



March 11, 2020

SUBJECT: Important Update on Campus Response to Coronavirus

Dear Colleagues:

In the past week, we have been working closely with the Harford County Health Department to ensure the safety of our campus community in the face of the novel coronavirus (COVID-19) outbreak. At present, there are no confirmed cases of coronavirus among HCC students or employees, and we have no reason to believe that there is cause for immediate concern on campus. However, we recognize that the number of coronavirus cases in Maryland is growing, and that many of our sister institutions are taking proactive steps to minimize the risk to students and employees. We also understand that many people will be traveling over spring break, and that this poses potential risks to the campus community.

**With this in mind, HCC's campus will be closed and all non-essential functions suspended beginning tomorrow, March 12. The campus will remain closed during spring break, and will switch to an online-only instruction model for the week of March 23.** Please read below for additional details.

For the Remainder of this Week (March 12 and 13)

- *Faculty:* All classes will be canceled. We ask that you use these two days to plan for delivering online-only instruction in the week following spring break. (Please speak to your dean regarding any impact of this closure on your midterm exam schedule.)
- *All employees:* If you are able to work from home, you are encouraged to do so with the permission of your supervisor. Non-essential employees (as determined by their supervisor) are encouraged to stay home regardless of their ability to work from home.
- *Essential personnel:* If you are considered essential personnel, you will receive follow-up instruction from your supervisor on how to proceed.
- We will follow established HR procedure regarding pay for unplanned closures, which states that all full-time and regularly budgeted part-time employees will be paid for their regularly scheduled work hours. Please refer to the full "College Closures Procedure" on page 18 of the HR Procedures Manual (located on OwlNet) for more information.
- The Early Learning Center will remain open on March 12 and 13, and then be closed until further notice.
- All scheduled events should be assessed by the event organizer and canceled or, if possible, postponed.

Spring Break (March 14 through March 22)

- Campus will be closed, as planned. All scheduled events (including athletics) will be canceled.
- Campus will be cleaned and disinfected in accordance with [CDC recommendations](#) for community facilities, including schools.
- We ask that you exercise appropriate caution and best judgment as you travel over spring break. If you will be traveling, please refer to the most up-to-date CDC guidelines regarding travel, which can be found [here](#).



# HARFORD

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- We expect that anyone traveling to China, Iran, Italy, South Korea, or other high-risk countries as determined by the CDC will observe a 14-day self-quarantine and practice social distancing upon their return.

## After Spring Break (March 23 through March 29)

- Campus will remain closed, but classes will continue as scheduled in an online-only format.
- Essential personnel are expected to report to campus, and will be given further instruction by their supervisors.
- All non-essential personnel must stay home. Supervisors will establish work-from-home expectations and communicate those expectations to their teams.
- We will follow established HR procedure regarding pay for unplanned closures, which states that all full-time and regularly budgeted part-time employees will be paid for their regularly scheduled work hours. Please refer to the full "College Closures Procedure" on page 18 of the HR Procedures Manual (located on OwlNet) for more information.
- All campus events scheduled for this week (including athletic events and practices) will be canceled or postponed.

If you have further questions, please address them to your supervisor, who will forward them to the appropriate vice president or to me as appropriate. We will also maintain an archive of information and resources related to this campus closure on OwlNet.

Again, I want to reiterate that there is no immediate cause for concern regarding coronavirus on HCC's campus—it is only out of an **abundance of caution** that the College is closing. We are fortunate to have the capacity to temporarily shift to an online-only environment, and are taking advantage of this option because we believe it is in the best interest of our campus community. I have spoken with Harford County Health Department Officer Dr. Russell Moy, who supports the College's approach and believes it will help to slow the spread of coronavirus in the county; I am also working closely with County Executive Barry Glassman. Over the next two weeks, I will be working with other leaders on campus and in the community to make a determination on when to reopen campus and resume face-to-face instruction. Timely updates will be communicated to you all via email, and will be posted to [harford.edu/coronavirus](http://harford.edu/coronavirus).

I understand that these are difficult circumstances, but I wish you all a happy and healthy spring break, and look forward to sharing more information with you on this developing situation as it becomes available.

Sincerely,

Dr. Jacquie Jackson  
Interim President