

**From:** Dr. Marcia Conston <TCC\_President@tcc.edu>  
**Sent:** Monday, March 23, 2020 3:32 PM  
**To:** Dr. Marcia Conston <TCC\_President@tcc.edu>  
**Subject:** Remote Learning and Telework Updates

TCC Community:

As we continue to monitor the impact of COVID-19, I assure you that your health and safety remain a top priority. This public health emergency is growing rapidly in scope and impact, with hundreds of new cases being diagnosed daily. Therefore, out of an abundance of caution and concern, the President's Cabinet this morning made the following decisions:

**Remote learning will continue through the end of the semester.** Our faculty members, with the support of Distance Learning and OIS staff, have worked tirelessly to prepare their courses for remote delivery, which started this morning. **We are committed to helping our students successfully complete their programs and courses.** Some of our students have expressed trepidation about remote learning. I know all of our faculty members are interested first and foremost in their students' success and will help them get through this.

**The College remains open. However, we will implement telework for all staff as of close of business today through April 4. No students or members of the public will be permitted in our buildings.** I have directed each member of the President's Cabinet to evaluate their operations and determine how essential functions, including, but not limited to, recruitment, admissions, advising, financial aid, tutoring, technical support, and web operations, will be carried out via telework. You should hear from your immediate supervisor regarding your work schedule and services to our students. Our goal is to maintain productivity.

As required by the Virginia Department of Human Resources Management (DHRM), any staff member designated for telework, including wage employees, must have a signed telework agreement on file in Human Resources. The agreement is found on the Human Resources page of Inside TCC. Supervisors should send signed agreements to [Clayton Ives](#). Questions about telework should be directed to [Beth](#) or [Jill Adams](#).

Some essential functions, such as housekeeping, facilities management and network operations, cannot be performed remotely. These employees will be required to follow the CDC guidelines for hygiene and social distancing. Supervisors will be in communication with them.

All staff will be expected to report to work as usual on Monday, April 6, unless notified otherwise. This is a rapidly evolving situation and we ask you to frequently check your college email and the [coronavirus web page](#) for updated FAQs and instructions.

I have every confidence in you and in this institution that we will continue to meet new challenges as they arise. Please stay safe.

Sincerely,

**Dr. Marcia Conston**

President

Tidewater Community College

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