Vermont. In other words, we would meet students where they were. This concept is at the core of our work. We meet students where they are, not just geographically, but also financially, academically, and as individuals. As we respond to the disruptions caused by COVID-19, we will maintain focus on this idea. We are here to help Vermonters get back on their feet.

CCV has always been adaptive, resilient, and relevant. We pioneered online learning in Vermont nearly 25 years ago, and today we offer hundreds of online courses each semester. We have robust transfer agreements with four-year programs, giving students a springboard to their academic futures. We have built lasting partnerships with businesses throughout the state designed to help employers meet their workforce needs, from childcare to healthcare to manufacturing.

CCV's decentralized, non-residential model means that 95% of Vermont households are within 25 miles of a CCV classroom. We provide students with resources in their local communities. Our suite of online options draws from the best of both worlds: one-on-one, local advising paired with a high-quality academic experience. We help students who are new to online learning achieve success.

Despite minimal state support over the past three decades, CCV continues to offer the most affordable tuition in Vermont. 65% of our students graduate with zero debt. We have long championed the idea that education beyond high school is a necessity for all, not a privilege for some. In as little as one semester, students can earn valuable credentials at CCV that translate to higher wages and greater stability. We will continue to work with partners and employers across the state to meet developing needs in response to COVID-19.

As we prepare to re-open and rebuild our economy, CCV is ready with the education and training Vermonters will need. Our statewide presence means that we are deeply rooted in Vermont's communities. We work alongside our neighbors, students, and businesses to improve the quality and viability of life in our Green Mountain State. As we all face unexpected and unprecedented change, CCV is proud to serve as Vermont's community college. We've helped prepare Vermonters for a better future for more than 50 years. That remains our priority today.

Subject: **Student Rights & Responsibilities and Mandatory Guidelines to Support Community Health**

It is my privilege to serve as your dean of students. An important part of my role is to work with my colleagues to provide a respectful, safe, and professional environment for all members of the CCV community. To that end, this notice is to inform all students about their rights and responsibilities as members of the Community College of Vermont community. As CCV community members, all students are expected to review and comply with [CCV and Vermont State College System \(VSCS\) policies](#).

As we begin this fall semester, I'd like to highlight some of the important procedures in place to support the health of the CCV community. Please do your part in following these guidelines.

CCV center access this fall will only be available to faculty and students who are either participating in the on-ground portion of a hybrid class or—by appointment only—for computer lab usage.

All students must sign the [CCV Student Health Contract](#) prior to accessing a CCV center.

Any person accessing a CCV center is obligated to comply with [CCV's Procedures for Accessing CCV Centers in Fall 2020](#) and the [Student Health Contract](#). Failure to comply will be in violation of the [Student Code of Conduct](#).

Students who would like to request disability accommodations and/or alternative methods for meeting safety standards should contact an [accessibility coordinator](#).

Below are the detailed links to the College's formal COVID plans. These plans include the specific steps we are taking to keep the CCV community healthy and will be updated as needed. They are available on our [COVID-19 public webpage](#) and are being shared with all staff and faculty in addition to being shared with you. Please review these plans and ensure that you refer back to the most current iteration whenever you need to access center-based resources or have other related questions.

[CCV Restart Plan](#)
[CCV COVID Exposure Plan](#)

As a conscientious community, we are relying on anyone present in our academic centers to use good judgement and common sense in helping to create and maintain a safe environment and to keep each other healthy. Thank you for your efforts to stay informed and abide by these guidelines.

I hope you have a successful semester. Thank you.

Be well,
Heather

November 16, 2020

Dear CCV community,

Regrettably, today we learned that a member of our CCV-Winooski learning community has tested positive for COVID-19.

Upon learning of the result, we consulted Vermont Department of Health (DoH). The DoH is responsible for contact tracing and will notify anyone who needs to be informed. Based on the information available, the DoH does *not* believe this person was infectious when they attended class early last week.

At this time, there is no identified elevated risk for our community.

I recognize that this message brings unsettling news during a stressful time. I want to assure you that CCV is following our [established procedures](#) and the guidance provided by the Department of Health. I'm proud of the cooperation CCV students and employees have demonstrated during these past few months, maintaining vigilance and adhering to our protocols to keep each other safe. Please continue to do your part to support the health and safety of those in our academic centers and surrounding communities by following these guidelines:

Wear a mask.

Stay at least six feet from others.

Wash your hands often.

Stay home if you are experiencing any COVID symptoms.

Comply with Governor Scott's COVID [executive orders](#), amended November 13, 2020.

Take care.

Joyce Judy

June 11, 2021

Dear CCV Faculty,

I am writing with an important update on the College's COVID-19 guidelines and plan for re-opening our academic centers. We have and will continue to follow the guidance provided to us by State officials and the Center for Disease Control, including encouraging all CCV community members to get vaccinated if able. This is the way we support each other.

- Beginning July 1, staff will transition back to their offices. Centers will remain closed to the general public, but faculty and students will no longer need to make an appointment to stop by the center. For example, faculty can make photocopies, collect their mail, or meet with a staff member.
- Beginning August 16, the majority of staff will be working regularly from their offices. Centers will remain open for faculty and students, but will also be open for visitors.

In addition to the timeline above, I want to make you aware of the College's updated guidelines around vaccination and masking and answer any questions you may have.

- *Will students be required to be vaccinated?* Not at this time. As a non-residential college, we do *not* require proof of vaccination except in certain state-mandated programs, and we will continue that practice.
- *Am I required to be vaccinated?* Not at this time.
- *Can I ask if someone is vaccinated?* You may ask if someone is vaccinated but you may *not* ask to see their proof of vaccination or demand to know why they are not vaccinated. Furthermore, it is important to remember there are many reasons why someone may not be vaccinated.
- *Can I require that someone wear a mask in my presence?* No. You may wear a mask at any time, particularly if you're uncomfortable, but you may not require others to do so.
- *Will social distancing remain in effect for my class?* As the State adjusts its guidance on social distancing, so too will CCV. We anticipate this may happen soon.
- *I have accepted an assignment to teach in person in the fall. If I no longer feel comfortable with that arrangement, what do I do?* Contact your CTL as soon as possible.

If you have additional questions, feel free to contact your CTL or me. We will also be updating the COVID-19 page on CCV's public [website](#); you can always check there for the latest information. In addition, we will continue to monitor the guidance provided by State officials and the CDC, and will adjust CCV guidance accordingly.

We have much to be proud of over the past 14 months. Our community has worked hard to meet the challenges in front of us. I am so grateful for your efforts—from learning all you could about new technological and pedagogical tools to thinking about additional ways to support your students. Your efforts have made a difference.

Best,
Debby

Below are some resources you may find helpful:

- [CDC Benefits of Getting a COVID-19 vaccine https://www.cdc.gov/coronavirus/2019-ncov/vaccines/vaccine-benefits.html#print](https://www.cdc.gov/coronavirus/2019-ncov/vaccines/vaccine-benefits.html#print)
- CDC Myths and Facts about COVID vaccines https://www.cdc.gov/coronavirus/2019-ncov/vaccines/facts.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fvaccines%2Fvaccine-benefits%2Ffacts.html
- State of Vermont's information on COVID-19 vaccines: <https://www.healthvermont.gov/covid-19/vaccine/about-covid-19-vaccines-vermont>
- Vermont Forward Roadmap to Reopening plan: <https://www.vermont.gov/vermont-forward#progress&gsc.tab=0>

June 14, 2021

Hello CCV students,

The College is looking forward to fully re-opening and welcoming you back to its academic centers. Beginning July 1, CCV centers will be open to all students and faculty, with some in-person advising opportunities available.

Vermonters have many reasons to be proud. Throughout this pandemic, Vermont's safety guidelines and low infection rates have been a model for the nation. Vermont has achieved the highest COVID-19 vaccination rate in the country, with 80% of Vermonters vaccinated against the virus. One of the most important steps we all can take to keep ourselves, loved ones, and community members safe is to get the COVID-19 vaccination as soon as possible. Vaccines are highly effective in preventing death and hospitalization and will protect you from getting sick. There is no cost to get the vaccine which is [available in many pharmacies and walk-in clinics](#) around the state.

CCV remains committed to providing a healthy learning environment and will continue to follow the most current state guidance and CDC safety protocols. We'd like to provide anticipated health protocols for the fall semester.

Will students be required to be vaccinated?

Not at this time. As a non-residential college, CCV does **not** require proof of vaccinations except in certain state-mandated programs. CCV will continue to follow Vermont guidelines, including encouraging all CCV community members to get vaccinated, if able. Vaccination continues to be the most effective way to protect ourselves and each other against the virus.

Will students be required to wear masks in academic centers?

Per the Center for Disease Control (CDC), "Mask use is recommended for people who are not fully vaccinated."

Can I ask if someone is vaccinated?

You may ask if someone is vaccinated but you may **not** ask to see their proof of vaccination or ask why they are not vaccinated. Furthermore, it is important to remember there are many reasons why someone may not be vaccinated.

Will social distancing remain in effect when I am in CCV centers?

As the State adjusts its guidance on social distancing, so too will CCV. We anticipate state officials will release new guidelines soon.

The College will continue to monitor the guidance provided by state officials and the CDC and will adjust its protocols accordingly. I will keep you updated if new guidance emerges. Additionally, CCV will continue to update the COVID-19 page on its public [website](#).

As always, please contact your CCV advisor with any questions about the fall semester or class registration.

Our community worked hard to meet the challenges the pandemic presented, and we have had much to be proud of over the past 14 months. CCV's students have demonstrated great care and compassion, resilience, and dedication to learning. I look forward to continuing to celebrate your accomplishments this upcoming academic year.

Be well,
Heather

8/6/2021

Dear CCV Faculty,

I am writing with an important update on the College's COVID-19 guidelines. **In accordance with the CDC's latest recommendations and the Scott Administration's guidance towards public schools, beginning Monday, August 9, CCV will implement universal indoor masking.**

All students, faculty, and guests entering academic centers will be asked to wear a mask while indoors. Staff will return to the practice of wearing masks inside when in the presence of others and/or outside their immediate workspace.

If you are teaching an in-person summer class that will be meeting on August 9th or after, you and your students will need to be masked. Please post this announcement in your Canvas classroom. In addition, all CCV facilities will have signage in place and masks available.

Decisions such as these are not made lightly. CCV will reevaluate this practice on a regular basis in order to keep our learning community safe and healthy.

I have also included some common questions and answers below:

- *I teach an online class. Are masks required if I stop by the center to pick up a textbook or other mail?* Yes. Masks will be required for anyone who enters a CCV facility for any reason starting on August 9th.
- *I am scheduled to teach an in-person class in the fall. Will masking be required then?* Most likely, yes. We will re-evaluate this practice on a regular basis, and let you know if there are any changes, but we do not anticipate changes happening before the start of the fall semester.
- *Will there be social distancing in my on-ground class?* No, the Governor's Office has not recommended distancing.
- *I am scheduled to teach an in-person class in the fall. What do I do if a student alerts me right before class that they are sick with COVID symptoms or have been exposed to someone who tested positive for COVID?* Let your student know that they should not come to class. Signage at CCV entrances will instruct anyone who is experiencing cough, fever, or shortness of breath to refrain from entering the building. Encourage students to talk with their advisor and contact your coordinator of teaching and learning (CTL) to let them know about the situation.
- *What do I do if a student says that they have a condition that prevents them from having to wear a mask?* Refer your student to an [accessibility coordinator](#).
- *Will students be required to be vaccinated?* Not at this time. As a non-residential college, we do *not* currently require proof of vaccination except in certain state-mandated programs, and

we will continue that practice. It is our expectation, however, that everyone in our learning community will be vaccinated if they are able to do so.

- *What is CCV doing to encourage students to get vaccinated?* The College has launched a social norming campaign with students that includes text messages, emails, posters, and other communication to support student health and make CCV's vaccination expectations clear.
- *Am I required to be vaccinated?* Not at this time, but if you are able to be vaccinated, we strongly encourage you to do so.
- *Can I ask if someone is vaccinated?* You may ask if someone is vaccinated but you may *not* ask to see their proof of vaccination or demand to know why they are not vaccinated. Furthermore, it is important to remember there are many reasons why someone may not be vaccinated.
- *I have accepted an assignment to teach in person in the fall. If I no longer feel comfortable with that arrangement, what do I do?* Contact your CTL as soon as possible.

If you have additional questions, feel free to contact your CTL or me. We are updating the COVID-19 page on CCV's public [website](#); you can always check there for the latest information. In addition, we will continue to monitor the guidance provided by State officials and the CDC and will adjust CCV guidance accordingly.

Best,
Debby Stewart
Dean of Academic Affairs
Community College of Vermont

8/6/2021

Dear CCV student,

I am writing with an important update on the College's COVID-19 guidelines. **In accordance with the CDC's latest recommendations and the Scott Administration's guidance towards public schools, beginning Monday, August 9, CCV will implement universal indoor masking.**

All students, faculty, and guests entering academic centers will be asked to wear a mask while indoors. Staff will return to the practice of wearing masks inside when in the presence of others and/or outside their immediate workspace.

CCV remains committed to providing a healthy learning environment. Decisions such as these are not made lightly. The College will continue to monitor the guidance provided by state officials and the CDC and will reevaluate this practice on a regular basis.

I have also included some common questions and answers below:

I have been attending an in-person class all semester. Do I have start wearing a mask now that the summer semester is almost over?

Yes. Masks will be required for anyone who enters a CCV facility for any reason starting on August 9th.

Are masks required if I stop by the center to ask a question, register for classes, or use the computer lab?

Yes. Masks will be required for anyone who enters a CCV facility for any reason starting on August 9th.

I am enrolled in an in-person class in the fall. Will masking be required then?

Most likely, yes. We will re-evaluate this practice on a regular basis, and let you know if there are any changes, but we do not anticipate changes happening before the start of the fall semester.

Will there be social distancing in my on-ground class?

No, the Governor's Office has not recommended distancing.

What if I have a medical condition that prevents me from having to wear a mask?

Students who would like to request disability accommodations and/or alternative methods for meeting safety standards should contact an [accessibility coordinator](#).

Will students be required to be vaccinated?

Vaccination continues to be the most effective way to protect ourselves and each other against the virus. It is our expectation that everyone in our learning community will be vaccinated if they are able to do so. However, as a non-residential college, we do *not* currently require proof of vaccination except in certain state-mandated programs, and at this time, we will continue that practice.

What should I do if I test positive for COVID, have COVID symptoms, or have been exposed to someone who tested positive for COVID?

Do not come to class or enter a CCV academic center. Please alert both your faculty and advisor.

We are updating the COVID-19 page on CCV's public [website](#); you can always check there for the latest information. In addition, we will continue to monitor the guidance provided by State officials and the CDC and will adjust CCV protocols accordingly.

As always, please contact your CCV advisor with any questions about the fall semester or class registration.

Please be safe, be well, and mask up. On behalf of CCV, I thank you for continuing to do your part to keep our learning community safe and healthy.

Be well,
Heather

August 31, 2021

Dear CCV Faculty,

In accordance with the CDC's recommendations and the Scott Administration's guidance towards public schools, CCV implemented universal indoor masking in early August. All students, faculty, and guests entering academic centers are required to wear a mask while indoors. Staff are required to wear masks inside when in the presence of others and/or outside their immediate workspace.

As we prepare for the start of the fall semester next week, I want to address some of the questions you may have:

- **Will my classroom be set up for social distancing?** Social distancing is no longer recommended by the VT Department of Health. Where possible, however, CCV has set up rooms to provide some extra spacing.
- **What do I do if a student alerts me right before class that they are sick with COVID symptoms or have been exposed to someone who tested positive for COVID?** If you are meeting in person, let your student know that they should not come to class. Signage at CCV entrances will instruct anyone who is experiencing cough, fever, or shortness of breath to refrain from entering the building. Encourage students to talk with their advisor and contact your coordinator of teaching and learning (CTL) to let them know about the situation.
- **How should I treat an absence in my class when a student is unable to attend because they are sick with COVID symptoms?** Please contact your CTL to talk through the specifics of the situation. However, we encourage faculty to extend flexibility with attendance policies during this time and to work with students, whenever possible, to develop a plan for completing missed class time and assignments.
- **What do I do if a student in my class is not wearing a mask, or wearing a mask incorrectly? What can I ask?** You may inform the student that mask-wearing is required and ask them to wear a mask properly. If the student doesn't have a mask, they are available at the front desk. You may not ask *why* a student isn't wearing a mask, but if a student discloses that they have a college-approved accommodation, you may ask to see the accommodation letter.
- **What do I do if a student says that they have a condition that prevents them from having to wear a mask?** Refer your student to an [accessibility coordinator](#).
- **What do I do if a student says they need a medical accommodation but do not have an accommodation letter from the College? Or if they have documentation from some other source?** You can refer the student to an [accessibility coordinator](#) to follow

the process for requesting an accommodation. The student can and should be expected to wear a mask in the meantime.

- **How will I know if a student has an approved accommodation?** Students with college-approved accommodations will have an accommodation letter provided by their accessibility coordinator. The accommodation letter will outline the conditions required to maintain health and safety standards.
- **What do I do if, even after being reminded of the masking protocols, a student in my class refuses to wear a mask?** Like with any classroom disruption, it's usually best to take a short break to allow the other students to leave the room while you address the disruption with them individually. You can explain to the student that mask-wearing is a safety requirement, and that failure to meet CCV's health and safety standards is considered a violation of the Student Code of Conduct. If the student still refuses to comply or you can't otherwise achieve resolution, you may cancel that day's class and report the Code of Conduct violation via the [reporting form](#).
- **How are decisions being made about mask accommodation requests?** CCV considers all accommodation requests on a case-by-case basis. We must evaluate whether there is a medical or disability related need for the accommodation, and we must consider whether or not the accommodation can be provided without jeopardizing health and safety. Accommodations can only be approved if, along with additional measures and conditions, health and safety standards can be maintained.
- **Can I ask a student why they aren't wearing a mask?** You should not ask *why* a student is not wearing a mask. You may remind them of the masking protocols and ask them to wear a mask. If they disclose that they have a college-approved accommodation, you may ask to see the accommodation memo or you may contact the student's advisor.
- **Can I ask a student if they are vaccinated?** You may ask if someone is vaccinated but you may *NOT* ask to see their proof of vaccination or demand to know *why* they are not vaccinated. Furthermore, it is important to remember there are many reasons why someone may not be vaccinated.
- **Will CCV students be required to be vaccinated?** Vaccination continues to be the most effective way to protect ourselves and each other against the virus. It is our expectation that everyone in our learning community will be vaccinated if they are able to do so. However, as a non-residential college, we do not currently require proof of vaccination except in certain state-mandated programs, and we will continue that practice at this time.

- **What is CCV doing to encourage students to get vaccinated?** The College has launched a social norming campaign with students that includes text messages, emails, posters, and other communication to support student health and make CCV's vaccination expectations clear.

If you have additional questions, feel free to contact your CTL or me. We are updating the COVID-19 page on CCV's public [website](#); you can always check there for the latest information. In addition, we will continue to monitor the guidance provided by State officials and the CDC and will adjust CCV guidance accordingly.

Best,
Debby Stewart
Dean of Academic Affairs
Community College of Vermont
academicdean@ccv.edu

October 20, 2021

Dear CCV Faculty,

As President Joyce Judy shared in her message last Friday, CCV will be implementing a vaccination requirement for students beginning in January. All students taking in-person or hybrid classes at a CCV center will need to provide proof of vaccination or have an approved exemption before registering. We understand that you may have questions about this requirement as well as about other COVID-related issues. However, if you have additional questions not covered below, please reach out to your Coordinator of Teaching and Learning (CTL) or to our office.

Vaccination Questions

- **Will all students be required to be vaccinated for COVID-19?** All students taking in-person or hybrid classes at a CCV center in Spring and Summer 2022 must be vaccinated or have an approved exemption. Vaccinations for students taking only online based courses are encouraged but not required.
- **Are CCV staff and faculty required to be vaccinated?** As state employees and part of the VSC system, CCV staff and faculty must adhere to the guidelines established accordingly. COVID-19 vaccines are not currently required, but a federal mandate is pending.
- **Why are we implementing this policy?** Paired with other prevention measures, requiring vaccines will help the College reach the highest level of protection possible, reduce potential COVID exposures, limit teaching and learning disruptions, and safeguard our learning community.
- **Will students still be required to wear masks in academic centers?** At this time universal masking continues to be required for all students, faculty, and guests regardless of vaccination status. Masking also currently remains required for all staff when in the presence of others.
- **What is considered vaccinated?** If a student has received both shots in a two-shot sequence, or the Johnson & Johnson one shot, they are considered vaccinated.
- **If a student receives a medical or religious exemption what guidelines must they follow when attending an in-person or hybrid class at a CCV academic center?** Exempt students will follow all the same Vermont Department of Health guidelines and current CCV health protocols that are in place at the time. An exemption will not be publicly disclosed.
- **If a student has not verified their vaccination status and is taking only online based courses, can they still access academic center resources for appointments, learning centers, and computer labs?** Yes. All students, regardless of vaccination status, are welcome in CCV centers. Everyone will still need to follow the health protocols in place at the time.
- **When will students learn about this requirement?** Students will receive more detailed information about the process this week. On October 25th they will begin to receive secure links to enter their vaccination information.

COVID Protocol Questions

- **If a student in my class reveals that they have COVID or someone close to them has COVID, who do I contact?** A student may reach out directly to you to report a positive case or an exposure. Please keep this information confidential and share only on an “as needed” basis. This information should be reported to your CTL or a CCV staff member as soon as possible so they may file a COVID report. Please do NOT inform others in the class unless directed to do so by a CCV director or dean.
- **What do I do if a student or students in my on-ground class are unable to attend because of COVID?** Each situation is different, so it is important to talk with your CTL if you have questions or would like to discuss ideas. You may want to allow for greater flexibility around attendance and participation given that some students may miss class due to exposure, positive tests, or disruptions to their family’s childcare or schooling.
- **Where do I find more COVID-19 information?** For CCV updates on COVID-19—including college-wide communication, resources, protocols, and support—the CCV webpage has a wealth of information: <https://ccv.edu/covid-19> . You can also find general information at the Vermont Department of Health: <https://www.healthvermont.gov/covid-19> .

Thank you for your continuing efforts to support the health and safety of our community.

Best, Debby

October 15, 2021

Dear CCV Community,

Throughout the pandemic CCV has kept the wellbeing of our learning community at the forefront of our decision making, seeking to be both responsive and flexible to the evolving nature of COVID and its potential impacts.

In keeping with this goal, today I am announcing that, starting in January 2022, CCV will require that students enrolling in hybrid or in-person classes submit verification of vaccination prior to registering for the spring semester. Students enrolling in fully online classes will not be subject to this requirement.

This action will help limit teaching and learning disruptions, reduce potential exposures, and add yet another safeguard for our learning community members. We encourage all students to be vaccinated as soon as possible and have details on our web site about how students can access vaccines in their communities. Detailed information on the vaccination verification requirement will be shared with students next week, but below is an overview of the process.

- Students will verify their registration intentions and submit proof of vaccination through a secure web form provided by the College.
- Information links will be sent to students via CCV student email and text and will also be available on the CCV web site.
- Students may request a medical or religious exemption by filing an exemption request form (located in the information links) for review.
- Students taking fully online classes are exempt from the vaccination requirement, but are strongly encouraged to submit their vaccination records for future access.

I appreciate your efforts in maintaining COVID safety practices throughout the pandemic, and I am confident that this decision will help us have a productive, rewarding, and healthy spring semester.

Thank you,
Joyce

October 21, 2021

Hello students,

As President Joyce Judy shared in her message last Friday, CCV will be implementing a vaccination requirement for students beginning in January. All students taking in-person or hybrid classes at a CCV center will need to provide proof of vaccination or have an approved exemption before registering. The week of October 25, a secure web form will be sent to all current students via CCV student email and text. The form will also be made available in the portal. This is a cell phone camera friendly application designed for easy use. Easy-to-follow directions will be provided on the webform. We've addressed questions you may have about this requirement below.

I'm proud of the cooperation CCV students have demonstrated throughout the pandemic, maintaining vigilance and adhering to CCV protocols to keep each other safe. Please continue to do your part to support the health and safety of those in our academic centers and surrounding communities.

Frequently Asked Questions

Will all students be required to be vaccinated for COVID-19?

All students taking in-person or hybrid classes at a CCV center in Spring or Summer 2022 must be vaccinated or have an approved exemption. Vaccinations for students taking online based courses only are encouraged but not required.

Why are we implementing this policy?

Requiring vaccines, paired with other prevention measures, will help the College reach the highest level of protection possible, reduce potential COVID exposures, limit teaching and learning disruptions, and safeguard the learning community.

Is a booster shot also required?

Not at this time.

If I already had COVID-19 and recovered, do I still need to get a COVID-19 vaccine?

Yes, you will still be required to show proof of vaccination or receive an approved medical or religious exemption.

Will I still be required to wear masks in academic centers?

At this time universal masking continues to be required for all students, faculty, and guests regardless of vaccination status.

How do I submit proof of vaccination?

You will submit your proof of vaccination through a secure web form provided by the College. Links will be sent to all current students via CCV student email and text, and also made available in the portal. New students will receive the link with their application materials. This is a cell phone camera friendly application designed for easy use.

What if I have difficulty uploading my documentation?

Staff will be available to walk you through the use of the app as needed. You may also submit your vaccine card in-person at a CCV academic center.

Can I email CCV my documentation?

No. Verification cannot be accepted by email.

What if I can't locate my vaccination card?

For a lost vaccination card, there are three options:

- 1) Email vaxrecordrequest@vermont.gov, put "records request" in the subject line
- 2) Mail request to: Immunization Registry, 108 Cherry Street, Burlington, VT 05401
- 3) Call 888-688-4667 option #3

What is considered vaccinated?

If you have received both shots in a two-shot sequence (Pfizer or Moderna), or the Johnson & Johnson one shot, you are considered vaccinated.

Will I still be allowed to register if I have a vaccine scheduled but haven't had it yet?

Students may register for online or hybrid classes at any time. Once you have provided proof of vaccination, you may register for in-person or hybrid classes. In **very unique** circumstances, your advisor may be able to register you, however without providing vaccination status documentation by January 7, 2022, you are subject to removal (de-registration) from any pending in-person courses.

How can I apply for a medical or religious exemption?

The link you will receive via your student email and text will ask several questions and direct you to the exemption application form if requested. This form will also be found on the CCV web page under CCV COVID-19 information. Directions on where to submit exemption requests are on the form.

If I receive a medical or religious exemption what guidelines must I follow when attending an in-person or hybrid class at a CCV academic center?

Exempt students will follow all the same Vermont Department of Health guidelines and current CCV health protocols that are in place at the time. An exemption will not be publicly disclosed. On-going testing for exempted students is not currently required, but CCV is reviewing the directives on this issue carefully.

If I have not verified my vaccination status and am taking only online based courses, can I still access academic center resources for appointments, learning centers, and computer labs?

Yes. All students, regardless of vaccination status, are welcome in CCV centers. Everyone will still need to follow the health protocols in place at that time.

What happens when a class is scheduled to run-in person at a location that is not an academic center?

Students who are taking classes at a high school, tech center, hospital, or other location that is not a CCV academic center will need to follow the requirements in place at that location. However, students will be required to be vaccinated if the class is held at a CCV center. This is true of both credit and non-credit classes.

General COVID-19 information questions?

Vermont Department of Health: <https://www.healthvermont.gov/covid-19>

Thank you,
Heather

1/21/2022

Dear CCV Faculty,

In preparation for the start of the Spring semester next week, I am sending you updated information regarding CCV's COVID-19 protocols. If you have additional questions not covered in the FAQs below, please reach out to your Coordinator of Teaching and Learning (CTL) or our office. Thank you for your continued efforts to support students and prepare for a successful semester.

Best,

Debby

COVID-19 Questions & Answers

- **Are students in hybrid or in-person courses required to be vaccinated?** Yes. Students were required to show proof of vaccination or receive a medical/religious exemption before being allowed to register for in-person or hybrid courses this spring semester. To date, fewer than 15 medical or religious exemptions have been approved.
- **Am I required to be vaccinated?** While vaccination is highly recommended, VSCS faculty and staff are not currently required to be vaccinated.
- **Are students in my in-person class required to be masked? Am I required to be masked?** Yes. Masks are currently required in CCV's academic centers, and to be properly worn should cover both the nose and mouth. Appropriate use of face masks or coverings is critical in minimizing risks to you and others near you. The Vermont Department of Health (VDoH) recommends wearing medical-grade masks; N95 or KN95 masks are preferable. If you wear a cloth mask or gator, VDoH suggests using a surgical mask underneath the cloth.
- **Is social distancing required?** We recommend social distancing whenever possible, but it is not currently required.
- **If a student in my class reveals that they have COVID or someone close to them has COVID, who do I contact?** A student may reach out directly to you to report a positive case or an exposure. Please keep this information confidential and share only on an "as needed" basis. This information should be reported to your CTL or a CCV staff member as soon as possible so they may file a COVID report. Please do NOT inform others in the class unless directed to do so by a CCV director or dean.
- **What do I do if a student in my class is unable to attend because of COVID?** Each situation is different, so it is important to talk with your CTL about the situation. Given the substantial community spread of the Omicron variant, it is important to consider how you can be as flexible as possible in providing alternative means for students to remain current with assignments and class content.

- **What if I or someone close to me contracts COVID?** Reach out as soon as possible to your CTL so that they may work with you to support your needs and the needs of your students.
- **Who is CCV's COVID Response Coordinator?** Maria Basescu is CCV's point person for responding to COVID related reports. She is there to offer support and information to anyone in the CCV learning community through an initial wellness check and follow up. She tracks cases and helps direct individuals to the right internal and external resources as needed. Maria also assists in close contact notifications.
- **Where do I find more COVID-19 information?** For CCV updates on COVID-19—including college-wide communication, resources, protocols, and support—the CCV webpage has a wealth of information: <https://ccv.edu/covid-19>. You can also find general information at the Vermont Department of Health: <https://www.healthvermont.gov/covid-19>.

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