



HARFORD

COMMUNITY COLLEGE

March 23, 2020

SUBJECT: COVID-19 Update: Campus to Remain Closed for Spring Semester

Dear Colleagues:

Earlier today, I conferenced with the vice presidents and operational leaders to determine next steps for campus in light of the coronavirus pandemic. **Together, we have made the decision to close campus for the remainder of the spring semester. We will proceed in an online-only learning and working environment through at least May 16.**

I understand that this news may seem abrupt; however, we feel that a prolonged campus closure is the only way to slow the spread of coronavirus and protect the health of our students and employees. Departments will be meeting this week to determine what additional action is required to support students and employees throughout the campus closure. I will be meeting with the vice presidents and operational leaders again on Wednesday to further these conversations and ensure we are approaching these unique challenges in a collaborative and holistic way.

Unfortunately, there are many answers we don't yet have. These include plans for Commencement, the feasibility of refunds and payment plan extensions for students, and addressing outstanding technology needs for students and employees. I encourage you all to share any questions or concerns with your divisional vice president; these items will be compiled into a master document to assist campus leaders in making appropriate and necessary adjustments to our business operations.

We realize some employees need access to campus to retrieve equipment or other items that are essential to their day-to-day work with students and colleagues. We are developing a formal process to allow employees to return to campus in a limited capacity that will not compromise the health or safety of themselves or others. **For this week, however, I'd like to remind you that all non-essential personnel must work from home; please assume that you are to be working from home unless or until your supervisor tells you otherwise.** I understand this may create some hardship, but it is crucial that we follow this procedure until we have a new plan in place.

I want to thank you all for your efforts to keep our campus community safe. Sacrifices will be required of us all over the next several weeks, and we may not get everything right the first time. Please know that every decision we make has a simple goal in mind: helping our College move forward without endangering the health or safety of our campus community. I appreciate your patience, support, and understanding during these difficult times, and will continue to provide you with timely updates throughout the campus closure.

Be well, and stay safe.

Dr. Jacqueline Jackson
Interim President