

March 13, 2020

Dear Cabarrus College Community,

I write today with important news regarding College classes, clinicals, and services. I first want to express gratitude to our faculty and staff, as well as community partners at Atrium Health and Cabarrus Health Alliance who have worked diligently to respond to the rapidly unfolding COVID-19 situation. Through their efforts, we have maintained a safe learning and working environment while preparing for what is next to come.

1. Effective Monday, March 16:

- a. **All face-to-face (on-campus) courses will be moved online until further notice.**
- b. **Labs that can be offered virtually will do so.** Instructors will notify students of the arrangements for their courses.
- c. **The main building will be closed to students and visitors.** Badge access to the Library will continue.
- d. **Student Services, the Business Office, and Library support will offer services remotely.** Please contact personnel via email as they will not be in their on-campus offices. Personnel will respond to you as quickly as possible. If you would like to speak by phone, please include your phone contact information in the email.

To make this transition, students with technological needs and questions should contact Kaitlyn Reish in the Office of Digital and Instructional Innovation (Kaitlyn.reish@cabarruscollege.edu).

2. **Clinical and fieldwork experiences will continue as long as facilities will allow.** Students and faculty will not be placed with known or suspected cases of COVID-19. As with any infectious disease, facilities are taking important precautions to maintain the health and safety of students, caregivers, and patients.
3. **Students are reminded to:**
 - a. Take appropriate infectious disease precautions. Please see attached PDF document for reminders.
 - b. Avoid travel through or to restricted countries and high-risk areas of the U.S.
 - c. Complete the Student Travel Form in Sonis as directed in previous emails.
 - d. Contact instructors and the Dean of Student Affairs and Enrollment Management if you develop respiratory symptoms and fever, or are exposed to or diagnosed with COVID-19.
4. **Faculty and Staff:**
 - a. Should continue Atrium Health protocol for infectious disease precautions and notifications.
 - b. Should communicate with students regarding specifics related to course delivery and assignments.

- c. Remember to work with students who are unable to attend clinicals/fieldwork or complete online assignments due to illness, quarantines, or unexpected circumstances.
- d. Are strongly encouraged to work from home. Alternative work arrangements should be discussed with the direct supervisor.
- e. Faculty and staff are encouraged to pack up resources and finalize arrangements for working remotely on Monday, March 16.
- f. On March 17, the building will be badge-access only.
- g. The Office of Digital and Instructional Innovation will assist faculty and staff with appropriate support.

These are unusual times for our community and nation. Our normal schedules and practices are being disrupted. However, the health and safety of our students, faculty, staff, and those we serve remain our greatest concern. As a College, we stand strong on our values of caring, commitment, and teamwork as we work through these challenging times.

We will continue to stay in communication with you throughout as this situation evolves and demands. Stay safe and healthy.

Sincerely,

A handwritten signature in black ink that reads "Dr. Meg Patchett". The signature is written in a cursive style with a large, prominent initial "M".

Dr. Meg Patchett, Acting President