
From: Marcia Conston
Sent: Wednesday, March 11, 2020 6:39 PM
To: Marcia Conston
Subject: COVID-19 Update College Information

Dear TCC Faculty and Staff:

I promised on Tuesday that I would keep you informed regarding TCC's response to COVID-19. [Guidance](#) from the Centers for Disease Control and Prevention (CDC) has been consistent in recommending "social distancing" as a strategy to help stem the spread of coronavirus. Out of an abundance of caution and concern for our TCC family, we are taking the following steps:

- Students are asked not to return to campus following Spring Break.
- Classes are canceled on Monday and Tuesday, March 16 and 17.
- TCC, its campuses, and all locations will remain open on both days. Faculty and staff are expected to report to work as scheduled unless otherwise instructed.
- March 16 and 17 will be used to provide opportunities for academic leadership and faculty to prepare TCC classes for remote delivery.
- Beginning Wednesday, March 18, TCC classes will resume using remote delivery. They will remain in remote delivery at least through Wednesday, April 1.
- Students will be advised by their faculty about the specific remote delivery method for their courses. This information will be sent to students via their TCC email. Students are expected to check their college email accounts regularly, and the College will communicate with students using multiple channels, including the website and social media.
- Students seeking services (such as advising or library) should use online options or call 757-822-1122 for assistance through April 1.
- If there is a decision to continue with remote learning beyond April 1, TCC will advise faculty, staff and students by March 27.
- Campus gatherings are limited to no more than 50 people. Our community partners will be notified that their events will be suspended.

The College's goal is to maintain continuity in instruction for students while doing our best to limit the spread of COVID-19. By limiting the number of people on our campuses, we provide an opportunity for students and employees to practice social distancing, ideally staying 6 feet away from others, according to experts.

[Our dedicated webpage](#) will be updated with new FAQs as information becomes available. We also continue to focus on enhanced cleaning and disinfecting of our facilities.

The extent of this outbreak is unprecedented in our time. As conditions change, decisions often have to change as well. We will continue to take actions in accordance with federal and state health guidelines and VCCS and TCC policies.

This is a stressful time for all of us. We are suddenly aware of how close we are standing to colleagues and how many times a day we touch our faces. CDC is advising, “*Stay calm, be careful and wash your hands!*” Thank you for your comments and notes of advice, and please know that we share your concerns. I assure you that I am taking your comments and concerns seriously, and I will continue to keep you informed.

Dr. Marcia Conston

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