



HARFORD

COMMUNITY COLLEGE

SUBJECT: COVID-19 Update for March 25, 2020

Dear Colleagues:

I hope this message finds you all healthy and safe. I met with the vice presidents and our operational leaders earlier today, and have just a few items to share with you regarding the campus closure and our response to the coronavirus pandemic.

In the next few days, you will receive information from Public Safety regarding brief, limited access to campus for next week. Employees will be allowed to return to their offices only to retrieve any items or equipment necessary to successfully complete their work from home. This includes assigned tablets and/or laptops; however, under no circumstances are employees to remove desktop computers or other non-approved devices from their offices. If you have specific technology needs, please reach out directly to the ITS Help Desk (helpdesk@harford.edu) and they will do their best to accommodate your request.

As a reminder, campus remains closed to all but essential personnel, which includes only certain, key staff from Public Safety, Campus Operations, and Information Technology Services. Again, please assume that you must work from home unless your supervisor instructs you otherwise. It is crucial to the public health that we keep campus cleared; we have only a finite stock of cleaning supplies and other sanitation equipment, and every time someone visits a building on campus, that building must be thoroughly cleaned after them in accordance with CDC guidelines. If you need to access campus, please follow the forthcoming instructions from Public Safety.

Finally, as we navigate these difficult times, I want to emphasize the importance of self-care. Right now, your top priority can and should be the health and wellbeing of yourself and your loved ones. I know many of you are serving as caretakers for at-risk partners, family members, or other individuals; many of you are parents whose children are now at home due to the closure of local schools—and all of us are being bombarded with difficult and stressful news of coronavirus wherever we turn. It can be overwhelming, and many of us are understandably feeling a bit worn-out.

The College will still be there waiting for us in eight weeks—for now, please do whatever is necessary to keep yourself happy and healthy. As you work from home, remember to take plenty of breaks, set a slower pace, and give yourself permission to let certain non-priority tasks go for now. Take a look at your calendar for the next eight weeks to see if there's anything that can be delayed until we're all back on campus, and work through any questions or concerns with your supervisor.

I trust that you're all doing your best, and understand that "productivity" may look very different for the duration of this campus closure. As long as we are acting with the best interests of our students, our colleagues, and our campus in mind, I know that we'll continue to be successful.

Thank you all for everything you do. I look forward to sharing regular updates with you and keeping in touch over the next several weeks.

Sincerely,

Dr. Jacqueline Jackson
Interim President